



Regulated Qualifications Unit and Assessment Specification

Unit title	Manage Jurors and Protect Their Integrity at Court
Regulator unit code	A/601/4864
SQA unit code	FE7Y 79
SSC ref	DD3

History of changes

Publication date: April 2011

Version: 02 (October 2017)

Version number	Date	Description	Authorised by
02	October 2017	Unit Specification updated to reflect current Ofqual terminology.	Qualifications Officer

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Regulated qualifications unit specification

Title	Manage Jurors and Protect their Integrity at Court	
Level	3	
Credit value	6	
Learning outcomes	Assessment criteria	
The learner will:	The learner can:	
1 Understand the principles of managing jurors and protecting their integrity.	1.1	Identify current organisational requirements and procedures for preparing, supporting and addressing the needs of jurors.
2 Understand factors and procedures affecting the management jurors and the protection of their integrity.	2.1	Describe the importance of how to monitor progress against the schedule
	2.2	Explain the importance of ensuring that jurors understand the charges being addressed in the court cases which they are attending.
	2.3	Describe the court proceedings within the courts they are responsible including: <ul style="list-style-type: none"> ◆ the principal roles of court officials ◆ the role and principal responsibilities of jurors
	2.4	Explain different types of expenses that can be claimed by jurors and the process for claiming and reimbursing these expenses.
	2.5	Describe emergency procedures for evacuating the court building and own role and responsibilities in the event of an emergency.
	2.6	Describe the procedures for selecting jurors for different courts within the scope of own responsibility.
	2.7	Identify the schedule of cases for providing jurors.
	2.8	Identify different types of emergency or requirements for security that might affect individual jurors.

Learning outcomes	Assessment criteria
The learner will:	The learner can:
<p>3 Know how to manage jurors and protect their integrity at court.</p>	<p>3.1 Describe how to monitor the safety and security of jurors.</p> <p>3.2 Describe how to deal with types of emergency or requirements for security that might affect individual jurors.</p> <p>3.3 Describe how to deal with potential breaches of jury integrity including the need for jurors not to communicate with members of the public during a case.</p>
<p>4 Be able to ensure jurors are prepared for court proceedings.</p>	<p>4.1 Demonstrate own conformance to relevant court proceedings, codes of conduct and behaviour.</p> <p>4.2 Present information to jurors clearly, concisely and accurately and:</p> <ul style="list-style-type: none"> ◆ apply appropriate communication techniques to put jurors at their ease ◆ ask jurors for questions, check their understanding and provide clarification where necessary <p>4.3 Organise requirements by individual jurors for special arrangements correctly:</p> <ul style="list-style-type: none"> ◆ including those affecting access to the courtroom <p>4.4 Give advice to jurors on the location of facilities within the court/tribunal building that are available to them.</p> <p>4.5 Deal with individuals in an ethical manner, recognising their needs with respect for equality, diversity and human rights.</p>

Learning outcomes	Assessment criteria
The learner will:	The learner can:
<p>5 Be able to prepare and monitor jurors during court cases.</p>	<p>5.1 Demonstrate own conformance to relevant court proceedings, codes of conduct and behaviour.</p> <p>5.2 Present information to jurors clearly, concisely and accurately and:</p> <ul style="list-style-type: none"> ◆ apply appropriate communication techniques to put jurors at their ease ◆ ask jurors for questions, check their understanding and provide clarification where necessary <p>5.3 Organise requirements by individual jurors for special arrangements correctly:</p> <ul style="list-style-type: none"> ◆ including those affecting access to the courtroom <p>5.4 Give advice to jurors on the location of facilities within the court/tribunal building that are available to them.</p> <p>5.5 Deal with individuals in an ethical manner, recognising their needs with respect for equality, diversity and human rights.</p>

Additional information about the unit
Unit purpose and aim(s)
<p>This unit is about preparing and supporting jurors at court during their jury service. It includes introducing and preparing them for the courtroom, and then supporting them whilst part of the jury.</p> <p>This unit is for individuals whose responsibilities include explaining court proceedings to jurors and subsequently supporting them whilst they undertake jury service in court.</p>
Unit start date
01/12/2010
Details of the relationship between the unit and relevant national occupational standards (if appropriate)
This unit of assessment relates directly to <i>Manage jurors and protect their integrity at court</i> (approved as National Occupational Standard) Unit DD3 .
Details of the relationship between the unit and other standards or curricula (if appropriate)
Not applicable
Assessment requirements specified by a sector or regulatory body (if appropriate)
<p>This unit requires the workplace assessment of occupational competence wherever practicable. For the knowledge and understanding component of the unit, assessment from a learning and development environment is allowed.</p> <p>Individuals must demonstrate they have managed jurors and protected their integrity at court for at least two separate courts/tribunals sittings and within their organisational guidelines.</p>
Endorsement of the unit by a sector or other appropriate body (if required)
This unit is endorsed by Skills for Justice, the Sector Skills Council for Justice
Location of the unit within the subject/sector classification system
01.4 Public services
Name of the organisation submitting the unit
Skills for Justice
Guided learning hours
20

Regulated qualifications assessment specification

Assessment (evidence) requirements

The unit requires the assessment of occupational knowledge and understanding wherever practicable. Assessment can take place either in the workplace or in a learning and development environment. Individuals must demonstrate their knowledge and understanding of preparing and supporting jurors at court during their jury service is supported within their organisational guidelines.

Assessment for this unit may include records of:

- ◆ Knowledge and understanding
- ◆ Questions
- ◆ Product evidence
- ◆ Personal statement

Guidance on assessment

- ◆ Observation
- ◆ Professional discussion
- ◆ Witness testimony