



Regulated Qualifications Unit and Assessment Specification

Unit title	Progress Requests for the Rescheduling/Adjournments of Court/Tribunal Cases
Regulator unit code	R/602/5630
SQA unit code	FE8C 79
SSC ref	DB3

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	Progress Requests for the Rescheduling/Adjournments of Court/Tribunal Cases	
Level	3	
Credit value	6	
Learning outcomes	Assessment criteria	
The learner will:	The learner can:	
1 Understand the principles of rescheduling/adjournment of court/tribunal cases.	1.1 Explain the importance of allocating and listing rescheduled cases:	<ul style="list-style-type: none"> ◆ correctly ◆ at the earliest appropriate opportunity ◆ potential issues arising where this is not carried out
2 Understand factors affecting the rescheduling/adjournment of court/tribunal cases.	2.1 Describe current organisational requirements and procedures relating to rescheduling cases.	
	2.2 Identify the principal reasons why different parties seek to reschedule listed cases.	
	2.3 Give examples of reasons where rescheduling is justified.	
	2.4 Identify the jurisdiction of the courts/tribunals for which you are responsible, and the types of cases that they can hear.	
	2.5 Describe factors to consider when assessing the likely duration of a case.	
	2.6 Identify those personnel required to hear the types of cases within own area of responsibility.	
	2.7 Give examples of relevant timescales within which cases must be heard.	
	2.8 Identify the range of individuals to be notified of rescheduled cases, and of the dates of rescheduled hearings, and how to do this.	
	2.9 Give examples of work outside own Level of authority and responsibility, and whom to refer these to.	

Learning outcomes	Assessment criteria
The learner will:	The learner can:
<p>3 Be able to progress requests for the rescheduling/adjournments of court/tribunal cases.</p>	<p>3.1 Identify requests to reschedule cases, and where necessary, refer these to the relevant internal and external authority.</p> <p>3.2 Ensure all necessary information is available to reschedule cases, and address any gaps promptly and correctly.</p> <p>3.3 Alert the required external and internal parties of the rescheduling promptly and correctly.</p> <p>3.4 Identify when the case might next be scheduled in line with own organisation's procedures.</p> <p>3.5 Estimate the likely duration of the case when it is next heard in line with own jurisdictional procedures.</p> <p>3.6 Check the availability of relevant personnel for the rescheduled case, its location and anticipated duration.</p> <p>3.7 Arrange the availability of the necessary facilities for the anticipated duration of the rescheduled case.</p> <p>3.8 Ensure that arrangements are made to:</p> <ul style="list-style-type: none"> ◆ reschedule cases correctly ◆ at the earliest appropriate date ◆ rebook the required resources <p>3.9 Confirm where relevant that the date for the case is within required timescales.</p>

Learning outcomes	Assessment criteria
The learner will:	The learner can:
	<p>3.10 Notify promptly and correctly relevant internal and external authorities and personnel of:</p> <ul style="list-style-type: none"> ◆ any potential difficulties in meeting timescales ◆ the dates of cases that are rescheduled ◆ any barriers identified with the attendance of witnesses and others <p>3.11 Communicate clearly, concisely and accurately.</p> <p>3.12 Maintain accurate and up to date records.</p>

Additional information about the unit
Unit purpose and aim(s)
<p>This standard is about progressing requests for the rescheduling, or adjournments of cases, which can include postponements as well as adjournments. It includes notifying relevant personnel and allocating, listing and arranging resources so that postponed or adjourned cases can be reconvened at the earliest appropriate opportunity.</p> <p>Cases can be either criminal or civil in courts, or tribunal cases.</p> <p>This standard is for individuals whose responsibilities include progressing postponed and/or adjourned cases.</p>
Unit start date
01/12/2010
Details of the relationship between the unit and relevant national occupational standards (if appropriate)
<p>This unit of assessment relates directly to <i>Progress Requests for the Rescheduling/Adjournments of Court/Tribunal Cases</i> (approved as National Occupational Standard) unit DB3.</p>
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 progressed requests for the rescheduling/adjournment of court/tribunal cases on at least two separate occasions 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 progressing requests for the rescheduling, or adjournments of cases 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