

SVQ 2 in Court Operations - Core Skills Signposting																															
SSC/B Code	Unit Title	Communication						Numeracy						ICT						Problem Solving						Working with Others					
		Core Skill SCQF Level						Core Skill SCQF Level						Core Skill SCQF Level						Core Skill SCQF Level						Core Skill SCQF Level					
		L1	L2	L3	L4	L5	L6	L1	L2	L3	L4	L5	L6	L1	L2	L3	L4	L5	L6	L1	L2	L3	L4	L5	L6	L1	L2	L3	L4	L5	L6
SFJCTDC1	Prepare the court/tribunal room for proceedings				Y						Y																				
SFJCTDC2	Provide support to those about to attend courts/tribunals				Y						Y																				
SFJCTDC4	Maintain public order and protocols at courts/tribunals				Y																		Y							Y	
CFABAD332	Store and retrieve Information				Y													Y					Y								
SFJAE1	Maintain and develop your own knowledge, skills and competence				Y													Y													
SFJCTDB6	Address requirements for special arrangements at courts/tribunals				Y																		Y							Y	
SFJCTDD2	Support jurors at court					Y					Y							Y					Y							Y	
SFJCTDH1	Respond to enquiries regarding courts/tribunals				Y													Y					Y							Y	
SFJAG1	Maintain personal security and safety, and be alert to the security of others					Y												Y						Y						Y	
SFJCSAD1	Develop and sustain effective working with staff from other agencies					Y																		Y							Y