

SVQ 3 in Court Operations - Core Skills Signposting																															
SSC/B Code	Unit Title	Communication Core Skill SCQF Level						Numeracy Core Skill SCQF Level						ICT Core Skill SCQF Level						Problem Solving Core Skill SCQF Level						Working with Others 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
SFJCTDC3	Support proceedings in courts/tribunals					Y					Y																				
CFAMLA2	Manage your own resources and professional development					Y																									
CFAMLD1	Develop productive working relationships with colleagues					Y																									
SFJCTDB3	Progress requests for the rescheduling/adjournments of court/tribunal cases					Y				Y																					
SFJCTDC7	Monitor the progress of court/tribunal cases and review case schedules					Y				Y																					
SFJCTDB2	Allocate, list and arrange resources for court/tribunal cases					Y				Y																					
SFJCTDG1	Process the outcomes of court/tribunal hearings					Y																									
SFJCTDB6	Address requirements for special arrangements at courts/tribunals					Y																									
SFJCTDC4	Maintain public order and protocols at courts/tribunals					Y																									
SFJCTDC5	Maintain court/tribunal records					Y																									
SFJCTDD3	Manage jurors and protect their integrity at court					Y				Y																					
CFACSD9	Promote continuous improvement						Y																								
CFACSD10	Develop your own and others' customer service skills					Y																									
SFJCSAD2	Develop, sustain and evaluate joint work between agencies						Y																								

Y = possible opportunity to evidence Core Skills at the level shown.