

**FX0Y 04 (EB1)      Contribute to the Supervision and Enforcement of Low to Medium Risk Offenders Serving Sentences in the Community**

**Elements of competence**

- EB1.1            Contribute to the supervision and review of low to medium risk offenders serving sentences in the community
- EB1.2            Monitor compliance and address issues of non-compliance with court orders and statutory licences

**About this Unit**

This standard is about supervising low to medium risk offenders who are serving sentences in the community, monitoring and reviewing their progress, and enforcing compliance with statutory orders and licences.

**Evidence Requirements for the Unit**

**It is essential that you adhere to the Evidence Requirements for this Unit — please see details overleaf.**

<b>SPECIFIC EVIDENCE REQUIREMENTS FOR THIS UNIT</b>
<b>Simulation:</b>
◆ Simulation is permitted for this Unit.
<b>The following forms of evidence ARE mandatory:</b>
<ul style="list-style-type: none"> <li>◆ <b>Direct observation:</b> Your assessor or expert witness must observe you in real work activities which provide a significant amount of the Performance Criteria for most of the Elements in this Unit. For example your assessor may see you setting up a supervision meeting, attending a meeting between yourself and an offender who is in danger of non compliance with a court order.</li> <li>◆ <b>Reflective account/Professional discussion:</b> These will be a explanation or a description of your practice in particular situations based on current working practices. For example an account of a meeting with an offender who is in danger of not complying with the court order or their licence. An account of how you have monitored and reviewed an offenders progress. What actions you took to supervise, enforce and review the offenders sentence.</li> </ul>
<b>Competence of performance and knowledge could also be demonstrated using a variety of evidence from the following:</b>
<ul style="list-style-type: none"> <li>◆ <b>Questioning/Professional discussion:</b> May be used to provide evidence of knowledge, legislation, policies and procedures which cannot be fully evidenced through direct observation or reflective accounts. In addition the assessor/expert witness may also ask questions to clarify aspects of your practice.</li> <li>◆ <b>Expert witness:</b> A designated expert witness may provide direct observation of practice, questioning, undertaking a professional discussion or providing feedback on a reflective account. Working with offending behaviour can pose a number of challenges for direct observation of practice by assessors not based in the Workplace and it is vital that expert witnesses are identified at the planning stage as they will be require to work closely with your assessor in the evidence gathering process.</li> <li>◆ <b>Witness testimony:</b> can be a confirmation or authentication of the activities described in your evidence which your assessor has not seen. This could be provided by a work colleague or another key person. It is NOT appropriate to use witness testimony from any offenders/member of their family or circle of friends.</li> <li>◆ <b>Products:</b> These can be risk assessments, incident/sentence records, agency approved forms and records.</li> <li>◆ <b>Due to the nature of this Unit considerable care should be given to the inclusion of any anonymised records in your portfolio. They should remain where they are normally stored and checked for there authenticity by your assessor as well as occasionally by your verifier. Where records are included great care should be taken to ensure they are anonymised to ensure confidentiality.</b></li> </ul>

**GENERAL GUIDANCE**

- ◆ Prior to commencing this Unit you should agree and complete an assessment plan with your assessor which details the assessment methods (including potential products) and the tasks you will be undertaking to demonstrate your competence.
- ◆ Evidence must be provided for ALL of the Performance Criteria ALL of the knowledge and parts of the scope that are relevant to your job.
- ◆ Candidates and assessors should ensure that knowledge evidence should be **integrated** into the reflective accounts, direct observations and if appropriate in professional discussions. Care should be taken to **avoid** assessment of knowledge through set or banks of questions as they generally do not reflect real work practice.
- ◆ The evidence must reflect the policies and procedures of your workplace and be linked to the current legislation, values and principles of best practice within the Community Justice sector and in particular those staff working with offenders.
- ◆ ALL evidence must relate to your own work practice.

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**KNOWLEDGE SPECIFICATION FOR THIS UNIT**

Competent practice is a combination of the application of skills and knowledge informed by values and ethics. This specification details the knowledge and understanding required to carry out competent practice in the performance described in this Unit.

When using this specification **it is important to read the knowledge requirements in relation to expectations and requirements of your job role.**

**You need to provide evidence for ALL knowledge points listed below. There are a variety of ways this can be achieved so it is essential that you read the ‘knowledge evidence’ section of the Assessment Guidance.**

You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
<b><i>Legislative, regulatory and organisational requirements</i></b>	
1 Legal and organisational requirements which relate to the enforcement of sentences in the community, and their impact for your area of operations.	
2 Legislation, policies and procedures relating to data protection, health and safety, diversity and their impact for your area of operations.	
3 The role of your organisation and the services which it provides in relation to supervising, enforcing and reviewing individuals serving sentences in the community.	
4 The organisation’s policy and procedures regarding confidentiality of information and the disclosure of information to third parties, and the specific circumstances under which disclosure may be made.	
5 The limits of your authority and responsibility, and the actions to take if these are exceeded.	
<b><i>Working within the community justice sector</i></b>	
6 The types of statutory powers available for the enforcement of community sentences, including the different methods and approaches which may be used.	
7 The ways in which the physical, social, psychological and emotional development of individuals affects their behaviour and its associated patterns.	
8 Relevant research into effective practice in relation to the factors which may be relevant to individuals’ difficulties, including triggers and patterns of offending behaviour.	
9 Why it is important to clarify with individuals, and to confirm their understanding of the requirements of their intervention, including their responsibilities and the likely consequences of any failure to comply.	

You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
<b><i>Working within the community justice sector (cont)</i></b>	
10 The ways in which it is necessary to alter communication styles when working with different individuals and representatives of different organisations.	
11 The ways in which stereotyping and discrimination might affect risk assessment and how to guard against this.	
12 Methods of evaluating your own competence when working with individuals, determining when further support and expertise are needed.	

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**EB1.1              Contribute to the supervision and review of low to medium risk offenders serving sentences in the community**

Performance Criteria		DO	RA	EW	Q	P	WT
1	Identify the nature of the sentence, and its goals.						
2	Establish clearly your role in supervising the participation of individuals, and agree this with relevant colleagues, those delivering the sentence, the individuals and significant others.						
3	Inform individuals of how the supervision will take place, explaining clearly your role and responsibilities, and the nature and boundaries of the relationship.						
4	Communicate in a manner, and at a pace, appropriate to individuals, and which is free from discrimination and oppression.						
5	Encourage an open exchange of views, minimising any constraints to communication.						
6	Confirm with individuals their understanding of the statutory requirements for enforcing orders and licences and how this will be supervised, including the actions they must take to ensure compliance.						
7	Supervise individuals in ways which are consistent with the individuals' sentences, statutory requirements and relevant guidelines and standards.						
8	Challenge constructively attitudes which are aggressive, abusive or discriminatory, whilst taking account of your own safety.						
9	Take any necessary action as a result of obtaining further information from or about individuals.						
10	Identify promptly any issues or obstacles affecting the individual's participation and address these correctly, in line with your role and responsibilities.						

*DO = Direct Observation*  
*EW = Expert Witness*

*RA = Reflective Account*  
*P = Product (Work)*

*Q = Questions*  
*WT = Witness Testimony*

Performance Criteria	DO	RA	EW	Q	P	WT
11 Provide ongoing support in line with your supervisory role, monitoring progress and continuously reviewing to ensure that compliance, and levels of risk of harm and risk of re-offending are managed.						
12 Communicate to others changes in risk assessment where appropriate, identifying any changes which need to be made to the provision for individuals serving the sentence.						
13 Maintain accurate and up to date records, in line with your organisation's requirements.						
14 Communicate information to the relevant person(s).						

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**EB1.2      Monitor compliance and address issues of non-compliance with court orders and statutory licences**

Performance Criteria		DO	RA	EW	Q	P	WT
1	Obtain information from relevant people regarding individuals' compliance, sufficient for effective monitoring and for identifying any issues promptly, in line with your organisation's requirements.						
2	Identify promptly apparent non-compliance, checking and verifying the circumstances with the relevant people and the individual.						
3	Establish correctly the reason(s) for non-compliance.						
4	Determine whether the reason(s) can be addressed by reasonable means, other than through enforcement via statutory powers, and where possible, agree and action these with the relevant organisations.						
5	Issue clear warnings to individuals where there is a risk of non-compliance, setting out the likely consequences.						
6	Warn individuals of the potential consequences of non-compliance in a manner which is likely to secure compliance with the order or licence.						
7	Determine correctly those cases where the use of statutory powers is required, and refer these promptly to the appropriate person(s).						
8	Seek advice and support promptly where appropriate.						
9	Present yourself and interact with others in a manner which promotes the work of your organisation and is consistent with the rights of individuals.						
10	Identify evidence of the effectiveness of the sentence.						
11	Maintain accurate and up to date records, and provide all relevant information promptly to those who need it and are entitled to receive it, in line with your organisation's requirements.						

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*To be completed by the candidate*

**I SUBMIT THIS AS A COMPLETE UNIT**

Candidate's name: .....

Candidate's signature: .....

Date: .....

*To be completed by the assessor*

*It is a shared responsibility of both the candidate and assessor to claim evidence, however, it is the responsibility of the assessor to ensure the accuracy/validity of each evidence claim and make the final decision.*

**I CERTIFY THAT SUFFICIENT EVIDENCE HAS BEEN PRODUCED TO MEET ALL THE ELEMENTS, PCS AND KNOWLEDGE OF THIS UNIT.**

Assessor's name: .....

Assessor's signature: .....

Date: .....

**Assessor/Internal verifier feedback**

*To be completed by the internal verifier if applicable*

***This section only needs to be completed if the Unit is sampled by the internal verifier***

Internal verifier's name: .....

Internal verifier's signature: .....

Date: .....