

**Core Skills Signposting**

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| **Sector** | Justice |
| **Qualification Title(s)** | SVQ Court and Prosecution Administration at SCQF Level 5 |
| **Developed by** | Skills for Justice |
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**Skills for Justice**

**Core Skills Signposting**

**SVQ Court and Prosecution Administration**

**at SCQF Level 5**

## Introduction

Core Skills signposting indicates if there are opportunities within units to develop Core Skills in the workplace to a specified SCQF level. The signposting document should also acknowledge where there are no opportunities to develop Core Skills. This signposting can be used by providers and assessors to plan the development and assessment of Core Skills.

The five Core Skills are:

 Communication

 Information and Communication Technology

 Numeracy

 Problem Solving

 Working with Others

*The SCQF level is indicated under each Core Skill in the attached grid.*

## Core Skills Signposting

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| **SVQ Court and Prosecution Administration at SCQF Level 5** |
| **URN** | **Unit title** | **Communication** | **ICT** | **Numeracy** | **Problem Solving** | **Working with Others** |
| **Mandatory Units** |
| SFJDB1 | Receive and progress court, tribunal and prosecution cases | 4 | 4 | 4 | 4 | 4 |
| SFJDB4 | Prepare and provide papers for individual court, tribunal and prosecution cases | 4 | 4 | - | 4 | 4 |
| SFJDC5 | Maintain court and tribunal records | 5 | 4 | - | 5 | 4 |
| SFJDH1 | Respond to enquiries regarding courts and tribunals | 4 | 4 | - | 4 | 4 |
| SFJAE1 | Maintain and develop your own knowledge, skills and competence | 4 | 4 | - | - | - |
| **Optional Units** |
| SFJDB2 | Allocate, list and arrange resources for court, tribunal and prosecution cases | 5 | 5 | 4 | 4 | 4 |
| SFJDB3 | Progress requests for rescheduling court and tribunal cases | 5 | 5 | 4 | 4 | 4 |
| SFJDB5 | Ensure attendance at courts and tribunals | 4 | 4 | - | 4 | 4 |
| SFJDC6 | Process claims for expenses relating to attendance at courts and tribunals | 4 | 4 | 4 | 4 | 4 |
| SFJDD1 | Coordinate the provision of jurors | 4 | 4 | - | 4 | 4 |
| SFJDG1 | Process outcomes of court and tribunal hearings | 4 | 5 | - | 4 | 4 |
| SFJDG2 | Process appeals in courts and tribunals | 4 | 4 | 4 | 4 | 4 |
| SFJDG3 | Administer the collection of financial orders levied by courts and tribunals | 4 | 4 | 4 | 4 | 4 |
| SFJCCBF3.1 | Develop and sustain effective working with staff from other agencies | 4 | 4 | - | 4 | 4 |
| CFABAD332 | Store and retrieve information using a filing system | 4 | 4 | - | 4 | - |
| CFACSA3 | Communicate effectively with customers | 4 | - | - | 4 | 4 |
| CFACSA6 | Process information about customers | 4 | 4 | - | 4 | 4 |
| CFACSC3 | Resolve customer service problems | 4 | 4 | - | 4 | 4 |
| CFACSC4 | Deliver customer service to challenging customers | 5 | - | - | 5 | 5 |