

**Core Skills Signposting**

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| **Sector** | Justice |
| **Qualification Title(s)** | SVQ Court Operations at SCQF Level 6 |
| **Developed by** | Skills for Justice |
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| **Version**  | 3 |



**Skills for Justice**

**Core Skills Signposting**

**SVQ Court Operations at SCQF Level 6**

## 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 Operations at SCQF Level 6** |
| **URN** | **Unit title** | **Communication** | **ICT** | **Numeracy** | **Problem Solving** | **Working with Others** |
| **Mandatory Units** |
| SFJDC3 | Support proceedings in courts and tribunals | 6 | 5 | - | 4 | 5 |
| CFAMLA2 | Manage your own resources and professional development | 5 | - | - | 4 | 4 |
| CFAM&LDD1 | Develop and sustain productive working relationships with colleagues | 5 | - | - | 5 | 5 |
| SFJDB3 | Progress requests for rescheduling of court and tribunal cases | 5 | 5 | 4 | 4 | 4 |
| SFJDC7 | Monitor progress of court and tribunal cases and review case schedules | 5 | 5 | 4 | 5 | 4 |
| SFJDB2 | Allocate, list and arrange resources for court, tribunal and prosecution cases | 5 | 5 | 4 | 4 | 4 |
| SFJDG1 | Process outcomes of court and tribunal hearings | 4 | 5 | - | 4 | 4 |
| **Optional Units** |
| SFJDB6 | Address requirements for special arrangements at courts and tribunals | 4 | 4 | - | 4 | 4 |
| SFJDC4 | Maintain public order and protocols at courts and tribunals | 4 | - | - | 4 | 4 |
| SFJDC5 | Maintain court and tribunal records | 5 | 4 | - | 5 | 4 |
| SFJDD3 | Manage jurors and protect their integrity at court | 5 | 4 | 4 | 4 | 4 |
| CFACSD9 | Promote continuous improvement | 6 | 4 | - | 6 | 6 |
| CFACSD10 | Develop your own and others' customer service skills | 5 | - | - |  | 5 |
| SFJCCBF3.1 | Develop, sustain effective working with staff from other agencies | 4 | 4 | - | 4 | 4 |