
Overview

This unit is about preparing for the adjudication process and providing relevant evidence. It can cover offences both against people and property.

There are two elements

- 1 Prepare for adjudication
- 2 Take part in the adjudication process

Target Group

This unit applies to operational staff working in custodial environments who are required to contribute to adjudications.

SFJCCFF4

Contribute to the adjudication process

Performance criteria

Prepare for adjudication

You must be able to:

- P1 correctly identify offences that require adjudication
- P2 make sure the charges are justifiable and verified
- P3 obtain and collate all the available evidence relevant to the offence, and deal with it in line with organisational procedures
- P4 act in a way that is objective and impartial and upholds the individual's rights throughout the process
- P5 complete required documentation clearly and accurately, and forward it to the responsible colleague within agreed timescales

Take part in the adjudication process

You must be able to:

- P6 provide evidence that is clear, truthful and meets the needs of the adjudication process
- P7 follow agreed procedures when handling physical evidence
- P8 follow the agreed conventions of the adjudication process
- P9 answer questions accurately and in a way that will assist the adjudication process to reach a fair decision

SFJCCFF4

Contribute to the adjudication process

Knowledge and understanding

You need to know and understand:

- K1 the adjudication process and your role and responsibilities in relation to it
- K2 the importance of the adjudication process being fair and impartial
- K3 the records you must complete for the adjudication process
- K4 the principles of natural justice
- K5 the offences that require adjudication
- K6 how to make sure the charges are justified
- K7 the appropriate way to inform people about charges against them
- K8 the relevant parts of the adjudication process that the people involved must understand, and how to make sure that they do
- K9 the procedures for collecting and dealing with evidence
- K10 the correct way to deal with witnesses
- K11 the conventions of the adjudication process
- K12 procedures for handling evidence

SFJCCFF4

Contribute to the adjudication process

Developed by	Skills for Justice
---------------------	--------------------

Version number	2
-----------------------	---

Date approved	November 2006
----------------------	---------------

Indicative review date	November 2008
-------------------------------	---------------

Validity	Current
-----------------	---------

Status	Original
---------------	----------

Originating organisation	Skills for Justice
---------------------------------	--------------------

Original URN	FF4
---------------------	-----

Relevant occupations	Health, Public Services and Care; Public Services; Associate Professionals and Technical Occupations; Protective Service Occupations
-----------------------------	--

Suite	Custodial Care
--------------	----------------

Key words	Adjudication
------------------	--------------