

SFJCCFG1

Contribute to planning the installation and decommissioning of electronic monitoring equipment



Overview

This unit is about receiving notifications for electronic monitoring, checking them to make sure they are accurate and complete, inputting and storing the information correctly and then passing it on to the appropriate people in your organisation

There are two elements

- 1 Receive, enter and store notifications
- 2 Prepare and communicate information for implementing notifications

Target Group

This unit applies to administrative and other staff working in electronic monitoring control centres.

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Performance criteria

Receive, enter and store notifications

You must be able to:

- P1 check the notification promptly when it arrives
- P2 make sure that the information on the notification is clear and legible
- P3 make sure all the required information is on the notification, and that it is correctly authorised
- P4 make sure the information appears to be correct
- P5 follow your organisation's procedures if any of the information is unclear, missing or possibly incorrect
- P6 enter the information accurately on the system, in line with organisational procedures
- P7 store the notification correctly and securely for future action and archiving

Prepare and communicate information for implementing notifications

You must be able to:

- P8 compile all the information necessary to assist the implementation of the order
- P9 communicate the information to the correct people, in line with organisational procedures
- P10 communicate information about the notification within specified timescales
- P11 provide all the necessary information clearly, accurately and in the required format
- P12 complete all necessary administrative arrangements for installing and de-installing communication systems within agreed timescales
- P13 deal with any queries about the notification efficiently and effectively

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Knowledge and understanding

You need to know and understand:

- K1 the legal requirements that apply to the range and types of notifications implemented by your organisation
- K2 the types of communication system covered by the notification
- K3 how each type of notification must be dealt with and within what timescales
- K4 the information that must be present on a notification
- K5 your organisation's procedures for inputting information about notifications, and how to follow these
- K6 your organisation's procedures for storing the notification, and why these are important
- K7 the information that needs to be compiled to implement an order, and how to do this
- K8 the person(s) in your organisation that you must pass information on to concerning notifications
- K9 the information you must pass on and the format in which it should be provided
- K10 why you must check information about notifications and make sure it is correct, clear and complete
- K11 the types of problems you may have with information on notifications, and what to do in each of these cases
- K12 the types of queries you may get about notifications, and how you should deal with these

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Developed by Skills for Justice

Version number 1

Date approved November 2006

Indicative review date November 2008

Validity Current

Status Original

Originating organisation Skills for Justice

Original URN FG1

Relevant occupations Health, Public Services and Care; Public Services; Skilled Trades Occupations; Electrical Trades

Suite Custodial Care

Key words Electronic monitoring, Tagging, Install
