
Overview

This unit is about verifying critical dates for sentences so that individuals are released from custody on time. You have to check and interpret the relevant documentation and verify the calculations made by other staff. Accuracy, timeliness and confidentiality are critical in this area of work.

There are two elements

- 1 Verify and interpret documentation relevant to the imprisonment or detention of individuals
- 2 Verify sentence calculations

Target Group

This unit applies to experienced administrators working in the custodial care sector who have the responsibility for verifying the calculations for sentences made by others.

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Verify critical dates for sentences

Performance criteria

Verify and interpret documentation relevant to the imprisonment or detention of individuals

You must be able to:

- P1 verify that the **documentation** allows lawful imprisonment or detention of the individual in the establishment
- P2 check that all information on the **documentation** has been interpreted correctly
- P3 check with the **relevant authority** if you are in doubt about how to interpret information
- P4 check that all information has been accurately entered into **systems**, in line with organisational procedures

Verify sentence calculations

You must be able to:

- P5 provide advice and guidance to those interpreting **documentation** and calculating **critical dates**
- P6 check the interpretation of **documentation** and calculations of critical dates to ensure they are accurate every time
- P7 identify any errors in interpretation of **documentation** or calculation of **critical dates** and ensure these errors are corrected
- P8 check with the **relevant authority** where you are in doubt about **critical dates**

Knowledge and understanding

You need to know and understand:

- K1 current, relevant legislation, policies, procedures, codes of practice and practice advice for verifying critical dates for sentences
- K2 current, relevant legislation and organisational requirements in relation to race, diversity and human rights
- K3 current, relevant legislation and organisational requirements in relation to health and safety
- K4 the legal requirements which impact on the calculation of critical dates
- K5 your organisation's policies and procedures for calculating critical dates
- K6 the documentation required in order to imprison or detain an individual lawfully
- K7 the different types of documentation which are relevant to the imprisonment or detention of individuals and the calculation of critical dates for sentences, and how to interpret the information they contain
- K8 the relevant authorities to contact when in doubt about how to interpret information or calculate sentences
- K9 the organisation's systems and how to use them
- K10 the range of different types of information which may have an impact on critical dates, where to obtain this information, and how to assess its impact accurately
- K11 the range of critical dates which apply to different types of sentences, and how to calculate these accurately
- K12 the importance of ensuring critical dates are entered accurately on systems
- K13 the people who are authorised to have information about critical dates
- K14 the formats and time limits within which information about critical dates must be supplied
- K15 how to explain clearly how critical dates have been calculated
- K16 the types of advice and guidance people may need in interpreting documentation and calculating critical dates, and how to provide this advice and guidance
- K17 the importance of checking the interpretation of documentation and calculation of sentences to ensure accuracy
- K18 the types of documentation which must be completed and how to complete it correctly

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Additional Information

Scope/range related to performance criteria

Verify and interpret documentation relevant to the imprisonment or detention of individuals

- 1. documentation**
 - 1.1. warrants of imprisonment
 - 1.2. detention orders
 - 1.3. recall orders
 - 1.4. accompanying documentation
- 2. relevant authority**
 - 2.1. the originator or endorser of the documentation
 - 2.2. supervisor or line manager
 - 2.3. specialist in sentence calculation
- 3. systems**
 - 3.1. manual
 - 3.2. computerised

Verify sentence calculations

- 4. documentation**
 - 4.1. warrants of imprisonment
 - 4.2. detention orders
 - 4.3. recall orders
 - 4.4. accompanying documentation
- 5. critical dates**
 - 5.1. the critical dates relating to sentences awarded by a court in your own country
 - 5.2. the critical dates relating to sentences awarded by a court in another country in the UK
- 6. relevant authority**
 - 6.1. the originator or endorser of the documentation
 - 6.2. supervisor or line manager
 - 6.3. specialist in sentence calculation

Links to other NOS

This unit links to all the other administration units in the custodial care framework.

It links closely with Unit CC060 Calculate critical dates for sentences, which

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applies to administrators who calculate critical dates for sentences, but do not verify the calculations made by others.

It also links closely with Unit CC021 Receive and discharge individuals and property into and out of the custodial establishment.

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Verify critical dates for sentences

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Relevant occupations	Public Services; Public Service and Other Associate Professionals
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