

## SFJ DA8

### Prepare and present verbal and written information at courts and meetings



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#### Overview

This standard is about preparing, presenting and obtaining information, both verbal and written, at courts and meetings. It includes providing accurate and timely written information, respecting the needs and rights of individuals, their parents or carers and the victims of crime.

#### **There are two elements**

- 1 Provide and obtain written information at courts and meetings
- 2 Make oral contributions to courts and meetings

#### **Target group**

This standard is applicable to those who are involved in providing and obtaining written information for courts and meetings, and who may be asked to make oral contributions.

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#### Performance criteria

#### **Provide and obtain written information at courts and meetings**

*You must be able to:*

- P1 identify audiences for reports and write using language that is accessible for readers
- P2 prepare and provide clear, concise, written reports to the court or meeting on time and to the required professional standard
- P3 provide information which is consistent with your role, organisational and statutory requirements
- P4 explain where further information is required, confirming when it is required and its purpose
- P5 gather relevant and accurate information from the right people whilst being sensitive to their situation if required
- P6 verify the collected information, identify correctly if there are any problems with it and address these appropriately
- P7 complete records accurately and clearly and store them according to your organisation's requirements

#### **Make oral contributions to courts and meetings**

*You must be able to:*

- P8 present the verified information consistent with the court or meeting's requirements
- P9 provide additional information to support and update written reports, as and when required
- P10 answer questions accurately to increase the understanding of those involved
- P11 promote and represent the work of your organisation and aim for constructive outcomes
- P12 seek advice and support from your team and supervisor when it is required
- P13 complete records accurately and store them in accordance with your organisation's requirements

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#### Knowledge and understanding

*You need to know and understand:*

- K1 legislation which relates to your work, and its impact for your activities in providing and obtaining information
- K2 the functions, associated statutory requirements, procedures and resources of the different courts and meetings relevant to your work
- K3 possible hearing outcomes and associated statutory requirements of the different courts and meetings relevant to your work
- K4 the different forms of report which are required for the different courts and meetings relevant to your work, and the reasons for these
- K5 the ways in which it is necessary to alter communication when working with different individuals and representatives of different agencies
- K6 ways of identifying and addressing problems with the information
- K7 the principles of effective equality, diversity and anti-discriminatory practice
- K8 the purpose of sentencing and the reasoning for providing realistic sentencing recommendations
- K9 the importance of preparing reports for sentencing

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<b>Developed by</b>	Skills for Justice
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<b>Originating organisation</b>	Skills for Justice
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<b>Relevant occupations</b>	Youth Offending Team Officer; Youth Offending Team Worker; Youth Justice Officer; Youth Justice Practitioner; Senior Youth Offending Team Officer; Senior Youth Offending Team Worker; Senior Youth Justice Practitioner; Youth Offending Team Manager; Youth Justice Manager
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<b>Suite</b>	Youth Justice; Resettlement of Offenders
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<b>Key words</b>	Verbal information; written information; courts; meetings
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