

SFJ DA9

Exchange information and represent the agency's viewpoint in courts and meetings



Overview

This standard is about representing your agency in courts, at hearings and related meetings through exchanging information and presenting reports.

There are two elements

- 1 Exchange information at courts and meetings
- 2 Present reports at courts and meetings

Target group

This standard is applicable to those with responsibility for representing their agency in courts, hearings or related meetings.

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Performance criteria

Exchange information at courts and meetings

You must be able to:

- P1 establish the reports required by courts and meetings, confirming when they are required and their purpose
- P2 obtain the information required for the reports and work effectively with colleagues and other agencies in line with required timescales
- P3 analyse the information collected, identify any problems with it and address them
- P4 identify audiences for reports and write using language that is accessible for these identified audiences
- P5 prepare and provide concise written reports to the court or meeting in line with required timescales and to the required professional standard
- P6 provide information which is consistent with requests, your work role, agency policy and statutory requirements
- P7 identify any tensions and areas of conflict with others and seek to address them constructively
- P8 complete records accurately and store them according to your organisation's requirements
- P9 communicate information to people who are authorised to receive it

Present reports at courts and meetings

You must be able to:

- P10 identify and discuss the issues which may be raised at courts and meetings with your line manager prior to the event
- P11 present the information which the court or meeting requires succinctly, and consistent with court or meeting conventions
- P12 present yourself and interact with others to promote and represent the work of your organisation
- P13 make timely and appropriate interventions which challenge others when they misinterpret information or are discriminating unfairly
- P14 seek advice and support from an appropriate person if difficulties arise
- P15 clarify details of court or meeting requests for further information
- P16 take action to gain further information about the report in line with required timescales
- P17 complete records accurately and store them according to your organisation's requirements
- P18 communicate information to people who are authorised to receive it

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Knowledge and understanding

You need to know and understand:

Working with individuals and groups

- K1 the different courts and meetings relevant to your work, including their:
 - K1.1 functions
 - K1.2 associated statutory requirements
 - K1.3 procedures (for example administration and etiquette)
 - K1.4 resources
- K2 possible outcomes and associated statutory requirements of the different courts and meetings relevant to your work
- K3 the different forms of report which are required for the different courts and meetings relevant to your work, and the reasons for these
- K4 the ways in which it is necessary to alter communication when working with different individuals and representatives of different agencies
- K5 ways of identifying and addressing problems with the information
- K6 the principles of effective equality, diversity and anti-discriminatory practice

Working within the justice sector

You need to know and understand:

- K7 the nature of the sector in which you work, and the nature, roles and functions of the principal agencies within it
- K8 agency structures, functions, methods of communication and decision making processes
- K9 legislation which relates to the work that you undertake and the impact of this for your work
- K10 the purpose of sentencing and the reasoning for providing realistic sentencing recommendations

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Suite Youth Justice; Resettlement of Offenders

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