

SFJ FI5

Assist in monitoring the progress of those released on licence



Overview

This standard is about assisting the monitoring of the progress of individuals released on licence. It covers what you need to do and know to monitor individuals and to investigate potential non-compliance

There are two elements

- 1 Assist in monitoring the progress of individuals released on licence
- 2 Assist in investigating instances of non-compliance

Target group

This standard is applicable to custodial staff with responsibility for assisting in the supervision and monitoring of those released on licence.

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Performance criteria

Assist in monitoring the progress of individuals released on licence

You must be able to:

- P1 establish your role in monitoring compliance, confirming this with your manager, colleagues and the individual you will be monitoring
- P2 check that the individual understands the conditions of work in the licence provision, and the consequences of non-compliance
- P3 inform the individual accurately how monitoring will occur
- P4 monitor compliance in line with the terms of the licence, your role and responsibilities and legal requirements
- P5 monitor and assess the effectiveness of the licence, and report your findings, conclusions and any associated and justified recommendations to the relevant person
- P6 identify where alterations to the licence may assist the individual to meet the conditions, and make reasoned recommendations to the relevant person
- P7 communicate at a pace and level appropriate to the individual, encourage an open exchange of views that is free from discrimination and oppression
- P8 challenge attitudes and behaviours which are aggressive, abusive or discriminatory, whilst taking into account your personal safety
- P9 maintain accurate records

Assist in investigating instances of non-compliance

You must be able to:

- P10 identify indicators of non-compliance with the terms of the licence and establish the relevant circumstances
- P11 indicate to individuals at risk of non-compliance the consequences of failing to meet the terms of their contract
- P12 obtain and verify information when there is apparent non-compliance and pass this on to the relevant person within the required timescales
- P13 establish reasons for apparent non-compliance with the individual and with people who are working with the individual
- P14 interact confidently with others to promote the work of your organisation and the rights of individuals
- P15 complete records accurately and keep relevant parties informed

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Knowledge and understanding

You need to know and understand:

- K1 legislation relating to the work being undertaken and its impact for your work
- K2 statutory powers for breaches of licence and different methods and approaches that can be used to address non-compliance
- K3 the impact of crime on victims and their need for protection, respect, recognition and information
- K4 factors which can affect an individual's behaviour including their physical, social, psychological and emotional development
- K5 factors included within a licence and situations in which a licence may be varied
- K6 the purpose of clarifying and checking understanding about the requirements of the licence with individuals, including their responsibilities and the likely consequences of any failure to comply
- K7 methods of reviewing and evaluating the effectiveness of licences and the interventions contained within them
- K8 the services and priorities of your organisation and how these relate to those of other organisations in the sector
- K9 codes of practice and protocols about confidentiality and information sharing between organisations working in partnership
- K10 your role and responsibilities, and who to seek assistance and advice from
- K11 the principles of equality, diversity and anti-discriminatory practice relevant to your work

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