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**Overview**

This standard is about providing clients with specialist information and advice at the point of initial contact with the service. The information and advice you provide will relate to education provision and provision for those with special educational needs.

As part of this standard you will need to be able to decide when to refer a client on to alternative or more specialist sources of advice.

**Performance  
criteria**

- You must be able to:
- P1 explain to clients the legal advice services you can offer in line with organisational requirements
  - P2 check clients' understanding of legal advice services is consistent with information you have provided
  - P3 agree with clients their legal advice requirements in line with relevant legislation, policies and procedures
  - P4 agree with clients where situations require immediate action in line with their requirements , and:
    - P4.1 take steps to implement this
  - P5 agree next steps with clients in line with their requirements
  - P6 explain accurately the organisation's systems and procedures for working with clients
  - P7 agree further actions with clients in line with their requirements including;
    - P7.1 procedures
    - P7.2 responsibilities
    - P7.3 time limits
  - P8 analyse available client information to assign relevance to their case in line with your professional judgement
  - P9 record client details and agreed actions in line with organisational requirements
  - P10 review sources of information to assess applicability to clients' situations
  - P11 check that information obtained enables you to advise clients
  - P12 analyse information received from clients and the research process to formulate options in line with clients' needs
  - P13 present clients with information and possible options for action in line with organisational requirements
  - P14 advise clients on the implications of possible options in line with organisational requirements
  - P15 check clients' understanding of the advice offered in line with organisational requirements
  - P16 agree actions required by you and clients in line with organisational requirements

**Knowledge and understanding**

You need to know and understand:

- K1 legislation in your jurisdiction relating to:
  - K1.1 school admissions
  - K1.2 school attendance
  - K1.3 exclusions
  - K1.4 discrimination
  - K1.5 special educational needs provision
  - K1.6 additional support needs provision
- K2 alternative forms of educational provision that may be available in your jurisdiction
- K3 child protection legislation, regulations, policies and procedures relevant to educational provision
- K4 safeguarding legislation, policies and guidance relevant to educational provision
- K5 legislation, regulations, policies and procedures in your jurisdiction relating to the daily business of schools
- K6 statutory definition of special educational needs and additional support needs
- K7 national and local guidelines and codes of practice in your jurisdiction relating to the identification and assessment of special educational needs and additional support needs in children
- K8 key elements of the special educational needs and additional support needs assessment frameworks
- K9 the format of special educational needs and additional support needs statements
- K10 key phases of response to special educational needs and additional support needs assessment
- K11 the purpose, function and development of individual education plans
- K12 Special Educational Needs and Additional Support Needs provision available in your jurisdiction
- K13 statutory responsibilities, policies and codes of practice relating to transition planning for special educational needs and additional support needs students including:

- K13.1 2 years old and above
- K13.2 14 years and above
- K13.3 post 16
- K13.4 looked after young people

## SFJIB25

### Provide first line education legal advice

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