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**Overview**

This standard is about providing legal information and advice to young people up to the age of 25 on their rights and responsibilities under the law. You will establish their needs and expectations of services, research information which is relevant to their situations and provide them with appropriate and accurate legal 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 that 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

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**Knowledge and understanding**

You need to know and understand:

- K1 relevant aspects of welfare benefits legislation, case law and guidance in your jurisdiction relating to young people, and how to use it
- K2 the current structure of the welfare benefits system, including:
  - K2.1 means-tested benefits
  - K2.2 non-means-tested benefits
  - K2.3 contributory benefits
  - K2.4 locally administered welfare schemes
  - K2.5 non contributory benefits
  - K2.6 passported benefits
- K3 the relationships between different types of benefits
- K4 statutory bodies involved in the administration of welfare benefits:
  - K4.1 locally
  - K4.2 nationally
- K5 the potential eligibility for benefits relevant to young people
- K6 how entitlement may be affected by clients' circumstances
- K7 the legislation and guidance in your jurisdiction relating to the protection of children, young people and vulnerable adults
- K8 the protocols to follow when abuse is suspected
- K9 how to find support for children and young people who are at risk of abuse
- K10 the health related rights of young people
- K11 legislation and regulations in your jurisdiction relating to the mental health of young people
- K12 how to access local mental health services
- K13 how local child and adolescent health services work
- K14 what local third sector organisations can provide
- K15 legislation, policy and practice relating to the social welfare of young people in your jurisdiction
- K16 legislation, policy, guidance and practice in your jurisdiction in relation to homeless young people
- K17 legislation, policy and guidance in your jurisdiction in relation to housing for young people

- K18 legislation, policy and guidance in your jurisdiction relating to money and debt advice for young people
- K19 ways of maximising income and reducing expenditure
- K20 how to develop a budget based on income and essential expenditure
- K21 how to identify priority and non priority debts
- K22 the types of debt recovery actions that may be imposed, and how to advise young people to resist such actions
- K23 how to refer young people for specialist debt advice

## SFJIB6

### Provide first line legal advice to young people

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<b>Developed by</b>	Skills for Justice
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<b>Date approved</b>	November 2013
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<b>Validity</b>	Current
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<b>Status</b>	Original
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<b>Originating organisation</b>	Skills for Justice
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<b>Original URN</b>	SFJ IB6
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<b>Relevant occupations</b>	Legal Advisers; Legal Associate Professionals
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<b>Suite</b>	Legal Advice
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<b>Key words</b>	Providing advice; rights and responsibilities; young people; children;
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