

SFJODPS6.12.2

Provide technical advice and/or guidance in public service cases



Overview

This unit concerns the provision of factual technical advice or guidance relating to your area of work, both within established guidance and where no specific guidance is available but where established principles exist. You need to identify the recipient's information needs and communicate in a way that the recipient can understand, following the appropriate conventions and using the appropriate communication medium.

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Performance criteria

You must be able to:

- P1 follow organisational procedures at all times
- P2 maintain your own personal safety
- P3 work in a way that ensures the safety of others
- P4 identify and confirm the recipient's needs
- P5 communicate in a way that the recipient can understand, using the appropriate communication medium and follow the relevant conventions
- P6 obtain and provide complete, accurate and up to-date information to the recipient in a timely manner
- P7 confirm that you have met the recipient's information needs
- P8 feed back information for the benefit of those who need to know
- P9 direct the enquirer to other sources of help if you cannot meet their needs
- P10 maintain the requirements of confidentiality

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Knowledge and understanding

You need to know and understand:

- K1 the requirements of organisational procedures
- K2 the legal requirements for health and safety
- K3 your organisation's health and safety requirements
- K4 how existing legislation works in your own discipline
- K5 to whom you should feed back information and why they need to know
- K6 how to find out what information the recipient needs
- K7 the possible impact of your advice
- K8 how to give clear and accurate information and check the recipient's understanding
- K9 the limits of your own and your team's expertise
- K10 where to get guidance or assistance if you cannot provide the information or advice yourself
- K11 resource or time constraints
- K12 organisational communication policy, guidance and procedures
- K13 the importance of maintaining the requirements of confidentiality

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Additional Information

Scope/range related to performance criteria

Different conditions which affect how you apply your knowledge, and in which you must demonstrate competence are:

1. cases: within established guidance; within established principles
2. communication: in writing; orally

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