SFJODPS6.4.11
Authorise the calculation/entitlement

Overview

This unit concerns the checking and authorization of others' entitlements to ensure their accuracy. You need to demonstrate your competence in approving immediately those calculations or entitlements that are correct and referring those that are not for resolution or correction.

SFJODPS6.4.11
Authorize the calculation/entitlement

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   verify the accuracy and timeliness of the claim within the parameters of your organisation's guidelines

P5   identify and reconcile other relevant factors affecting the claim

P6   record the outcome according to the procedures

P7   meet the requirements of the timescale

P8   meet the requirements of confidentiality, Freedom of Information (FOI) and Data Protection

SFJODPS6.4.11
Authorize the calculation/entitlement

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   the requirements of case law/relevant legislation

K5   how to validate information

K6   the basis on which you might refer for resolution/correction

K7   the individual's needs

SFJODPS6.4.11

Authorize the calculation/entitlement

Additional Information

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

1. Calculations/entitlements: immediately approved; referred for resolution/correction

SFJODPS6.4.11

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