

SFJODPS6.6.3

Select corporate cases for further action



Overview

This unit concerns selecting corporate cases for further action that comply with the risk plan. You need to prioritize cases that are resource-effective and supply an even distribution of workloads, identifying whether the risks you have identified are likely to impact on other specialisms and informing colleagues of your plans. You will therefore need to take into account the implications relating to justifiable complaints and equity of treatment in your selections.

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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 select cases that comply with the risk plan
- P5 prioritize cases that are resource-effective according to the agreed criteria
- P6 ensure that cases are allocated according to known individual and/or team skills, expertise and time available
- P7 identify whether the risks you have identified are likely to impact on other specialisms
- P8 identify the likelihood of other areas for further action and refer the matter to the right person
- P9 inform relevant colleagues of plans that may affect them

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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 the requirements of the risk plan
- K5 the aims and objectives of existing legislation in your own specialism
- K6 the criteria for resource-effectiveness
- K7 the potential impact of other specialisms on the case
- K8 the limits of your expertise and authority
- K9 indicators of non-compliance in your specialism
- K10 how to recognize indicators of non-compliance in other specialisms
- K11 sources of information and/or advice and how to access them
- K12 the business needs of relevant colleagues
- K13 information-sharing protocols
- K14 what are the relevant proprieties and their requirements (e.g. Human Rights Act (HRA), diversity etc)

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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. resources: skills; time
2. wider implications: justifiable complaints; equity of treatment

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