

## SFJPS6.7.1

### Prepare the case for legal action



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#### Overview

This unit is for individuals working in public service. It is designed to make sure that the individuals are able to carry out various tasks relating to preparing a case for legal action. It is also designed to ensure that the individuals know and understand how to validate case-related information, manage records and deal with any change in circumstances.

## SFJPS6.7.1

### Prepare the case for legal action

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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 validate the information you receive
- P5 ensure information is recorded accurately on the appropriate system
- P6 ensure the suitability of the venue
- P7 list the case in accordance with listing targets/requirements
- P8 issue notifications of hearings to all parties/court in accordance with the timescale
- P9 deal with requests for information and/or action in accordance with organisational procedures
- P10 prioritize your caseload to meet your objectives and targets
- P11 ensure the availability and suitability of key personnel
- P12 refer cases beyond your authority or competence to the appropriate person
- P13 respond to changing circumstances within the limits of your authority
- P14 adhere to the requirements of confidentiality
- P15 maintain the currency of records

## SFJPS6.7.1

### Prepare the case for legal action

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#### Knowledge and understanding

*You need to know and understand:*

- K1 the requirements of organisational procedures
- K2 how to validate information and the information needed to create files (electronic and paper)
- K3 who are the interested parties and the nature of their interest
- K4 your targets and objectives
- K5 the classification of case timescales and individual case priorities
- K6 which documents are required
- K7 the consequences of the change in circumstances and the action you should take
- K8 the basis on which to allocate cases
- K9 the criteria for suitability of key personnel (eg members, judiciary etc)
- K10 the implications of changes to the plan
- K11 how to operate information systems (paper and electronic)
- K12 the requirements of information storage and security
- K13 the importance of maintaining the requirements of confidentiality

## SFJPS6.7.1

### Prepare the case for legal action

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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. Hearings: as planned; where there are changes to the plan
2. Cases: straightforward; complex
3. Records: paper; electronic

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<b>Key words</b>	case, caseload, judiciary, legal action, notification of hearing, validate information, operational delivery
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