

SFJPS6.7.8

Carry out post-hearing actions



Overview

This unit is for individuals working in public service. It is designed to make sure that the individuals are able to carry out the required actions following a hearing correctly. It is also designed to ensure that individuals know and understand the procedures, objectives and priorities for each hearing and are aware of protocols relating to their area of work.

SFJPS6.7.8

Carry out post-hearing actions

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 record the outcome of the hearing on the appropriate system in accordance with your organisation's procedures
- P5 confirm the accuracy of the information contained in the judgement
- P6 issue the outcome of the hearing to relevant parties following the appropriate protocols
- P7 process post-hearing actions in line with the outcome of the hearing
- P8 store records securely
- P9 meet the requirements of the timescale

SFJPS6.7.8

Carry out post-hearing actions

Knowledge and understanding

You need to know and understand:

- | | |
|----|--|
| K1 | the requirements of organisational procedures |
| K2 | who are the interested parties and the nature of their interest |
| K3 | your targets and objectives |
| K4 | the classification of case timescales and individual case priorities |
| K5 | the protocols that are appropriate to each type of hearing |
| K6 | how to operate information systems (paper and electronic) |
| K7 | the requirements of information storage and security |
| K8 | the importance of maintaining the requirements of confidentiality |

SFJPS6.7.8

Carry out post-hearing actions

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

SFJPS6.7.8

Carry out post-hearing actions

Developed by	Skills for Justice
---------------------	--------------------

Version number	1
-----------------------	---

Date approved	February 2009
----------------------	---------------

Indicative review date	February 2011
-------------------------------	---------------

Validity	Current
-----------------	---------

Status	Original
---------------	----------

Originating organisation	Government Skills
---------------------------------	-------------------

Original URN	N6.7.8
---------------------	--------

Relevant occupations	Public Services; Public Service Professionals
-----------------------------	---

Suite	Public Services revised
--------------	-------------------------

Key words	hearing outcomes, post-hearing, judgement, hearing case, case priorities, operational delivery
------------------	--