
Overview

This standard covers researching, collating and preparing information from different sources and in different formats on behalf of someone else. This information will then be presented in required layouts and formats.

There are two elements

- 1 Select information from a variety of sources
- 2 Supply information from a variety of sources

Present information from a variety of sources

Performance**criteria****Select information from a variety of sources****You must be able to:**

- P1 agree requirements of information you have been asked to research in accordance with your organisation's procedures
- P2 record requirements for information in accordance with your organisation's procedures
- P3 select information sources that meet agreed requirements in accordance with your organisation's procedures
- P4 check for permissions and conditions that apply to information in accordance with your organisation's procedures
- P5 use specialist support where required in accordance with your organisation's procedures
- P6 use research methods to obtain permissions that apply to information in accordance with your organisation's procedures
- P7 select information that meets agreed requirements in accordance with your organisation's procedures

Supply information from a variety of sources**You must be able to:**

- P8 record how agreed information should be presented in accordance with your organisation's procedures
- P9 combine information into an agreed style of presentation
- P10 choose document styles that are appropriate to purposes of use in accordance with your organisation's procedures
- P11 reference sources of information you have used in accordance with your organisation's procedures
- P12 meet any conditions placed on use of information in accordance with your organisation's procedures
- P13 check that final documents meet approval of relevant people who commissioned the research in accordance with your organisation's procedures
- P14 make amendments to final documents in accordance with your organisation's procedures

**Knowledge and
understanding**

You need to know and
understand:

- K1 why it is important to record agreed requirements
- K2 how to check requirements have been met
- K3 requirements of relevant legislation covering information searches and use of information
- K4 conditions that may apply to information, in particular:
 - K4.1 confidentiality
 - K4.2 data protection
 - K4.3 copyright
- K5 the range of sources used to locate information
- K6 how to use information sources
- K7 any sources of specialist information support that you could draw on
- K8 how to assess specialist information support
- K9 how to carry out information searches relevant to research areas
- K10 the importance of maintaining the goodwill of information sources
- K11 standard document styles used in your team
- K12 how to select a style appropriate to the documents' purposes
- K13 how to present documents using appropriate styles
- K14 the importance of referencing information sources you have used
- K15 how to reference information sources

Additional Information

Glossary

Relevant people can refer to individuals, others relevant or significant to individuals, staff in your own agency including investigating teams or staff from other agencies.

Organisational procedures can include prison service instructions, prison policies, legislative policies and any other policies and procedures used across custodial care in the UK.

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Present information from a variety of sources

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