

N/SVQs in the Justice Sector

Assessment Strategy

May 2006



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1 Background

Skills for Justice is the sector skills council covering all employers, employees and volunteers in the criminal justice sector throughout the United Kingdom. This includes:

1. the police
2. custodial care, including prisons, secure transport and electronic tagging
3. community justice, including supervision and rehabilitation of offenders, services for victims, survivors and witnesses and community safety
4. court services, including court administration and management, judges and magistrates
5. HM Revenue & Customs law enforcement
6. prosecution services, including the Crown Prosecution Service in England and Wales, the Crown Office and Procurator Fiscal Service in Scotland and the Public Prosecution Service in Northern Ireland

Skills for Justice has brought together the work of three former National Training Organisations (NTOs), the Police Skills and Standards Organisation, the Custodial Care NTO and the Community Justice NTO. Between them these three NTOs were responsible for four suites of National Occupational Standards: Policing, Custodial Care, Community Justice and Youth Justice. Each of these suites had a related assessment strategy.

With the creation of the sector skills council for the justice sector it is appropriate to now bring those four assessment strategies together and to provide a coherent and cohesive approach to assessment across the sector.

This assessment strategy will therefore replace the four assessment strategies as from May 2006

2 Introduction

This document sets out the recommendations and specifications of Skills for Justice on behalf of the justice sector of the UK, for the assessment and quality control systems required for the NVQs/SVQs.

The following sections outline Skills for Justice's specific principles in regard to:

1. external quality control of assessment
2. workplace assessment
3. the use and characteristics of simulation
4. the required occupational expertise of assessors and verifiers
5. liaison between the SSC and the Awarding Bodies

These principles are in addition to the generic criteria that Awarding Bodies must meet for the delivery of NVQs/SVQs, as required by the Qualifications and Curriculum Authority's (QCA's) '*NVQ Code of Practice*' and Scottish Qualifications Authority (SQA 's) '*SVQ Criteria and Guidance*' for Awarding Bodies

This Assessment Strategy does not describe these systems in detail. It only provides the overarching principles. These systems may vary from one Awarding Body to another and Skills for Justice accepts this, providing the overarching principles of this document are consistently put into practice.

Skills for Justice sees itself as working in partnership with its Awarding Bodies in order to deliver quality assessment and will be happy to provide them with appropriate guidance and support in implementing its requirements.

3 External Quality Assurance - A rigorous and robust system of Internal and External Verification

The monitoring and standardisation of assessment decisions will be achieved by a robust and strong external verification system. The mechanisms required to achieve this are outlined in QCA's '*NVQ Code of Practice*' and Scottish Qualifications Authority (SQA 's) '*SVQ Criteria and Guidance*' for Awarding Bodies.

In addition to the Regulators' requirements Skills for Justice will require all external verification reports and other data relating to a centre to be evaluated by the Awarding Body and any risks relating to quality control to be addressed. External verification, monitoring, support and control should be put in place as appropriate to each centre's level of risk.

All assessors, internal verifiers and external verifiers must meet the requirements of the *NVQ Code of Practice* and the *SVQ Criteria and Guidance*.

4 Workplace Assessment

Assessments of candidates' performance must take place in a work based situation, except for those units for which simulation has been deemed acceptable (see Section 5 below).

In order to ensure that the evidence used to assess candidates against the National Occupational Standards is valid, all centres must demonstrate that the candidates have access to the types of resources commonly in use in the sector and that the pressures and constraints of the workplace are reflected.

It is accepted that the assessment of some knowledge and understanding may take place in a different environment, for example in a training and development centre or another environment, which is not the immediate workplace. However, the assessment of this knowledge and understanding should be linked directly to workplace performance and should include performance evidence.

Skills for Justice believes that direct observation by a competent assessor (as outlined in Section 6.1) or testimony from an Expert Witness (as outlined in Section 6.2) is always to be preferred. Expert Witness testimony has parity with assessor observation unless otherwise stated in unit evidence requirements. The Assessor is responsible for making the final judgement in terms of the candidate meeting the evidence requirements for the unit.

Skills for Justice recognises that there are alternative evidence sources which may be used where direct observation is not possible or practical e.g. work products, records, reflective accounts, professional discussion etc.

5 Simulation

Simulations should only be used where stated in the National Occupational Standards. Where simulation can be used within individual units, it is specified in Appendix B.

Assessment in a simulated environment should only be used in the following circumstances:

1. where evidence in the workplace will not be demonstrated within an acceptable time frame.
2. where the nature of the work activity presents high risk/danger to the candidate and others, for example, firearms operations

The Awarding Bodies should issue adequate guidance to their centres as to how these simulations should be planned and organised. In general this guidance must ensure that the demands on the candidate during simulation are neither more nor less than they would be in a real work situation. This guidance should clearly state that the strategy for simulations should be approved by the External Verifier and all simulations must be agreed with the internal verifier prior to use.

ALL SIMULATIONS SHOULD FOLLOW THESE BASIC PRINCIPLES:

1. A centre's overall strategy for simulation must be examined and approved by the external verifier
2. The nature of the contingency and the physical environment for the simulation must be realistic and candidates should be given no indication as to exactly what contingencies they may come across.
3. Where simulations are used they must reflect the requirements of the National Occupational Standards.
4. The location and environment of simulation must be agreed with the internal verifier prior to taking place and be checked by the external verifier.
5. All simulations must be planned, developed and documented by the centre in a way that ensures the simulation correctly reflects what the National Occupational Standard seeks to assess and all simulations should follow these documented plans.
6. There should be a range of simulations to cover the same aspect of the unit so that the risk of candidates successfully colluding is reduced.

6 Requirements of Assessors, Expert Witnesses and Verifiers

Skills for Justice believes that the occupational expertise of assessors, expert witnesses, internal and external verifiers is one of the key factors underpinning valid, fair and reliable assessment. The integrity and professionalism of assessors, expert witnesses, internal and external verifiers are of paramount importance. Centres must ensure that both assessors and verifiers are given sufficient time to carry out their role effectively.

6.1 Assessors

All assessors must:

1. be occupationally competent. This means that each assessor must, according to current sector practice, be competent in the functions covered by the units they are assessing. They will have gained their occupational competence working within the justice sector or within an appropriate occupational sector. They are not required to occupy a position in the organisation more senior than that of the candidate they are assessing. However, centres must be alert to the risks that all such arrangements could present and ensure that sufficient quality controls are in place through the internal verification process to minimise the possibility of collusion between candidates and assessors.
2. have current experience within their occupational roles. Current experience is defined here as having held a relevant post for a minimum of one year within the past two years in a role directly related to the National Occupational Standards they are assessing as an experienced practitioner, manager or trainer.
3. be familiar with the National Occupational Standards; and must be able to interpret and make judgements on current working practices and technologies within the area of work
4. maintain their occupational competence by actively engaging in continuous professional development activities in order to keep up-to-date with developments relating to the changes taking place in the justice sector. These activities may include those offered by the Awarding Body, Skills for Justice or other relevant providers in the sector
5. hold or be working towards the assessor qualification as approved, and specified by, the regulatory authorities. Achievement of the qualification must be within the timescales laid down by the Regulatory Authorities. Approved centres will be required to provide the Awarding Body with current evidence of how each assessor meets this requirement; for example, certificates of achievement, testimonials, references or any other relevant records. Where an assessor is working towards the qualification for assessing NVQs, Awarding Bodies must require that assessment decisions are countersigned by another assessor who holds the qualification for assessing NVQs. The assessor holding the qualification for assessing NVQs must meet the criteria laid out in points 1 and 2 above.

Where a new NVQ/SVQ is being introduced and there are not sufficient occupationally competent assessors to meet the countersignatory requirements as above, centres may use qualified NVQ/SVQ assessors who are not occupationally competent for up to 18 months from introduction of the NVQ/SVQ.

Any such arrangements should be agreed with the Awarding Body and be monitored through the external verification process.

Centres should ensure that they check the Appendices for any additional requirements for specific Justice Sector NVQs/SVQs.

6.2 Expert Witnesses

All Expert Witnesses must:

1. be occupationally competent. This means that each expert witness must, according to current sector practice, be competent in the functions covered by the units to which they are contributing. They will have gained their occupational competence working within the justice sector or within an appropriate occupational sector.
2. maintain their occupational competence by actively engaging in continuous professional development activities in order to keep up-to-date with developments relating to the changes taking place in the justice sector. These may include those offered by the Awarding Body, Skills for Justice or other relevant providers in the sector
3. have current experience within their occupational roles. Current experience is defined here as having held a relevant post for a minimum of one year within the past two years in a role directly related to the National Occupational Standards they are witnessing as an experienced practitioner, manager or trainer.
4. be familiar with the National Occupational Standards; and must be able to interpret current working practices and technologies within the area of work
5. have had an appropriate induction to Skills for Justice NVQs/SVQs, the assessment centre and Awarding Body requirements, and have access to ongoing training and updating on current issues relevant to these NVQs/SVQs and NOS.

6.3 Internal Verifiers

All Internal verifiers must:

1. be occupationally knowledgeable across the range of units for which they are responsible prior to commencing the role. Due to the risk critical nature of the work and the legal implications of the assessment process, Internal Verifiers must understand the nature and context of the assessors' work and that of their candidates. This means that they must have worked closely with staff who carry out the functions covered by the national occupational standards, possibly by training or supervising them, and have sufficient knowledge of these functions to be able to offer credible advice on the interpretation of the standards. IVs must also sample the assessment process and resolve differences and conflicts on assessment decisions.
2. understand the content, structure and assessment requirements for the NVQs/SVQs they are verifying
3. maintain their occupational competence by actively engaging in continuous professional development activities in order to keep up-to-date with developments relating to the changes taking place in the justice sector. These activities may include those offered by the Awarding Body, Skills for Justice or other relevant providers in the sector.
4. hold or be working towards the internal verifier qualification as approved, and specified by, the regulatory authorities. Achievement of the qualification must be within the timescales laid down by the Regulatory Authorities.
5. occupy a position in the organisation that gives them the authority and resources to co-ordinate the work of assessors, provide authoritative advice, call meetings as appropriate, visit and observe assessment practice, and carry out all the other important roles of an internal verifier.

6. have an appropriate induction to Skills for Justice NVQs or SVQs and the standards that they are verifying provided to them by the Centre, and have access to ongoing training and updating on current issues relevant to these NVQs, SVQs and standards. Information on the induction and continuing professional development of internal verifiers must be made available to the external verifier.
7. In England, Wales and Northern Ireland, hold or be working towards the Internal Verifier qualification as approved, and specified by, the regulatory authorities. Achievement of the qualification must be within the timescales laid down by the Regulatory Authorities. Where an Internal Verifier is working towards their Internal Verifier qualification, Awarding Bodies must require that their internal verification decisions are counter-signed by an Internal Verifier who holds the qualification for internally verifying NVQs. The Internal Verifier holding the qualification for internally verifying NVQs may or may not meet the criteria laid down in point 1 above. Such arrangements should be agreed with the Awarding Body and be monitored through the external verification process.

6.4 External Verifiers

All External Verifiers must:

1. be occupationally knowledgeable and have gained their knowledge working within the sector or associated professional/occupational area.
2. have a thorough understanding of the national occupational standards for the qualifications that they will be verifying
3. have a detailed knowledge of the Awarding Body's systems and documentation
4. have a thorough understanding of the qualification system and national policy and guidance documents produced by the regulatory authorities and Awarding Bodies describing assessment and verification practice
5. maintain their occupational competence by actively engaging in continuous professional development activities in order to keep up-to-date with developments relating to the changes taking place in the justice sector. These activities may include those offered by the Awarding Body, Skills for Justice or other relevant providers in the sector
6. hold, or be working towards, the external verifier qualification as approved, and specified by, the Regulatory Authorities. Achievement of the qualification must be within the timescales laid down by the Regulatory Authorities
7. have, where appropriate, undergone relevant security checks due to the nature and confidentiality of the information that they will be exposed to. This will be arranged by Skills for Justice in conjunction with the Awarding Bodies.

The Awarding Body may seek clarification from Skills for Justice of the appropriateness of the specific external verifier applicant where appropriate.

Appendix A - Additional requirements for Assessors for the Youth Justice Suite

For the Youth Justice Services NVQs/SVQs all assessors must be competent in work with children and young people who have offended or who are at risk of offending. In addition, assessors must have had suitable experience in secure environments to assess units specific to the secure estate.

Assessors for work with children and young people in the community will require experience of practice in the community.

If, due to exceptional circumstances, these conditions cannot be met, the assessment centre must bring this to the attention of the Awarding Body and negotiate alternative, temporary (i.e. a maximum of twelve months) arrangements that satisfy the external verifier that the quality of assessment will be upheld. Such arrangements may include the possibility of a qualified assessor working in close liaison with someone who does meet the criteria for occupational competence. Information on these exceptional arrangements should be made available to the SSC if requested.

Appendix B - Justice Sector National Occupational Standards (June 2005)

The acceptability of simulation for Justice Sector units*

The acceptability of simulation for the NOS units

Police Units		Simulation
1A1	Use police actions in a fair and justified way	No
1A2	Communicate effectively with members of communities	No
1A3	Use financial investigation powers in a fair and justified way	No
1A4	Foster people's equality, diversity and rights (CSC O1)	No
1A5	Promote people's equality, diversity and rights (CSC O2)	No
1B1	Identify, monitor and respond to community issues	No
1B2	Prepare and implement an action plan to reduce community tension	No
1B3	Develop and maintain links with community contacts	No
1B4	Determine the concerns and priorities of communities in relation to safety, social inclusion and the prevention and reduction of crime and anti-social behaviour (CJNTO B101)	No
1B5	Evaluate, prioritise and review demands for services (CJNTO A215)	Yes
1B6	Plan, implement and evaluate action targeted to address identified problems with community safety and social inclusion (CJNTO B105)	No
1B7	Facilitate collaborative action by stakeholders to improve environments and practices to promote community safety and social inclusion (CJNTO B202)	No
1B8	Enable individuals to physically secure environments from crime and anti-social behaviour (CJNTO B204)	No
1B9	Provide initial support to individuals affected by offending or anti-social behaviour and assess their needs for further support (CJNTO C102)	Yes
1B10	Support individuals with difficult or potentially difficult relationships (CSC W5)	Yes (Only minority)
1C1	Enable groups, communities and organisations to address issues which affect community safety and social inclusion (CJNTO B104)	No
1C2	Contribute to developing awareness and community action in relation to crime (CJNTO B103)	No
1D1	Plan and deliver reprimands and final warnings	No
1D2	Prepare individuals for restorative process (YJ A302)	No
1D3	Facilitate and evaluate restorative processes (YJ A303)	No
1D4	Contribute to the protection of children and young people from abuse (CJNTO E202)	Yes
1D5	Help children and young people address their offending behaviour (CJNTO D301)	Yes
1D6	Model behaviour and relationships with children and young people which recognises the impact of crime on victims and communities (YJ A410)	No
1E1	Respond to road related incidents, hazards, offences and collisions	Yes
1E2	Provide a vehicle escort for the safe passage of other road users	Yes
1E3	Prepare and drive police vehicles	Yes
1E4	Deal safely and effectively with vehicles which fail to stop	Yes
2A1	Gather and submit information that has the potential to support policing objectives	No
2A2	Evaluate information to determine its intelligence potential	No
2A3	Conduct intelligence driven briefing, tasking and debriefing	No

2B1	Set, monitor and review strategies for policing operations	Yes
2B2	Formulate, monitor and review tactics to achieve strategic objectives for policing operations	Yes
2B3	Plan and deploy resources for policing operations	Yes
2B4	Determine and review authorisations	Yes
2B5	Identify and manage operational threats and risks	Yes
2B6	Plan policing operations	No
2B7	Prepare for, monitor and maintain, policing operations	No
2C1	Provide an initial police response to incidents	Yes
2C2	Prepare for, and participate in, planned policing operations	No
2C3	Arrest, detain or report individuals	No
2C4	Minimise and deal with aggressive and abusive behaviour (CCNTO 002)	Yes (Element 2C4.2 only)
2D1	Contribute to the resolution of policing operations by providing a firearms capability	No
2E1	Recruit and handle covert human intelligence sources	Yes
2E2	Control and manage covert human intelligence sources	No
2F1	Conduct covert foot surveillance operations	Yes
2F2	Conduct covert mobile surveillance operations	Yes
2F3	Plan, prepare and occupy static covert observation posts for surveillance operations	Yes
2G1	Manage major investigations	Yes
2G2	Conduct investigations	No
2G3	Plan and conduct allocated investigations	No
2G4	Finalise investigations	No
2G5	Plan and conduct financial investigations	No
2G6	Plan and conduct road collision investigations	No
2H1	Interview victims and witnesses	No
2H2	Interview suspects	No
2H3	Plan, conduct and evaluate interviews with victims and witnesses, for dedicated investigations	No
2H4	Plan, conduct and evaluate interviews with suspects, for dedicated investigations	No
2H5	Plan, conduct and evaluate specialist interviews with victims and witnesses	No
2H6	Plan, conduct and evaluate specialist interviews with suspects	No
2H7	Manage and co-ordinate interviews for complex or major investigations	No
2I1	Search individuals	No
2I2	Search vehicles, premises and land	No
2J1	Prepare and submit case files	Yes
2J2	Present evidence in court and at other hearings	Yes
2K1	Escort detained persons	No
2K2	Present detained persons to custody	No
2K3	Authorise and manage police detention	No
2K4	Assist with the detention of detained persons	No
3A1	Address the needs of callers (e-skills 0602)	Yes
3A2	Develop and maintain supportive relationships with telephone callers (e-skills 0603)	No
3A3	Contribute to developing and maintaining positive caller relationships (e-skills 0601)	Yes
3A4	Make arrangements on behalf of callers (e-skills 0606)	No
3A5	Contribute to the handling of incidents and resources (e-skills 0621)	No
3A6	Process telephone calls (e-skills 0617)	Yes
3B1	Receive, transmit, store and retrieve information (CSC CU5)	No
3C1	Support the use of information technology (CFA 213)	No
3H1	Analyse, compare and evaluate friction ridge detail	No

3H2	Analyse, compare and evaluate fingerprints against prints held in files and databases	No
3H3	Verify fingerprint identifications	No
4A1	Establish strategies to guide the work of your organisation (MCI A7)	No
4A2	Evaluate and improve organisational performance (MCI A8)	No
4A3	Manage change in organisational activities (MCI A5)	No
4A4	Manage the use of physical resources (MCI B2)	No
4A5	Manage the use of financial resources (MCI B3)	No
4A6	Assess, negotiate and secure sources of funding (Lantra CU99)	Yes
4A7	Maintain activities to meet requirements (MCI A1)	No
4A8	Manage activities to meet requirements (MCI A2)	Yes (Only 4A8.2f)
4A9	Manage activities to meet customer requirements (MCI A3)	Yes (Only 4A9.3f)
4A10	Contribute to improvements at work (MCI A4)	No
4A11	Review external and internal operating environments (MCI A6)	No
4A12	Support the efficient use of resources (MCI B1)	No
4A13	Determine the effective use of resources (MCI B4)	No
4A14	Secure financial resources for your organisation's plans (MCI B5)	No
4A15	Manage information for action (MCI D1)	No
4A16	Provide information to support decision making (MCI D4)	No
4A17	Use information to take critical decisions (MCI D6)	No
4B1	Develop a strategy and plan for recruitment and selection (ENTO P3)	No
4B2	Develop a strategy and plan for the promotion of equality of opportunity and diversity (ENTO P8)	No
4B3	Design, deliver and evaluate procedures to promote equality of opportunity and diversity (ENTO P24)	No
4C1	Develop ones own knowledge and practice (CSC CU7)	No
4C2	Contribute to the development and effectiveness of work teams (CSC CU9)	Yes (Only 4C2.1 .5/6/7/8, 4C2.2.6)
4C3	Assessing candidates using a range of methods (ENTO A1)	No
4C4	Conducting internal quality assurance of the assessment process (ENTO V1)	No
4C5	Enable individual learning through coaching (ENTO L12)	No
4C6	Design, deliver and evaluate learning and development procedures (ENTO P23)	No
4C7	Support competence achieved in the workplace (ENTO L20)	No
4C8	Contribute to the development of the knowledge and practice of others (CSC CU8)	No
4C9	Develop management teams (MCI C11)	Yes (Only 4C9.2a)
4D1	Lead the work of teams and individuals to achieve their objectives (MCI C12)	No
4D2	Manage the performance of teams and individuals (MCI C13)	Yes (Only 4D1.1)
4D3	Chair and participate in meetings (MCI D3)	No
4D4	Manage yourself (MCI C1)	No
4D5	Develop your own resources (MCI C2)	No
4D6	Enhance your own performance (MCI C3)	No
4D7	Delegate work to others (MCI C14)	No
4F1	Set and manage local media strategies	Yes
4F2	Establish, maintain and use relationships with the media to explain and promote the agency and its work (CJNTO A401)	No
4F3	Support others to make the best use of the media (CJNTO A403)	Yes (Only 4F3.1.2, 4F3.2.9)

4G1	Conduct an assessment of risk in the workplace (ENTO G)	No
4G2	Ensure your own actions reduce risks to health and safety (ENTO A)	No
4G3	Promote a health and safety culture within the workplace (ENTO E)	No
4G4	Administer First Aid (RMCAT 4)	Yes
4H1	Develop personal performance and maintain working relationships (Lantra CU5)	Yes
4H2	Develop and sustain effective working relationships with staff in other agencies (CJNTO F403)	No
4H3	Represent one's own agency at other agencies' meetings (CJNTO F408)	Yes
4H4	Create effective working relationships (MCI C4)	No
4H5	Develop productive working relationships (MCI C5)	No
4H6	Enhance productive working relationships (MCI C6)	No
4I1	Provide advice and support for the development and implementation of quality policies (MCI F2)	No
4I2	Manage continuous quality improvement (MCI F3)	No
4I3	Implement quality assurance systems (MCI F4)	No
4I4	Provide advice and support for the development and implementation of quality systems (MCI F5)	No
4I5	Monitor compliance with quality systems (MCI F6)	No

Community Justice Units		Simulation
A101	Identify and track trends and changes in community justice and social inclusion and the effectiveness of different means of addressing issues	Yes (Only minority)
A102	Develop and agree priorities and objectives for promoting community justice and social inclusion	Yes (Only minority)
A103	Develop, implement and improve strategies for promoting community justice and social inclusion	Yes (Only minority)
A104	Coordinate the development, issuing and evaluation of specifications to promote community justice and social inclusion	Yes (Only minority)
A105	Develop policies to promote community justice and social inclusion in partnership with others	Yes (Only minority)
A106	Monitor the development of policies to promote community justice and social inclusion and present information and recommendations for change	Yes (Only minority)
A107	Promote the values of community justice and social inclusion and seize opportunities to influence policy development	No
A201	Develop, implement and evaluate strategies and policies for recruiting and managing volunteers *A208	Yes (Only minority)
A202	Contribute to the development, implementation and evaluation of strategies and policies for recruiting and managing volunteers A222	Yes (Only minority)
A203	Contribute to the selection of personnel for activities (MCI C7) A205	No
A204	Select personnel for activities (MCI C8) A221	No
A205	Lead the work of teams and individuals to achieve their objectives (E11/MCI C12) A206	No
A206	Manage the performance of teams and individuals (E12) (MCI C13) A207	Yes (Only A206.1.8)
A207	Plan and coordinate fund raising for the agency (PALS D1101) A217	Yes (Only A207.1, A207.2)
A208	Assess, negotiate and secure sources of funding (PALS D1201) A218	Yes (Only A208.1)
A209	Raise funds through direct activities (PALS D1202) A219	No
A210	Develop, negotiate and agree proposals to offer services and products (PALS D1203) A220	No
A211	Support the efficient use of resources (E10/MCI B1) A204	No
A212	Maintain activities to meet requirements (E13) (MCI A1) A213	No
A213	Manage activities to meet requirements (E14) (MCI A2) A214	Yes (Only A213.2.6)

A214	Assist in supplying and maintaining materials and equipment (Care CU6) A311	No
A215	Evaluate, prioritise and review demands for services*A209	Yes (Only minority)
A216	Commission specified programmes from providers*A210	No
A217	Implement quality assurance systems (MCI F4) A211	Yes (Only A217.2.4, A217.2.6, A217.3.5)
A218	Monitor compliance with quality systems (MCI F6) A212	Yes (Only A218.2.3)
A219	Manage change in organisational activities (MCI A5) A216	
A301	Ensure your own actions reduce risks to health and safety (ENTO H&S A)	No
A302	Promote a health and safety culture within the workplace (ENTO H&S E)	No
A303	Promote, monitor and maintain health, safety and security in the workplace (Care CU1)	No
A304	Support and control visitors to services and facilities (Care CU4)	No
A305	Maintain the security of premises and property (SITO 5) E807	No
A401	Establish, maintain and use relationships with the media to explain and promote the agency and its work *A201	No
A402	Contribute to the development and promotion of the agency and its services (E09) A202	Yes (Only minority)
A403	Support others to make best use of the media *A203	Yes (Only A403.2.1, A403.2.9)
A404	Facilitate meetings (MCI D2) A306	No
A405	Organise and record meetings (ADMIN 3/10) A307	Yes (Only very high quality)
A406	Provide information to support decision making (MCI D4) A309	No
A407	Research, prepare and supply information (ADMIN 3/5) A310	Yes (Only very high quality)
A408	Receive, transmit, store and retrieve information (Care CU5) A305	Yes (Only A408.1.7, A408.1.2)
B101	Determine the concerns and priorities of communities in relation to safety, social inclusion, and the prevention and reduction of crime and anti-social behaviour	Yes (Only B101.2.4)
B102	Coordinate awareness raising to promote community safety and social inclusion	No
B103	Contribute to developing awareness and community action in relation to crime (A01)	No
B104	Enable groups, communities and organisations to address issues which affect community safety and social inclusion	No
B105	Plan, implement and evaluate action targeted to address identified problems with community safety and social inclusion	No
B106	Enable individuals and families to address factors which affect their safety, well-being and social inclusion	No
B107	Promote the needs and rights of individuals and groups in the community (SNH 3U3)	Yes
B108	Promote the interests of individuals and groups in the community (SNH 4U4)	Yes
B201	Assess how environments and practices can be improved to promote community safety and social inclusion	No
B202	Facilitate collaborative action by stakeholders to improve environments and practices to promote community safety and social inclusion	No
B203	Monitor and evaluate changes in environments and practices to promote	No

	community safety and social inclusion	
B204	Enable individuals to physically secure environments from crime and anti-social behaviour	No
B301	Prepare and set up mediation (CAMPAG B14)	Yes (Only minority)
B302	Stage the mediation process (CAMPAG B15)	Yes (Only minority)
B303	Manage the mediation process (CAMPAG B16)	Yes (Only minority)
C101	Evaluate and process referrals to provide services to victims, survivors and witnesses	Yes (Only minority)
C102	Provide initial support to individuals affected by offending or anti-social behaviour and assess their needs for further support	Yes (Only minority)
C103	Enable individuals to manage the effects which their experience of crime or anti-social behaviour has had on their lives	Yes (Only minority)
C104	Support individuals who have suffered bereavement as a result of crime	Yes (Only minority)
C105	Support individuals who have experienced serious personal assault and abuse	Yes (Only minority)
C106	Enable people to support victims, survivors and witnesses in managing the effects of their experience on their lives	Yes (Only minority)
C201	Enable witnesses and their associates to prepare for judicial and legal processes	Yes (Only minority)
C202	Support witnesses and their associates during judicial and legal processes	Yes (Only minority)
C203	Support young, vulnerable and intimidated witnesses during judicial and legal processes	Yes (Only minority)
C204	Offer, establish and maintain contact with victims to inform and update them on the progress of offenders through custodial sentences and seek their views on release plans	No
C205	Establish and maintain contact with victims, survivors and witnesses of crime and anti-social behaviour which acknowledges the effects of their experience	No
D101	Assist in the assessment of individuals' offending behaviour and in planning provision (C01)	Yes (Only minority)
D102	Process information relating to individuals' offending behaviour (C02)	Yes (Only minority)
D103	Assess individuals' offending behaviour and prepare sentencing proposals (C03)	Yes (Only minority)
D104	Assess the offending behaviour of individuals who have mental health problems and prepare proposals for their sentencing and management	Yes (Only minority)
D201	Assist in the supervision, enforcement and review of sentences served in the community (C04)	Yes (Only minority)
D202	Plan, supervise, enforce and review sentences in the community (C05)	Yes (Only minority)
D203	Plan, supervise, enforce and review sentences served in the community by those who have mental health problems and who pose a significant risk	Yes (Only minority)
D204	Develop plans to manage the risk of harm of releasing and resettling offenders in the community following custodial sentences	Yes (Only minority)
D205	Plan with other agencies the release and resettlement in the community of offenders who pose a significant risk of harm and likelihood of re-offending following custodial sentences	Yes (Only minority)
D301	Help individuals address their offending behaviour (D01) E201	Yes (Only minority)
D302	Enable individuals to change their offending behaviour (D02) E202	Yes (Only minority)
D303	Prepare, implement and evaluate group activities (D03) (Care X16) E203	Yes
D304	Contribute to the implementation of group work programmes (D04) E204	No

D305	Facilitate mediation and reparation processes between victims and those who have offended against them *E205	Yes (Only minority)
D306	Reinforce positive behavioural goals during relationships with individuals *E206	Yes (Only minority)
D307	Enable others to support individuals to address their offending and anti-social behaviour and develop positive alternatives *E207	Yes (Only minority)
D308	Deliver externally-validated evidence-based programmes designed to reduce the likelihood of re-offending by offenders who pose a medium to low risk of harm *E208	No
D309	Deliver externally-validated evidence-based complex programmes designed to reduce the likelihood of re-offending by offenders who pose a significant risk of harm *E210	Yes (Only minority)
D310	Assist in the delivery of externally-validated evidence-based complex programmes designed to reduce the likelihood of re-offending by offenders who pose a significant risk of harm *E211	Yes (Only minority)
D401	Promote employment, training and education opportunities for those who have offended or are likely to offend *E506	No
D402	Enable individuals who have offended or who are likely to offend to maximise their employment opportunities *E507	Yes (Only minority)
D403	Negotiate with employers and support them in offering opportunities to individuals who have offended or who are likely to offend *E508	No
E101	Plan, monitor and review integrated packages of interventions and support to address individuals' and families' difficulties *D301	No
E102	Develop, manage and review packages of housing, support and protection (E16) (SNH 4U3) D302	Yes (Only additional)
E103	Contribute to planning and reviewing integrated housing and support (E15) (SNH 3U2) D303	Yes (Only additional)
E201	Contribute to the protection of individuals from abuse (D12) (Care Z1) E801	Yes (Only minority)
E202	Contribute to the protection of children from abuse *E802	Yes (Only minority)
E203	Contribute to the prevention and management of abusive and aggressive behaviour (D14) E209	Yes (Only minority)
E204	Develop control for people who are a risk to themselves or others (SNH 4U6) E804	Yes
E205	Evaluate risk of abuse, failure to protect and harm to self and others (D13) (Care SC17) E803	Yes
E301	Enable individuals to find out about and use services and facilities (D10) (Care Y2) E403	Yes
E302	Enable individuals to participate in recreation and leisure activities (Care Z13) E714	Yes
E303	Support individuals with difficult or potentially difficult relationships (Care W5) E703	Yes
E304	Contribute to the ongoing support of individuals and others significant to them (Care W2) E709	Yes
E305	Enable individuals to maintain contacts in potentially isolating situations (Care W8) E704	Yes
E306	Assist individuals to move from a supportive to a more independent living environment (Care Y5) E505	Yes
E307	Enable individuals to present their own needs and interests (D11) (Care SC6) E504	Yes
E308	Advocate on behalf of individuals (CAMPAG/99 11) B401	No
E309	Represent individuals' and families' interests when they are unable to do so themselves (Care NC9) B402	Yes
E310	Contribute to establishing and running mutual support networks (Care SC7)	Yes
E311	Support parents in developing their parenting skills (EY P4) E316	No
E312	Support individuals' involvement in the management of housing and support (SNH 3U4) E501	Yes

E313	Support individuals in developing their involvement in the management of the organisation (SNH 4U5) E502	Yes
E314	Organise provision of housing for individuals (HSCL 3U5) E503	Yes
E401	Assess individuals' needs which affect their health and social well-being (PA 11.1) E601	Yes
E402	Plan, implement, monitor and review programmes of care for individuals (PA 11.2) E602	Yes
E403	Prepare and provide agreed individual development activities for individuals (Care X2) E604	Yes
E404	Contribute to the support of individuals during development programmes and activities (Care X1) E605	Yes
E405	Support individuals in undertaking health care (Care Y4) E712	Yes
E406	Support individuals who are substance users (D09) (Care Z17) E706	Yes
E407	Support individuals when they are distressed (Care Z8) E713	
E408	Support individuals experiencing difficulties (D06) E701	No
E409	Enable individuals to understand and address their difficulties (D07) E702	No
E410	Enable individuals to manage their domestic and personal resources (Care Y1) E710	Yes
E411	Enable individuals to administer their financial affairs (Care Y3) E711	Yes
F101	Foster people's equality, diversity and rights (Care O1)	
F102	Promote people's equality, diversity and rights (Care O2)	Yes (Only F102.1.4, F102.1.8, F102.2.4, F102.3.5, F102.3.7, F102.1 - Range 3a), b). F102.2 - Range 3a), b). F102.3 - Range 4a), b).)
F103	Develop, maintain and evaluate systems and structures to promote the rights, responsibilities and diversity of people (Care O3)	Yes (Only F103.1.5, F103.1.7, F103.1.10, F103.2.5, F103.2.6, F103.2.8, F103.2.9, F103.3.4, F103.3.5, F103.3.6, Range 4 a) b) c), 5 a) b) c), F103.2 - Range 4 a) b) c), 5 a) b) c), 6 a) b) c), 7 a) b), F103.3 - Range 2 a) b) c))
F201	Promote effective communication and relationships (Care CL1)	Yes
F202	Promote communication with individuals where there are communication differences (Care CL2)	Yes
F203	Promote communication with others through the use of interpreting	Yes

	services (Care CL3)	
F204	Arrange and evaluate translating services (Care CL4)	Yes
F205	Promote communication and the development of relationships with individuals who lack development of social understanding and imagination (Care CL7) F207	Yes
F206	Contribute to developing and maintaining cultures and strategies in which people are respected and valued as individuals (Care NC10) E806	Yes
F207	Develop interactions with individuals (CAMPAG/99 4) E402	Yes
F301	Develop and maintain a strategic overview of developments in knowledge and practice	Yes (Only minority)
F302	Develop, implement and evaluate strategies to advance knowledge and practice	Yes (Only minority)
F303	Commission, monitor and evaluate projects to advance knowledge and practice	Yes (Only minority)
F304	Contribute to the evaluation and implementation of research and development outcomes	Yes (Only minority)
F305	Contribute to the effectiveness of work teams (Care CU10)	
F306	Contribute to the development and effectiveness of work teams (E05) (Care CU9)	Yes (Only F306.1 (5), (6), (7) and (8); F306.2 (6), F306.1 range 1)
F307	Develop one's own knowledge and practice (E06) (Care CU7)	No
F308	Contribute to the development of the knowledge and practice of others (E07) (Care CU8)	Yes
F309	Support and challenge workers on specific aspects of their practice	Yes (Only minority)
F310	Develop teams and individuals to enhance performance (E08) (MCI C10)	Yes (Only F310.1.4, F310.2.5, F310.4.8)
F311	Design learning programmes to meet learners' requirements (TDLB B21) E303	No
F312	Support and advise individual learners (D05) (TDLB C26) E306	Yes (Only Additional)
F313	Facilitate individual learning through coaching (TDLB C25) E307	No
F314	Facilitate individual learning and development through mentoring *E308	No
F315	Facilitate learning in groups through presentations and activities (TDLB C23) E309	No
F316	Facilitate learning through demonstration and instruction (TDLB C24) E310	No
F317	Monitor and review progress with learners (TDLB D11) E311	Yes (Only additional)
F318	Evaluate training and development programmes (TDLB E21) E314	No
F401	Enable workers and agencies to work collaboratively	Yes (Only minority)
F402	Develop, sustain and evaluate collaborative work with others	Yes (Only minority)
F403	Develop and sustain effective working relationships with staff in other agencies (E01)	No
F404	Support the induction and transfer of staff on secondment	Yes (Only minority)
F405	Assist in the transfer of individuals between agencies and services (E02)	No
F406	Provide and obtain information at courts and formal hearings (E03)	Yes (Only minority)
F407	Represent the agency in courts and formal hearings (E04)	Yes (Only minority)
F408	Represent one's own agency at other agencies' meetings	Yes (Only

		minority)
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Custodial Care Units		Simulation
CC001	Maintain restrictions on individuals' liberty whilst promoting and protecting their rights	Yes (Only CC001.1.6, CC001.2.6)
CC002	Minimise and deal with aggressive and abusive behaviour	No
CC003	Support and develop the work of the custodial team	No
CC004	Ensure your own actions reduce risks to health and safety	No
CC005	Maintain security at entry and exit points	No
CC006	Search individuals, premises and surrounding areas	No
CC007	Contribute to the security of the custodial environment	No
CC008	Assist in the control of incidents and emergencies	No
CC009	Contribute to planning the installation and decommissioning of electronic monitoring equipment	No
CC010	Identify electronic monitoring incidents and initiate a response	No
CC011	Drive vehicles to carry out custodial duties	No
CC012	Install and decommission electronic monitoring equipment	No
CC013	Help people to comply with electronic monitoring requirements	No
CC014	Follow up electronic monitoring incidents in the field	No
CC015	Provide effective customer service	No
CC016	Research, prepare and present information from a variety of sources	No
CC017	Enter and find data using a computer	No
CC018	Maintain security and order in the custodial environment	Yes
CC019	Contribute to the prevention and management of abusive and aggressive behaviour	Yes (Only additional)
CC020	Contribute to the development and effectiveness of work teams	No
CC021	Receive and discharge individuals and property into and out of the custodial environment	No
CC022	Search individuals, accommodation and areas	No
CC023	Search vehicles	No
CC024	Contribute to the control of incidents and emergencies	No
CC025	Control and restrain individuals	No
CC026	Contribute to the adjudication process	No
CC027	Maintain security whilst escorting individuals to courts and other environments	No
CC028	Prepare and drive secure vehicles to and from custodial and other environments	No
CC029	Contribute to planning and reviewing how to meet individuals' needs and rights in the custodial environment	No
CC030	Encourage individuals to look after their own health and hygiene	No
CC031	Support individuals in custody to take part in purposeful activities	No
CC032	Support individuals experiencing difficulties	No
CC033	Contribute to the protection of individuals from abuse	Yes
CC034	Support individuals where abuse has been disclosed	No
CC035	Help individuals in custody to maintain and develop relationships	No
CC036	Assist in the assessment of individuals' offending behaviour and in planning provision	No
CC037	Help individuals address their offending behaviour	No
CC038	Prepare, implement and evaluate group activities	No
CC039	Test for substance misuse	No
CC040	Support individuals who are substance users	No
CC041	Enable individuals to find out about and use services and facilities	No
CC042	Assist in the transfer of individuals between agencies and services	No
CC043	Prepare individuals for resettlement in the community	No

CC044	Develop and sustain effective working relationships with staff in other agencies	Yes
CC045	Provide and obtain information at courts and formal hearings	No
CC046	Support the efficient use of resources	No
CC047	Manage information for action	No
CC048	Screen individuals' mental and physical health and wellbeing on reception into a custodial setting	No
CC049	Administer and monitor medication for individuals consistent with protocols, standards and legislation	No
CC050	Prepare and undertake agreed clinical activities with individuals	Yes (Only CC050.1.a4, CC050.2.a4)
CC051	Support individuals in undertaking health care	No
CC052	Prepare and provide agreed individual development activities for individuals	Yes (Only CC052.1.13, CC052.2.10, CC052.3.10, CC052.4.5, CC052.4.6)
CC053	Promote, monitor and maintain health, safety and security in the workplace	Yes (For certain elements)
CC054	Promote the health of individuals who are subject to the physical management of violent behaviour	Yes (Only minority)
CC055	Support individuals when they are distressed	No
CC056	Support inter-disciplinary teams in delivering individualised programmes of care to individuals	No
CC057	Contribute to raising awareness of health issues	No
CC058	Enable individuals to address factors which affect their health and social wellbeing	No
CC059	Develop one's own knowledge and practice	No
CC060	Calculate critical dates for sentences	No
CC061	Calculate and verify critical dates for sentences	No
CC062	Make administrative arrangements for the appearance of individuals at courts	No
CC063	Make administrative arrangements for the movement of individuals outside the custodial establishment	No
CC064	Administer documentation for the appeals process	No
CC065	Administer personal money for individuals in custody	No
CC066	Prepare documentation to help authorities decide the conditions on which to release individuals from custody	No
CC067	Make administrative arrangements for the release of individuals from custody	No
CC068	Verify the release process	No
CC069	Contribute to maintaining security and protecting individuals' rights in the custodial environment	No
CC070	Adjudicate on charges against individuals in custody	No
CC071	Hear charges of misdemeanours alleged to have been committed by juveniles in custody	No
CC072	Maintain security using screening equipment	No
CC073	Contribute to preparing and implementing voice verification monitoring	No
CC074	Establish and maintain voice verification monitoring in the field	No
CC075	Develop control for people who are a risk to themselves or others	No
CC076	Reinforce positive behavioural goals during relationships with individuals	No
CC077	Prepare and provide agreed individual development activities for individuals	No
CC078	Promote communication with individuals where there are communication differences	No

CC079	Assist parents in custody to develop their parenting skills	No
CC080	Develop and maintain effective relationships with the families of individuals held in custody	No
CC081	Monitor and maintain the health, well-being and safety of dogs	No
CC082	Maintain and develop the performance of dogs	No
CC083	Contribute to the security of the custodial environment using a dog	No
CC084	Prepare for, and carry out, searches using a dog	No
CC085	Contribute to plans for the release and resettlement of offenders	No

Youth Justice Units	Simulation
A101 Process information relating to children and young people's offending behaviour	Yes (Only minority)
A102 Assess children and young people's offending behaviour and prepare proposals for interventions	Yes (Only minority)
A103 Assist in the assessment of children and young people's offending behaviour and in planning provision	Yes (Only minority)
A201 Plan, monitor and review integrated packages of interventions and support to address the needs of children and young people and their families or carers	No
A202 Plan, supervise, enforce and review sentences to be served in the community by children and young people	Yes (Only minority)
A203 Assist in the supervision, enforcement and review of sentences served in the community by children and young people	Yes (Only minority)
A204 Develop plans to manage the risk of harm of releasing and resettling children and young people in the community following sentences served in secure environments	Yes (Only A204.1.11, A204.2.10)
A205 Prepare children and young people for resettlement in the community	No
A206 Supervise, monitor and report on the progress of contracts agreed between children and young people and community representatives	No
A207 Assist in supervising, monitoring and reporting on the progress of contracts agreed between children and young people and community representatives	Yes (Only minority)
A301 Develop and review contracts with children and young people to address the harm done by their offending behaviour and prevent re-offending	Yes (Only minority)
A302 Prepare individuals for restorative processes	No
A303 Facilitate and evaluate restorative processes	No
A304 Offer, establish and maintain contact with victims to inform and update them on the progress of children and young people through sentences served in secure environments and seek their views on release plans	No
A401 Enable children and young people to change their offending behaviour	Yes (Only minority)
A402 Help children and young people address their offending behaviour	Yes (Only minority)
A403 Prepare and provide agreed individual development activities for children and young people	Yes (Only A403.1.13, A403.2.10, A403.3.10, A403.4.5, A403.4.6)
A404 Prepare, implement and evaluate group activities to address the offending behaviour of children and young people	Yes (Only minority)
A405 Contribute to the implementation of group work programmes	No
A406 Deliver evidence-based programmes designed to reduce the likelihood of re-offending by children and young people who pose a medium to low risk of harm	No
A407 Deliver evidence-based complex programmes designed to reduce the likelihood of re-offending by children and young people who pose a significant risk of harm	Yes (Only minority)

A408 Assist in the delivery of evidence-based complex programmes designed to reduce the likelihood of reoffending by children and young people who pose a significant risk of harm	Yes (Only minority)
A409 Reinforce positive behavioural goals during relationships with children and young people	Yes (Only minority)
A410 Model behaviour and relationships with children and young people which recognises the impact of crime on victims and communities	No
A411 Enable others to support children and young people to address their offending and anti-social behaviour and develop positive alternatives	Yes (Only minority)
A501 Contribute to planning and reviewing how to meet children and young people's needs and rights in secure environments	No
A502 Maintain the safety, security and welfare of children and young people in secure environments	No
A503 Help children and young people in secure environments to maintain and develop relationships	No
A504 Support children and young people in secure environments to live in groups	No
A505 Maintain security and order in secure environments	Yes
A506 Contribute to preparing and implementing voice verification monitoring	
A507 Establish and maintain voice verification in the field	
A508 Support children and young people in secure environments to take part in purposeful activities	No
A601 Evaluate and process referrals to provide services to those who have been affected by the offending behaviour of children and young people	No
A602 Provide initial support to individuals affected by offending or anti-social behaviour and assess their needs for further support	Yes (Only minority)
A603 Enable individuals to manage the effects which crime or anti-social behaviour has had on their lives	Yes (Only minority)
A604 Support individuals who have suffered bereavement as a result of crime	No
A605 Support individuals who have experienced serious personal assault and abuse	No
A606 Enable people to support victims, survivors and witnesses in managing the effects of their experience on their lives	Yes (Only minority)
A701 Enable witnesses and their associates to prepare for judicial and legal processes	No
A702 Support witnesses and their associates during judicial and legal processes	No
A703 Support young, vulnerable and intimidated witnesses and their associates during judicial and legal processes	No
A704 Support victims and survivors who are involved with restorative processes	No
A705 Establish and maintain contact with victims, survivors and witnesses of crime and anti-social behaviour which acknowledges the effects of their experience	No
A801 Manage the local implementation of evidence-based programmes to address offending behaviour	No
A802 Maintain the integrity of evidence-based programmes to address offending behaviour	No
A803 Evaluate, monitor and review the effectiveness of interventions made by the agency in reducing offending	No
A804 Promote a health and safety culture within the workplace	No
A805 Select personnel for activities	No
A806 Manage the performance of teams and individuals	Yes (Only A806.1.8)
A807 Manage activities to meet requirements	Yes (Only A807.2.6)
A808 Support the efficient use of resources	No
A809 Evaluate, prioritise and review demands for services	Yes (Only minority)
A810 Contribute to the development, implementation and evaluation of strategies and policies for recruiting and managing volunteers	Yes (Only minority)
A811 Commission specified programmes from providers	No

A812 Establish and maintain a register of placements where children and young people who have offended can make reparation to the community	No
A813 Facilitate arrangements for community representatives to address the behaviour of children and young people referred to them	No
A814 Provide information to support decision making	No
A815 Co-ordinate actions and information between different agencies to manage the behaviour of children and young people who have been apprehended or sentenced	No
B101 Enable others to understand the factors that may lead to children and young people offending and how to prevent offending	No
B102 Contribute to developing and maintaining cultures and strategies in which children and young people are respected and valued as children and young people	Yes (Only B102.1.5, B102.1.6, B102.1.9, B102.1.11, B102.2.5, B102.3, B102.1.2a, B102.1.2b)
B103 Evaluate risk of abuse, failure to protect and harm to self and others	Yes (Only B103.2.2, B103.2.8)
B104 Contribute to the protection of children and young people from abuse	Yes (Only minority)
B105 Contribute to the prevention and management of challenging behaviour by children and young people	No
B201 Encourage children and young people to develop and maintain a positive sense of self and identity	No
B202 Enable children and young people to participate in recreation and leisure activities	Yes (Only B202.1.5)
B203 Promote children and young people's social and emotional development	No
B204 Facilitate children and young people's learning and development through mentoring	No
B205 Enable children and young people to present their own needs and interests	Yes (Only B205.1.8, B205.1.10, B205.2.2, B205.2.6, B205.2.7, B205.2.9, B205.3.6)
B206 Enable children and young people to understand and address their difficulties	No
B207 Enable children and young people to maintain contact in potentially isolating situations	Yes (Only B207.1.6, B207.2.8, B207.2.9)
B208 Enable children and young people, their family and friends to explore and manage change	Yes (Only B208.1.9, B208.2.6)
B209 Support children and young people when they are distressed	Yes (Only B209.1.4, B209.1.6, B209.1.7, B209.2.8)
B210 Support children and young people where abuse has been disclosed	Yes
B211 Assist in the transfer of children and young people between agencies and services	No

B212 Enable children and young people to meet their personal spiritual needs	Yes
B301 Establish, sustain and disengage from relationships with the families and carers of children and young people	Yes (Only minority)
B302 Support individuals in developing their parenting skills	No
B303 Visit families and carers and identify the impact of the home environment on children and young people	No
B304 Enable families and carers to address issues related to the behaviour of children and young people	Yes (Only minority)
B305 Support children and young people with difficult or potentially difficult relationships	Yes (Only B305.1.2, B305.1.4, B305.2.7)
B306 Develop and maintain effective working relationships with the families of children and young people held in secure environments	No
B401 Enable children and young people to find out about and use services and facilities	Yes
B402 Promote the interests of children and young people in the community	No
B403 Promote the needs and rights of children and young people in the community	No
B404 Contribute to establishing and running mutual support networks	Yes (Only B404.1.5, B404.2.7)
B501 Assess the educational achievements and needs of children and young people who have offended	No
B502 Observe and assess the development and behaviour of children and young people	No
B503 Enable children and young people who have offended to be supported by education and training services	No
B504 Enable others to develop their knowledge and skills and improve the educational achievement of children and young people	No
B505 Promote employment, training and education opportunities for children and young people who have offended or are likely to offend	No
B506 Enable children and young people who have offended or who are likely to offend to maximise their employment opportunities	Yes (Only minority)
B507 Negotiate with employers and support them in offering opportunities to children and young people who have offended or who are likely to offend	No
B601 Assess the health and wellbeing, and related needs and issues, of children and young people who have offended	No
B602 Enable children and young people who have offended to be supported by healthcare services	No
B603 Enable others to develop and apply their knowledge and skills about the health and wellbeing of children and young people	No
B604 Enable children and young people to address issues which affect their health and wellbeing	Yes (Only B604.2.5, B604.2.8, B604.3.8)
B605 Contribute to raising awareness of health issues	No
B606 Contribute to promoting the health and social well-being of children and young people	No
B701 Enable children and young people who have offended to access and use housing and accommodation	No
B702 Assist young people to move from a supportive to a more independent living environment	Yes (Only B702.2.3, B702.2.9)
B703 Enable others to develop their knowledge and skills about housing and accommodation in the interests of children and young people	No
B801 Assess children and young people's use of substances and the effect of these on their lives	No

B802 Enable children and young people to be supported by substance use services	No
B803 Enable others to develop their knowledge and skills about substance use and its effects in the interests of children and young people	No
B804 Enable children and young people to address their substance use	No
B805 Raise awareness about substances, their use and effects	Yes (Only minority)
C201 Develop one's own knowledge and practice	No
C202 Contribute to the development of the knowledge and practice of others	Yes (Only C202.1.8, C202.2.6)
C401 Monitor and influence the development of policies for their impact on addressing the harm done by crime and anti-social behaviour and preventing offending by children and young people	No
C402 Contribute to the development of services which address the harm done by crime and anti-social behaviour and prevent offending by children and young people	No
D101 Promote people's equality, diversity, rights and responsibilities	Yes (Only D101.1.4, D101.1.8, D101.2.4, D101.3.5, D101.3.7, D101.1.3a, D101.1.3.b, D101.2.3a, D101.2.3b, D101.3.4a, D101.3.4b)
D102 Develop, maintain and evaluate systems and structures to promote the rights, responsibilities and diversity of people	Yes (Only D102.1.5, D102.1.7, D102.1.10, D102.2.5, D102.2.6, D102.2.8, D102.2.9, D102.3.4, D102.3.5, D102.3.6, D102.1.4a-4c, D102.1.5a-5c, D102.2.4a-4c, D102.2.5a-5c, D102.2.6a-6c, D102.2.7a-7b, D102.3.2a-2c)
D201 Determine the concerns and priorities of communities about children and young people and their likelihood of offending	Yes (Only D201.2.4)
D202 Coordinate awareness raising to promote community safety and social inclusion	No
D203 Contribute to developing awareness and community action in relation to the offending behaviour of children and young people	No

D204 Enable the views of groups and communities to be heard through advocating on their behalf	No
D205 Represent children and young people's and their families' interests when they are not able to do so themselves	Yes (Only D205.1.5, D205.1.6, D205.2.9, D205.3.3, D205.3.5, D205.3.8)
D206 Prepare and set up mediation	No
D207 Stage the mediation process	Yes
D208 Manage the mediation process	Yes
D301 Enable workers and agencies to work collaboratively	No
D302 Develop, sustain and evaluate collaborative approaches with others	No
D303 Develop and sustain effective relationships with workers in other agencies	No
D304 Contribute to the development and effectiveness of work teams	Yes (Only D304.1.5, D304.1.6, D304.1.7, D304.1.8, D304.2.6, D304.1.1)
D305 Support the induction and transfer of individuals on secondment	No
D306 Represent one's own agency at other agencies' meetings	Yes (Only minority)
D307 Represent the agency in courts and formal hearings	Yes (Only minority)
D308 Provide and obtain information at courts and formal hearings	Yes (Only minority)
D309 Establish, maintain and use relationships with the media to explain and promote the agency and its work	No
D310 Contribute to the development and promotion of the agency and its services	Yes (Only minority)