

Skills for Justice

**Review of National Occupational Standards &
Qualifications for Community Justice and
Custodial Care**

Country Focus Groups

Compiled by Hilary Wyles - September 2005

Presented by Barbara Tudor

About Skills for Justice

Skills for Justice was formed from the merger of:

Community Justice NTO

Custodial Care NTO

Police Skills & Standards Organisation

New member organisations are:

Court services

Customs and Excise

Prosecution

About Skills for Justice

- Licensed as a Sector Skills Council in April 2004
- Part of the Skills for Business network
- SSCs are independent organisations
- Has a UK wide remit

Our work programme

- Skills Foresight
- National Occupational Standards
- competency frameworks
- developing qualifications
- supporting justice sector employers – locally and nationally

Development of National Occupational Standards and Qualifications: stages in the process

- Functional mapping – who does what in the sector, how roles relate, describes what should happen (best practice)
- Occupational mapping – who is employed, where they are employed, training needs, progression issues etc
- Identification and development of National Occupational Standards (NOS)
- Development of qualifications and assessment strategies

Justice Sector National Occupational Standards

Standards have been developed and approved so far to cover

- Core Police functions

- Core Community Justice and Youth Justice functions

- Core Custodial Care functions

Further developments and reviews are underway – including this project.

National Occupational Standards

- are employment led
- describe benchmarks of good practice
- cover what needs to happen, what needs to be achieved (outcome)
- cover what the individual needs to know and understand
- balance current effective practice with realistic future expectations
- can be used for a variety of purposes

Uses of National Occupational Standards



National Occupational Standards – the “traditional” components

Each **UNIT** has a **TITLE** and is composed of **ELEMENTS**.

There can be one element only – the maximum number is about four Each **ELEMENT** has:

- a **title**
- **performance criteria** – the crux of the NOS. They describe how well something has to be done/most critical aspects of performance
- **knowledge and understanding** that is essential to competent performance
- **range statements** – the circumstances and situations across which competent performance is expected
- **evidence requirements** and assessment guidance

The review of NOS for Community Justice and Custodial Care

The entire suite of Community Justice and Custodial Care standards being **reviewed** and **updated** to reflect significant changes in practice and in the organisation of services as well as other factors, including innovation in service provision, development of National Occupational Standards in other parts of the sector and the revision of some imported units.

Aim of the Review.....

..... is to produce a suite of **revised, up to date and relevant National Occupational Standards, NVQ and SVQ awards** at levels 2, 3, and 4 for **operational/practitioner staff** in Community Justice and Custodial Care. Later this year, the first Justice sector-wide development project will begin which will create a suite of Higher Level awards relevant to managers across the whole sector.

What has been done so far?

- The project **Steering groups** are the Skills for Justice Occupational Committees for Custodial Care and Community Justice
- **Working groups** have been set up in order to focus on six specific areas:
 - Appropriate Adults
 - Community Safety and Crime Reduction
 - Custodial Care
 - Offender Management & Community Interventions
 - Restorative Justice
 - Working with Victims, Survivors and Witnesses

What has happened in the working groups so far?

- Groups have been made up of volunteers – practitioners, assessors/verifiers and trainers from the sector
- Workshops have been facilitated by 5S Consulting in conjunction with Skills for Justice
- Each group has met three times – in May, June and July 2005
- Each group has carried out a functional and occupational mapping exercise for its area of focus
- Each group has looked at the existing NOS units and revised those where necessary
- New units have been drafted where required
- Each group has considered the existing N/SVQs where relevant

What is the purpose of the session today?

- To enable participants to understand the way in which NOS development occurs
- To have an in depth look at the major changes and revisions suggested to date
- To provide feedback and comment upon those proposed changes prior to production of the consultation materials and the whole sector consultation stage
- To ensure that the particular needs of each UK country have been taken into account
- To raise awareness about the forthcoming sector wide consultation process

Next steps

- Feedback to 5S Consulting to enable necessary amendment to consultation materials
- Publicity to raise awareness of forthcoming consultation stage
- Consultation materials available on Skills for Justice website www.skillsforjustice.com from October 1st 2005.
- Final date for receipt of consultation feedback – November 1st 2005
- Post consultation analysis completed by November 30th 2005
- Early 2006 – analysis available for steering groups, final working group meetings to amend units etc, final report for steering group
- Submission of new and revised NOS for approval by March 31st 2006

If you need more information.....

Please contact

Hilary Wyles (Project Manager)

hilary.wyles@skillsforjustice.com

0114 231 7393

Or contact your local Skills for Justice office

Functional Map for Restorative Justice

Compiled by Les Davey - October 2005

Presented by Les Davey

Functional Map for Restorative Justice

- Map focussed on core functions of restorative justice
- Excludes functions that are generic to the management and support of this and similar processes.

Purpose:

“Prepare, facilitate and evaluate processes to address harm by bringing victims / persons harmed, offenders / perpetrators and any other stakeholders into contact”

Key Role 1:

“Assess incidents and affected individuals in the context of Restorative Justice options”

RJ1.1 Obtain and evaluate information on incidents for which restorative justice approaches are considered appropriate

RJ1.2 Explore in detail situations where there are complex and sensitive issues

RJ1.3 Assess the benefits & appropriateness of using restorative justice approaches with identified individuals

RJ1.4 Assess and advise on risks in using restorative justice approaches

RJ1.5 Propose and agree a framework for action and allocate responsibilities

Key Role 2:

“Plan a Restorative Justice process ”

RJ2.1 Establish effective relationships with potential participants

RJ2.2 Advise participants about restorative processes and the options available within them

RJ2.3 Facilitate the selection of an appropriate restorative justice option

RJ2.4 Agree a plan of action and timetable

Key Role 3:

“Facilitate the Restorative Justice process ”

RJ3.1 Support and advise participants before and during the restorative justice process

RJ3.2 Facilitate and manage restorative justice processes between participants

RJ3.3 Facilitate direct (face to face) restorative processes

Key Role 4:

“Conclude a Restorative Justice process ”

RJ4.1 Assist participants to reach best achievable outcomes to the restorative justice process

RJ4.2 Form outcome agreements

Key Role 5:

“Evaluate and report on outcomes of the Restorative Justice process”

RJ5.1 Assist participants to assess the outcomes of the restorative justice process

RJ5.2 Evaluate and monitor the outcomes of the restorative justice process and the need for ongoing support

Key Role 6:

“Promote and advise on Restorative Justice processes ”

RJ6.1 Provide information on restorative justice processes and procedures

RJ6.2 Provide expert advice on restorative justice processes, practices and procedures through formal channels

RJ6.3 Contribute to the promotion of restorative justice processes and best practice

Key Role 7:

“Manage the Restorative Justice process ”

RJ7.1 Supervise the restorative justice process

RJ7.2 Manage the restorative justice process

RJ7.3 Work collaboratively on the restorative justice process

Additional Units:

A215 - Evaluate, prioritise and review demands for services

D206 - Prepare and set up mediation

D207 - Stage the mediation process

Unit B1 - Support the efficient use of resources

D301 - Help individuals address their offending behaviour (D01)

E303 - Support individuals with difficult or potentially difficult relationships (Care W5)

E307 - Enable individuals to present their own needs and interests (D11) (Care SC6)

E408 - Support individuals experiencing difficulties (D06)

CC035 - Help individuals in custody to maintain and develop relationships

A401 - Establish, maintain and use relationships with the media to explain and promote the agency and its work

4D4 - Manage yourself

4G2 - Ensure your own actions reduce risks to health and safety

1A4 - Foster people's equality, diversity and rights