



INTERMEDIARY REGISTRATION SUMMER 2009 INFORMATION PACK

Thank you for expressing an interest in registration as an intermediary.

This pack contains the following information;

- The role of a Registered Intermediary
- Job description
- Person specification
- Guidance for employers
- Codes of Practice and Ethics
- Application guidance notes
- Application Form (attached)

The closing date for applications is 5pm on Friday 24th July 2009.

Any additional requests for information can be made to jason.connolly@cjs.gsi.gov.uk or to:

IRB Secretariat
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Office for Criminal Justice Reform
Ground Floor Fry Building
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Alternatively you can contact the IRB Secretariat by telephone on 0207 035 8683.

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THE ROLE OF A REGISTERED INTERMEDIARY

Why become a Registered Intermediary?

Registered Intermediaries play an important role in allowing vulnerable witnesses with communication issues/needs equal access to justice. Some vulnerable witnesses (including victims) need assistance with communication and understanding in order to give their best evidence - intermediaries can assist them in communicating during an investigation and at trial. Intermediaries will help to make the justice process accessible to some of the most vulnerable people in our society. In some cases an intermediary will be the difference between a witness being able to testify or not.

Becoming a Registered Intermediary can give you an opportunity to develop new skills, gain experience in the legal system at both investigation and trial and make a real difference to the experiences of vulnerable people.

Who qualifies as an intermediary?

We have established a national register of intermediaries covering a wide range of communication skill areas. To become a Registered Intermediary an applicant must demonstrate that they have the competencies required of the role. The competencies require skills such as facilitating communication and establishing credibility in the criminal justice system. These competencies are assessed at interview by an expert panel and at the conclusion of a modular training course.

Does a person need to be a registered speech and language therapist to become an intermediary?

No. Registration with specific professional bodies or organisations is not a pre-condition of registration as an intermediary. The registration process is competence based and it is open to a wide range of people to apply on the basis of their individual skills and experience. Where they are relevant, qualifications, training programmes, membership of professional bodies and other experience will all be taken into account. Ultimately, intermediaries are sanctioned by the courts and their personal expertise and conduct will be open to legal challenge.

Successful candidates for registration will have demonstrated that they are experts at facilitating communication with people in the way envisaged by the intermediary role and that they have the ability to operate effectively as intermediaries in criminal proceedings.

What do intermediaries do?

Intermediaries have a range of responsibilities that help both vulnerable witnesses and criminal justice practitioners at every stage of the criminal process, from police investigation to trial.

Intermediaries can carry out an initial assessment of a witness's communication needs. At this stage, they will not discuss the case in any way with either the witness or the criminal justice practitioner. In this assessment the intermediary will:

- evaluate the abilities and needs of the witness;
- evaluate whether they have the necessary skills to act as an intermediary for that witness; and
- establish rapport with the witness so that their assistance enables the witness to give their best evidence.

Intermediaries also provide advice that can help criminal justice practitioners to achieve more productive interviews and get the best evidence at trial. For example, this could include advice on:

- how a witness communicates;
- the witness's levels of understanding; and
- how it would be best for the criminal justice practitioner to question the witness to get the best evidence from them.

Advice on questioning could include:

- types of question to avoid;
- what formulation/language is likely to get the most accurate response from the witness;
- how long a witness will take to answer a question; or
- when the witness will require a break in questioning.

Intermediaries also directly assist in the communication process – helping a witness understand the questions during an investigative interview or testimony at trial and helping them communicate their answers.

Intermediaries can also help out in pre-trial preparation, such as by attending court familiarisation visits with the witness. They are independent and do not pursue their own line of questioning – they are not an investigator, advocate, an appropriate adult or a supporter of the witness. Their duty is to the court and to justice – they make a declaration stating this when they assist a witness in giving evidence.

Who can get help from an intermediary?

Section 29 of the Youth Justice and Criminal Evidence Act 1999 provides for the examination of a witness to be conducted through an intermediary approved by the courts.

All witnesses who are considered 'vulnerable' are potentially eligible for help from an intermediary. Under section 16 of the Youth Justice and Criminal Evidence Act 1999, a vulnerable witness is someone:

- Less than 17 years old; or
- Whose evidence would be diminished in quality because they have a:
 - o mental disorder (within the meaning of the Mental Health Act 1983);
or
 - o learning disability (significant impairment of intelligence and social functioning); or
 - o physical disability or physical disorder.

Children do not need to have a disability or a disorder to get help from an intermediary. They may just need help understanding the questions – according to a recent National Society for the Prevention of Cruelty to Children report, half of all children who went to court didn't understand at least some of the questions put to them by lawyers.

Deaf witnesses may, or may not, require an intermediary. This will be considered on a case-by-case basis. The introduction of intermediaries will complement, rather than replace, the arrangements which already exist for the provision in court of interpreters for deaf people – for example, British Sign Language (BSL) interpreters, SSE interpreters and lip-speakers.

Legislation is currently being considered which would allow defendants to access an intermediary if the judge thinks that it is considered necessary in the interests of a fair trial.

Ultimately the court will decide who can be helped by an intermediary based on an assessment of whether this will help maximise the accuracy, coherence and completeness of the witness's evidence. However, this does not prevent the police or defence solicitor from calling on an intermediary at an earlier stage and then seeking court approval retrospectively.

How will I be remunerated for my intermediary duties?

Registered Intermediaries work on a self-employed basis and are able to claim remuneration for travel and subsistence costs, overnight accommodation (subject to approval) and a professional fee for time spent on intermediary duties. Fees are payable at the following rates:

- £36 per hour (payable as £9 per quarter hour) for time spent carrying out the duty – the professional fee.
- £16 per hour (payable as £4 per quarter hour) for travel associated with conducting the duty.
- An unsocial hours rate for duties necessarily undertaken on weekends, public holidays, or on Monday to Friday (0001 hrs to 0630 hrs and 1930 hrs to 2359 hrs).

Employers may claim compensation where they release an employee for Intermediary Primary Duties or Professional & Developmental Duties. They may only do this when the employee would ordinarily have been working on the day(s) in question and had not taken annual leave, time off in lieu of hours worked, unpaid leave, or equivalent on that day(s). The employer compensation payment will cover costs to the organisation of engaging locum cover for the member of staff (subject to a daily limit of £250), or where additional costs are not occurred, a flat daily rate payment of £100. In these cases the intermediary would be able to claim for travel expenses, subsistence and accommodation expenses (subject to approval).

What are the time commitments?

Following a five day accreditation course, Registered Intermediaries will be expected to make a minimum commitment of 12 days per year to work on cases. They will be responsible for invoicing the End-User for their time, filling in an annual tax return and arranging for the secure disposal of case papers. They will also be expected to provide a feedback report on their cases to the Better Trials Unit. In addition, they will be required to undertake continual professional development and show evidence of this (8 hours per annum minimum).

In practice some intermediaries spend more time on intermediary duties and others less. This depends on a range of factors including the number of witness referrals received, their location and their communication skills profile. For example, intermediaries with the skills to support child witnesses and witnesses with learning difficulties, mental health issues and Autism Spectrum Disorder are currently in high demand but this can change. The commitment is likely to be spread out over a period of time in one or two day blocks. However, some cases are on-going and an intermediary who has assisted in a police investigation is likely to be required at court if the case goes to trial. This could

result in a commitment of three or more consecutive days. Some evening and weekend work and overnight stays may also be required.

Intermediaries may often be asked at short notice to assist a witness as generally criminal justice practitioners require an assessment, and sometimes interview, to be carried out by an intermediary in a matter of days. Hence, employers may be requested to release an intermediary at short notice. When possible, advance warning will be given.

Ultimately, the amount of time that each individual is able to commit to the intermediary role varies. However, the minimum requirement per year is 12 days face to face intermediary work, 8 hours of continuous professional development plus any associated administration and report writing. You should also be able to take cases at short notice. If you are unable to achieve this, the role is not for you. Please consider carefully (with your employer if appropriate) whether you can meet this commitment. Guidance notes for employers are available in this pack.

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JOB DESCRIPTION

Intermediaries assist vulnerable witnesses to give their best evidence in criminal proceedings. Vulnerable witnesses are classed as children under 17 or adults whose quality of evidence would be diminished because of a mental disorder, learning difficulties or physical disability or disorder. Intermediaries undertake the following functions:

- Quickly establish rapport with a vulnerable witness.
- Accurately and quickly assess the vulnerable witness's receptive and expressive communication needs using both formal and informal assessment techniques.
- Use their assessment findings to develop communication strategies which will enable the witness to understand questions put to them and communicate their answers back.
- Describe the communication needs of the witness to the criminal justice practitioners in the case and work with them to enable the witness to participate in the criminal justice process. This could include advice on the structure of questions used and concepts that the witness has difficulty understanding.
- Where necessary, actively facilitate communication between the witness and the other parties in the case to overcome a communication breakdown, i.e. through the rephrasing of questions without changing their substantive meaning.
- Provide an impartial professional source of advice and guidance to criminal justice practitioners dealing with vulnerable witnesses, including establishing credibility in an often challenging environment to become an ambassador for the intermediary scheme.
- Write reports on the witness's communication needs and strategies for managing these needs which will be used by the court and police officers. This may include justifying any recommendations made and the need for an intermediary if challenged.

Intermediaries are involved in both police investigations and at court. They may be required to act in emotionally challenging cases such as those involving child protection or sexual offences. Intermediaries can often be required to assess a witness within a matter of days so a flexible approach is required.

PERSON SPECIFICATION

Skills and abilities

- Professional skills in helping children or vulnerable adults (those with mental disorder, learning difficulties or physical disability or disorder) to communicate.
- Ability to quickly establish rapport with children or adults with communication needs.
- Experience in carrying out formal or informal assessments to accurately and quickly assess a vulnerable person's receptive and expressive communication needs.
- Ability to develop strategies to enable people to understand and communicate.
- Experience actively facilitating communication between a vulnerable person and another party to overcome a communication breakdown.
- Excellent oral and written communication skills.
- Experience working with a range of different professionals and abilities to tailor information in a way that makes it accessible to all parties.
- Experience in writing reports on a vulnerable person's communication needs.

Personal qualities and attributes

- *Professionalism*: intermediaries are required to work with a range of different people including vulnerable witnesses, police officers and legal professionals. They must be able to adapt their approach accordingly.
- *Credibility*: intermediaries must be able to establish a credible persona with both criminal justice professionals and vulnerable witnesses.
- *Approachability*: intermediaries must present complex information, both verbally and in writing, in an easily accessible form to enable criminal justice practitioners to understand a witness's communication needs.
- *Flexibility*: intermediaries can often be required to assess a witness within a matter of days so a flexible approach is required. Intermediary duties can take place at a variety of different locations so willingness to travel is important.



- *Impartiality*: an intermediary is appointed to serve the court and the interests of justice, not the witness or any particular party in the case.
- *Resilience*: intermediaries may be required to act in emotionally challenging cases such as child protection and sexual offences.
- *Ambassadorial skills*: this is a new profession in the criminal justice system so intermediaries must be able to explain their role and present a professional persona.

GUIDANCE FOR EMPLOYERS OF CANDIDATES FOR REGISTRATION AS AN INTERMEDIARY

The Office for Criminal Justice Reform (OCJR) has recruited individuals to fulfil the role of Registered Intermediaries as envisaged in 'Speaking Up for Justice' (Home Office report 1998) and the Youth Justice and Criminal Evidence Act (1999).

Successful applicants to the intermediary registration scheme are recommended by assessment panels to undertake a period of accreditation and assessment. If they meet the required standard they are then registered as an intermediary. The work that the intermediary undertakes is highly specialised and requires a combination of core competencies in facilitating communication and knowledge and understanding of legal processes.

Intermediaries have a duty to the court. They are neutral and do not act for the prosecution or the defence. They do not have a function to protect the witness and do not replace foreign language/BSL interpreters. The intermediary facilitates better communication and understanding between a vulnerable witness with communication needs and those who are examining their evidence.

The role of the intermediary represents recognition within law that vulnerable witnesses with communication needs may require help and facilitation with giving evidence. An intermediary has the potential to make a significant contribution to implementing this important development in criminal justice proceedings for the benefit of vulnerable witnesses. Addressing the Intermediary Conference on 22 June 2004, Home Office Minister, Baroness Scotland said "without intermediaries we would not be able to offer justice to some of the most vulnerable people in our society."

Registered Intermediaries come from a number of professional backgrounds and many are self-employed or in employment on a full or part-time basis. Intermediary work is additional to these arrangements, on a self-employed basis, and registration as an intermediary does not mean that the individual becomes an employee of the OCJR.

There is wide variation in the way in which intermediaries are supported by their employing organisation(s). Whilst the arrangements negotiated by individual intermediaries with their employers will inevitably vary, there are core principles upon which the scheme relies.

- Intermediaries may be asked at short notice to assist a witness. Employers may be requested to release an Intermediary at short notice. When possible, advance warning will be given.

- If an employed intermediary can be released to support a witness, there are a number of ways in which their absence can be arranged:
 - By the booking of annual leave, in which case the intermediary would usually be remunerated directly for their time by the End-User.
 - By agreeing their absence with their employer who will be reimbursed for their time spent as an intermediary by OCJR based on the cost to the employer of engaging additional staff cover (up to a maximum of £250 per day) or at a fixed daily rate of £100.
 - By taking unpaid leave for the duration of the period that they are acting as an intermediary and being directly remunerated for their time by the End-User.
 - By some other arrangement whereby the intermediary may be reimbursed directly by the End-User with a view to 'paying back' the time spent as an intermediary to the employer through flexible working hours etc.
- The time that an intermediary may be required to assist a witness will vary. The initial accreditation course is a modular course, usually with a 2 day and a 3 day block. Once registered an intermediary would generally not be required for prolonged periods of time and usually for periods of less than two days. However, this can vary and weekend and evening work may also be required. During this time they will assess the communication needs of the witness, establish a rapport with him/her, assist the police interview, and attend meetings as required. The intermediary may also be required to facilitate communication during a subsequent trial. Although we ask intermediaries to be available for a minimum of 12 days a year, in practice some will do more and others less reflecting the demand-led nature of the work.
- Intermediaries are required to participate in Continuing Professional Development Activities (CPD) such as attendance at the Intermediary Annual Conference, attendance at special interest groups, etc. Employers may consider such activities to be an integral part of their employees CPD programme and, as such, support them through study leave.
- The skills acquired through the training and experience of working as an intermediary should be transferable and of benefit to other working environments.



Line managers are required to sign their employee's application form to certify that they are content for that person to act as an intermediary and confirm that they have come to an arrangement on how intermediary duties will fit in with the employee's existing work commitments.

Further information on the Intermediary scheme is contained in the booklet 'What's My Story' which is available on-line at http://frontline.cjonline.gov.uk/includes/downloads/guidance/victims-and-witnesses/Whats_My_Story.pdf or can be ordered from Prolog on 0870 241 4680 or by e-mail from francesca.hill@prolog.uk.com. Any further queries about the Intermediary Scheme and remuneration arrangements can be addressed to the Intermediary Registration Board Secretariat at:

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THE CODE OF PRACTICE FOR INTERMEDIARIES

1. The primary responsibility of the intermediary is to enable complete, coherent and accurate communication to take place between a witness who requires special measures and the court.
2. Intermediaries must have a clear and comprehensive understanding of the responsibilities and duties of their role within the criminal justice system, including their primary responsibility to the court.
3. They must conduct themselves in a professional and courteous manner at all times.
4. They must be familiar with and observe the terms and conditions and procedures that govern their assignment.
5. They should identify the sources of advice, information and materials required in order to ensure a clear understanding of the special needs of the witness.
6. They must carry out a functional assessment of the communication needs of the witness and make an informed professional judgement of the time required to enable them to carry out the assessment satisfactorily.
7. They will use the background information provided and will meet with the witness, his or her relatives, supporter, carer or relevant professionals to acquaint themselves fully with the knowledge and understanding required to carry out the assignment successfully.
8. They must not enter into discussions, give advice or express opinions concerning the evidence the witness is to present or any aspect of the case that could contaminate the evidence or lead to an allegation of rehearsing or coaching the witness.
9. They must keep the co-ordinator and other appropriate parties informed of any difficulties that may arise in the course of the assignment that may affect the prospects of best evidence being given.
10. They must hold meetings with witnesses within a time-scale agreed with the co-ordinator and in appropriate venues.
11. They must make clear the purpose of the meetings and structure meetings in a way that allows sufficient time to assess the needs of the witness and to gain the confidence and trust of the witness.

12. They must record and communicate to the co-ordinator any dissatisfaction expressed by the witness with either the intermediary or the procedure being followed.
13. They must ensure the witness is satisfied with the outcome of the assessment and understands the role of the intermediary, particularly in the context of the court appearance.
14. They must conduct themselves in court in a manner that facilitates accurate and coherent communication between the witness and the court.
15. They must not change the content of what is being said or attempt to improve or elaborate what has been said. Any actions that may improve understanding without changing meaning or the sense of what is being said, such as conveying the meaning of gestures the witness may make, must be taken only with the explicit understanding and consent of the court.
16. They must disclose to the court any difficulties encountered, such as limitations in their professional experience and training, and seek the court's guidance about action that may be taken that is consistent with best evidence.
17. They must intervene only to seek clarification from the court or to draw the court's attention to any difficulty the witness may be experiencing in understanding what is being said or that may be distressing the witness.
18. They must respect at all times the authority and judgement of the court.
19. They must complete, at the conclusion of each assignment a monitoring and evaluation form that will contribute to efforts to improve the quality of the service.
20. They must recognise that an intermediary's duty to the court remains paramount.
21. They must understand the different obligations regarding disclosure of information between the prosecution and the defence legal teams and must maintain their professional integrity in relation to these different obligations.
22. They must notify the Intermediary Registration Board immediately of any criminal investigation or proceedings against them or any other complaint or investigation into their conduct or competence.
23. They must notify the Intermediary Registration Board of the result of any adverse Criminal Records Bureau disclosure check carried out on them (i.e. any result where a conviction is recorded other than already disclosed to the Intermediary Registration Board).

THE CODE OF ETHICS FOR INTERMEDIARIES

1. Definition: in this code, intermediary means any person who is registered on the national register as an intermediary in the criminal justice system as specified in Section 29 of the Youth Justice & Criminal Evidence Act 1999.
2. Intermediaries will consider at all times the potential for conflict of interest and the need to act in the public interest and will conduct themselves responsibly and professionally using reasonable skill and care in the performance of their duties.
3. This includes:
 - Seeking to increase their professional communication skills and knowledge and their skills as an intermediary e.g. court skills, through training and research.
 - Ensuring they have adequate and sustained professional support for their own role.
 - Safeguarding professional standards in every practicable way.
 - Offering other intermediaries reasonable and appropriate assistance.
 - Respecting the ethics and professional practice of other professions.
 - Endeavouring to the best of their ability to enable communication to be complete, coherent and accurate.
 - Only accepting work for which they are appropriately qualified and they judge to be within their professional competence.
 - Accepting only in exceptional circumstances, an assignment for which no entirely suitable intermediary is available, with such acceptance being subject to the informed consent of all parties.
 - Acknowledging and seeking to overcome in a professional manner, such as through professional advice and guidance or support networks, any unforeseen difficulties or limitations in knowledge or practice that may become apparent in the course of an assignment.
 - Promptly notifying the co-ordinator of any matter, including conflict of interest or lack of suitable qualifications and experience that may disqualify or make it undesirable for them to have continued involvement in the assignment.

- Treating as confidential any information that may come to them in the course of their work including the fact of their having undertaken a particular assignment, although assignments may be used as evidence for continued registration but not in other (to be defined) circumstances. However, this does not preclude disclosure when legally required to do so or when failure to disclose information could render the intermediary liable to prosecution.
- Disclosing before commencing an assignment, or as soon as practicable, any vested or material interest that the intermediary may have in the assignment.
- Not using any information or knowledge gained during the course of their work to benefit themselves or anyone else improperly.
- Not giving advice or offering personal opinions in relation to the evidence presented by the witness nor concerning people present during an assignment.
- Making appropriate efforts to facilitate communication between people who have differing communication and cultural characteristics.
- Making all reasonable efforts to be available for all meetings, hearings, trials and other appointments for which adequate notice has been given.
- Not cancelling or postponing meetings that are part of the assignment without good reason and, where possible, the consent of the people concerned.
- Respecting the decisions taken by other professionals, particularly criminal justice decisions.

APPLICATION GUIDANCE NOTES

General guidance on completion of the application form

Please read this note carefully before completing the application form. The information provided on the application form will be used to shortlist candidates for interview and will also form the basis of any subsequent interview.

Any applications that are not completed in accordance with the guidance below will be rejected.

Signed applications must be received by 5pm on Friday 24 July 2009 at the Intermediary Registration Board Secretariat:

IRB Secretariat
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Candidates selected for interview will be expected to attend a panel interview between 24 - 28 August 2009. Candidates who successfully pass the interview stage will be expected to attend a modular accreditation course which will probably incorporate a 2-day and a 3-day block including a final assessment before they can become Registered Intermediaries. All appointments are subject to CTC and CRB security checks.

Supplementary guidance on specific sections of the application form:

A4. Previous employment history

It is important that you provide a comprehensive employment history on your application form. Please provide the dates of employment, employer details and the job title/description from leaving full time education up to and including your present employment. Any gaps in your employment history must be fully explained in the box provided. If required, use a continuation sheet clearly marked with the relevant section.

Intermediaries work with vulnerable groups such as children and adults with mental disorders, learning disabilities or physical disabilities or disorders; for this reason we are committed to safeguarding and promoting the welfare of these groups.

A5. Referees

One of your referees should normally be your manager who supports your day-to-day work. If you are self-employed, please name at least one employer who regularly engages your services (for example a locum agency).

Both referees should be in a position to speak about your work during the three year period prior to your application. It is recommended that you ensure your nominated referees are content to provide a reference before you include their details on your application form. This will reduce the likelihood of delays later in the process. References will be requested for candidates who are selected for interview.

A6. Fitness to practice

Registered intermediaries will be expected to comply with the Intermediary Code of Practice and Code of Ethics contained in this application pack, so please ensure you familiarise yourself with them.

Candidates should also be aware of the details provided on the time commitment and flexibility required. Candidates who are unable to meet these requirements should not apply.

The nature of many cases requiring an intermediary, including child protection cases and sexual offences, may be distressing. Potential candidates who have serious reservations about being involved in such cases should consider whether to apply for registration.

A7. Background checks

Please state here whether you have a current Criminal Records Bureau (CRB) standard or enhanced disclosure. Intermediaries will need to be cleared to work with vulnerable people including children. All successful candidates will be required to undergo another enhanced CRB check before they can be registered – the Intermediary Registration Board will contact these candidates about this.

B1. Communication skills

Candidates are required to specify the area(s) of communication needs in which they consider themselves to be competent in facilitating communication. These skills areas are organised into generic groupings of communication needs and also child, adolescent and adult groupings. Candidates should indicate all areas in which they consider themselves to be competent in facilitating communication; tick as many boxes as you consider appropriate.

You should also consider how your skills might be transferable across the different client groups. For example, if you specialise in helping young people aged 12-18 with severe learning disabilities but feel you would also be competent to use your skills to facilitate communication with those in the 5-11 and over 18 age groups who have similar needs, then you should tick all of the relevant boxes.

The listed communication skills areas are as follows:

- Anxiety disorder
- Attention Deficit Disorder/ Attention Deficit Hyperactivity Disorder
- Aphasia/Dysphasia
- Autistic Spectrum Disorder (Classical Autism/Asperger's Syndrome)
- Bi-polar affective disorder
- Brain and/or Head injury
- Cerebral Palsy
- Communicating with Children
- Deafness
- Dementia (including Alzheimer's Disease)
- Depression
- Down's Syndrome
- Dysarthria/Dyspraxia
- Fluency Difficulties
- Hearing Impairment
- Language Delay/Disorder
- Mental Health Issues
- Mild/Moderate learning disabilities
- Neurological and other progressive disorders
- Obsessive Compulsive Disorder
- Personality Disorder
- Phonological delay/disorder
- Physical Disability
- Schizophrenia
- Selective/elective mutism
- Severe learning disabilities
- Tracheotomy
- Voice Disorders including laryngectomy

The categories aim to cover a full range of specialised conditions. However, if you feel that you deal with any communication skills which do not fall within the stated categories please list these in the additional table provided.

We also require specialists in a range of communication techniques as follows:

- Makaton Signing
- BSL Signing
- Other Signing
- Makaton Symbol
- Bliss Symbol
- Rebus Symbol
- PCS Symbol
- PECS Symbol
- Other Symbol

You should also give details of any other language skills you possess (e.g. Welsh speaker). You will also need to provide information about your level of attainment/ability and recent usage for all of the above.

Please note that the information you provide here will be used to match you to witnesses in the event that you complete the registration process. Therefore, please give an honest appraisal of your skills and expertise.

B2. Relevant qualifications and training programmes

B3. Membership of relevant professional bodies

Although existing professional accreditation is not a prerequisite to becoming a registered intermediary, any relevant professional qualifications, training completed and membership of professional bodies will be taken into account in the assessment of your application. Include relevant training programmes and whether or not they led/lead to a formal qualification.

B4. Core competencies and reasons for applying

This is your opportunity to demonstrate how you meet the core competencies required for registration as an intermediary. The evidence that you provide in this section will be assessed at the sift stage and will form the basis of any interview. The assessment is based on communication competencies so you do not need to have acted in the role of an intermediary and do not need to show any legal knowledge or background. For each example you should clearly demonstrate how you have demonstrated the skills required. Your example(s) should clearly explain your role, what you did and the outcome.

Important: It is crucial that you spell out very clearly the things that you have done personally, with specific examples, which demonstrate that you possess all of the competencies required of an intermediary. Assessment panels are instructed that unless this information is set out clearly in this section of the application form then they must reject the application. Panels are not allowed to

'read between the lines' or to infer assumed knowledge about a candidate's competence to be an intermediary from their background/employment history/affiliations etc. **Applications which are framed in general or theoretical terms without reference to what the candidate has actually done will be rejected.**

The core competencies will be further explored during the training course and assessment; for this they will be adapted to clearly refer to the role of a Registered Intermediary.

Please use only 300 words in each box. **Applications which exceed the word limit will be rejected.** Candidates short-listed for interview will have an opportunity to expand on the examples provided and may be asked to provide additional examples at the interview.

You also need to provide a summary (in no more than 300 words) of the reasons why you are applying to become a Registered Intermediary. Include information about what relevant skills, abilities and personal qualities you feel you can bring to the role.

B5. Availability

Please specify those geographical areas in which you are likely to be able to act as an intermediary and note the specific areas in which we are looking for availability. This will not commit you to taking on any particular case as this will always be agreed on a case-by-case basis through discussions with the IRB Secretariat and the commissioning End-User. Where longer journeys are necessary, a provision exists for reimbursement of overnight expenses for intermediary duties where this has been approved in advance by the End-User.

Ethnic Monitoring Form

Although not compulsory, it would be helpful to the Office for Criminal Justice Reform and the Intermediary Registration Board in monitoring our procedures if you could complete this form. Completion or non-completion of the ethnic monitoring form will not affect your application in any way. This information will be treated in the strictest of confidence and will not be seen by any member of the assessment panels.