

Procedures and topic areas

The following procedures and topic areas for each of the specialised pathways are intended to give an indication of subjects that may be used for examination purposes and are correct at the time of going to press.

Exam topics for the DPSI role plays are available to view on www.ciol.org.uk, prior to the exam (in early June/November).

The list is not exhaustive and no guarantee is given that a particular topic will be set as an examination subject.

Please note that scenarios can be taken from any of the listed topics, and that it is therefore not always possible to choose scenarios that are relevant for all language groups and cultures.

Legal pathway (England, Wales and Northern Ireland)

CRIMINAL ACTIVITY	Dishonesty Offences	<i>Theft</i>
		<i>Robbery</i>
		<i>Burglary</i>
		<i>Fraud</i>
		<i>Making off without payment</i>
		<i>Blackmail</i>
		<i>Going equipped for stealing</i>
		<i>Handling stolen goods</i>
		<i>Deception</i>
		<i>Conspiracy to steal</i>
		<i>Computer misuse</i>
		<i>Vehicle taking (taking without consent – TWOC)</i>
	Drugs	<i>Possession</i>
		<i>Possession with intent to supply</i>
	Public Order Offences	<i>Riot</i>
		<i>Violent Disorder</i>
		<i>Affray</i>
		<i>Causing fear of violence</i>
		<i>Harassment, alarm or distress</i>
		<i>Firearms</i>
		<i>Offensive weapons</i>
		<i>Racially aggravated offences</i>
		<i>Obstructing the police</i>
		<i>Begging</i>
	Sexual Offences	<i>Rape</i>
		<i>Assault by penetration</i>
		<i>Sexual assault</i>
		<i>Sexual activity with a child</i>
		<i>Incest</i>
		<i>Child pornography</i>
		<i>Paedophilia</i>
		<i>Prostitution</i>
		<i>Exposure</i>
		<i>Sexual activity in public</i>
	Road Traffic	<i>Causing death by dangerous driving</i>
		<i>Causing death by careless driving</i>
		<i>Causing death by careless driving while unfit</i>
		<i>Dangerous driving</i>
		<i>Careless driving</i>
		<i>Excess alcohol offences</i>
		<i>Failing to provide a specimen for testing</i>
		<i>Driving while uninsured</i>
		<i>Driving without MOT</i>
		<i>Driving while disqualified</i>
		<i>Speeding offences</i>

	Offences Against the Person	Murder
		Manslaughter
		Infanticide
		Kidnap
		Threats to kill
		Grievous bodily harm (GBH)
		Actual bodily harm (ABH)
		Aggravated assaults
		False imprisonment
		Racially aggravated offences
		Stalking
	Violence to Property	Arson
		Criminal damage
		Threats to destroy property
		Racially aggravated criminal damage

POLICE POWERS	Aliens Registration
	Arrest
	Access to legal advice
	Bail
	Caution
	Complaints
	Charges
	Court appearances
	Deaths in custody
	Detention periods
	DNA testing
	Domestic Disputes
	Excess Alcohol
	Finger printing
	ID parades
	Interpreters
	Interviews, taped
	Interviews on video
	Juveniles
	Lost and found property
	Mentally ill persons
	Missing persons
	Questioning
	Remands in custody
	Rights
	Road Traffic Accidents
	Searches
	Sudden Death Enquiry
	Taking of samples
	Warrants
	Witness statements

CRIMINAL COURTS	Magistrates Courts	<i>The lay bench</i>
		<i>Bail applications</i>
		<i>Witness statements</i>
		<i>Newton Hearings</i>
		<i>Plea before venue (PBV)</i>
		<i>Pre-trial reviews</i>
		<i>Committals</i>
		<i>Remands</i>
		<i>Trial</i>
		<i>Plea in mitigation</i>
		<i>Sentences</i>
	Youth Courts	<i>Criminal capacity</i>
		<i>Child safety order</i>
		<i>Informality and privacy</i>
		<i>Sentencing powers</i>
		<i>Appeals</i>
	Crown Courts	<i>Indictment</i>
		<i>Plea & direction hearings (PDH)</i>
		<i>Arraignment</i>
		<i>Pleas</i>
		<i>Trial by jury</i>
		<i>Expert witnesses</i>
		<i>Character evidence</i>
		<i>Judge's summing-up</i>
		<i>Verdicts</i>
		<i>Pleas in mitigation</i>
		<i>Pre-sentence reports</i>

COUNTY COURT	Family	<i>Legal aid</i>
		<i>Parental responsibility</i>
		<i>Contact orders</i>
		<i>Welfare reports</i>
		<i>Local authority support</i>
		<i>Accommodating children</i>
		<i>Child protection</i>
		<i>Care orders</i>
		<i>Supervision orders</i>
		<i>Adoption</i>
		<i>Foster care</i>
		<i>Human Rights Issues</i>
		<i>Divorce</i>
		<i>Reconciliation</i>
		<i>Maintenance</i>
	Housing	<i>Landlord & tenant</i>
		<i>Leaseholds</i>
		<i>Covenants</i>
		<i>Breaches</i>
		<i>Obligations</i>
		<i>Rent arrears</i>

		Possession/eviction orders
		Warrants of execution
		Protection from harassment
	Company Law	Company formation
		Memorandum of association
		Articles of association
		Third parties
		Financial structure
		Capital maintenance
		Corporate collapse
		Bankruptcy
		Receivers
	Consumer Law	Contracts
		The Sale of goods
		Fitness for purpose
		Fair Trading
		Consumer Protection
		Remedies
		Licences
		Small claims

TRIBUNALS	Employment	Contracts of Employment
		Self-employed persons
		Terms of the contract
		Discrimination
		Unfair dismissal
		Redundancy
		Remedies
	Immigration	Refugees
		Asylum
		Nationality
		Welfare
		Work permits
		Tribunals
		Appeals
		Deportations
	Social Security	Social welfare
		Economic security
		Family provision
		Social insurance
		Pensions
		Unemployment benefit
		Housing
		Education

Criminal Injuries Compensation Authority

PROBATION SERVICE	Criminal Court	<i>Pre-sentence reports</i>
		<i>Recommendations</i>
	Civil Court	<i>Family Court Welfare reports</i>
	Community based sentences	<i>Community Punishment Order</i>
		<i>Community Rehabilitation Order</i>
		<i>Community Punishment and Rehabilitation Order Supervision</i>
	Prisons & Young Offender Institutions (YOI)	<i>Life Licence</i>
		<i>Parole Licence</i>
	Supervision of prisoners	<i>Automatic conditional release</i>
		<i>Curfews</i>
		<i>Discretionary conditional release</i>
		<i>Electronic tagging</i>
		<i>Monitoring</i>
		<i>Young offender licence</i>
		<i>Reoffending</i>

Legal pathway (Scotland)

CRIMINAL ACTIVITY	Dishonesty Offences	<i>Theft</i>
		<i>Robbery</i>
		<i>Theft by housebreaking</i>
		<i>Fraud</i>
		<i>Making off without payment</i>
		<i>Blackmail</i>
		<i>Going equipped for stealing</i>
		<i>Reset</i>
		<i>Deception</i>
		<i>Taking and driving away a car</i>
	Drugs	<i>Possession</i>
		<i>Possession with intent to supply</i>
	Public Order Offences	<i>Breach of the peace</i>
		<i>Perverting the course of justice</i>
		<i>Contempt of court</i>
		<i>Breach of a bail order</i>
		<i>ASBO</i>
		<i>Firearms</i>
		<i>Offensive weapons</i>
		<i>Owning a dangerous dog</i>
		<i>Racially aggravated offences</i>
		<i>Police assault</i>
		<i>Smoking in a regulated area</i>
		<i>Obstructing the police</i>
	Sexual Offences	<i>Rape</i>
		<i>Indecent assault</i>
		<i>Lewd and libidinous practices</i>
		<i>Shameless indecency</i>
		<i>Incest</i>
		<i>Sodomy</i>
		<i>Paedophilia</i>
		<i>Soliciting in a public place</i>
	Road Traffic	<i>Causing death by dangerous driving</i>
		<i>Causing death by careless driving</i>
		<i>Causing death by careless driving while unfit</i>
		<i>Dangerous driving</i>
		<i>Careless driving</i>
		<i>Failing to report an accident</i>
		<i>Reckless driving</i>
		<i>Excess alcohol offences</i>
		<i>Failing to provide a specimen for testing</i>
		<i>Driving without insurance</i>
		<i>Driving without MOT</i>
		<i>Driving while disqualified</i>
		<i>Speeding offences</i>

	Offences Against the Person	Murder
		Manslaughter
		Kidnap
		Culpable homicide
		Grievous bodily harm (GBH)
		Actual bodily harm (ABH)
		Aggravated assault
		False imprisonment
	Violence to Property	Wilful fire-raising
		Criminal damage
		Vandalism
		Malicious mischief

POLICE POWERS	Aliens Registration
	Arrest
	Access to legal advice
	Bail
	Caution
	Complaints
	Charges
	Court appearances
	Deaths in custody
	Detention periods
	DNA testing
	Domestic Disputes
	Excess Alcohol
	Finger printing
	ID parades
	Interpreters
	Interviews, taped
	Interviews on video
	Juveniles
	Lost and found property
	Mentally ill persons
	Missing persons
	Questioning
	Remands in custody
	Rights
	Road Traffic Accidents
	Searches
	Sudden Death Enquiry
	Taking of samples
	Warrants
	Witness statements

CRIMINAL COURTS	District court	<i>Justice of the peace</i>
		<i>Summary procedure</i>
	Sheriff court	<i>Sheriff</i>
		<i>Solemn procedure</i>
		<i>Summary procedure</i>
	High court	<i>Solemn procedure</i>
		<i>Pleas: guilty, not guilty, plea in bar of trial</i>
		<i>Verdicts: guilty, not guilty, not proven</i>
		<i>Witness citations</i>

CIVIL COURTS	Sheriff court	<i>Summary cause or small claims actions</i>
		<i>Appeal from licensing boards</i>
		<i>Commercial actions (Glasgow sheriff court)</i>
		<i>Ordinary cause action</i>
		<i>Trusts and executrices, confirmation</i>
		<i>Company law</i>
		<i>Consumer law</i>
	Court of session	<i>Access</i>
		<i>Aliment</i>
		<i>Annulment</i>
		<i>Appeals from criminal/civil courts</i>
		<i>Appeals from certain tribunals</i>
		<i>Custody</i>
		<i>Delict</i>
		<i>Divorce</i>
		<i>Judicial review</i>
		<i>Reparation</i>

TRIBUNALS	Employment	<i>Contracts</i>
		<i>Industrial disputes</i>
		<i>Racial/sexual discrimination</i>
		<i>Unfair dismissal</i>
	Immigration	
	Social Security	
	Child Support Agency appeal	
	Rent Assessment Panel	
	Inland Revenue Commissioners	

Licensing boards	
Objectives of the Board	<i>Preventing crime and disorder</i>
	<i>Securing public safety</i>
	<i>Preventing public nuisance</i>
	<i>Protecting and improving public health</i>
	<i>Protecting children from harm</i>

Criminal injuries compensation board

ADOPTION AND FOSTERING

Courts

Agencies

Care Commission

Scottish Social Services Council (SSSC)

Involving Young People in Decision-making

CHILDREN'S HEARING

Children's panel

Referral

Reporter

PROBATION SERVICE (social work department)

Pre-sentenced report

Community service reports

Psychiatric report

Social enquiry reports

Community-based

Community service order

Probation with special conditions sentences

Supervision of prisoners

Out on licence

Released on parole

Health pathway

PROCEDURES	Examination
	Diagnosis
	Assessment
	Treatment
	Management
	Monitoring
	Registration
	Prescription
	Referral
	Screening
	Health promotion
	History Taking

PRIMARY CARE	FHSA professionals	<i>Dentists</i>
		<i>General practitioners</i>
		<i>Opticians/optometrists</i>
		<i>Pharmacists</i>
	Health professionals & paramedical personnel	<i>Community psychiatric nurses</i>
		<i>District Nurses</i>
		<i>Family planning specialists</i>
		<i>Health visitors</i>
		<i>Macmillan nurses</i>
		<i>Midwives</i>
		<i>Nurse practitioners</i>
		<i>Occupational therapists</i>
		<i>Physiotherapists</i>
		<i>Podiatrists</i>
		<i>Speech & language therapists</i>

ACUTE CARE	NHS trust hospitals/NHS hospitals without trust status	<i>Accident & emergency</i>
		<i>Anaesthesia</i>
		<i>Cardiology</i>
		<i>Department of Medicine for the Elderly (DME)</i>
		<i>Endocrinology</i>
		<i>Ear/nose/throat (ENT)</i>
		<i>Gastroenterology</i>
		<i>Genito-urinary medicine (GUM)</i>
		<i>Gynaecology</i>
		<i>Neurology</i>
		<i>Obstetrics</i>
		<i>Oncology</i>

ACUTE CARE cont.		<i>Ophthalmology</i>
		<i>Orthopaedic</i>
		<i>Paediatric</i>
		<i>Plastic surgery</i>
		<i>Psychiatry</i>
		<i>Rheumatology</i>
		<i>STD (Sexually transmitted disease including AIDS)</i>
		<i>Urology</i>
		<i>Virology</i>

OTHER	Complementary medicine
	Counselling
	Death/bereavement
	Hospice movement
	Drug dependency
	First aid
	Mental health act
	Palliative care
	Private Healthcare
	Social services interface with NHS
	Tropical medicine
	Travel clinics
	Victims of torture
	Well man/well women clinics

Local government pathway

The structure of local government in Scotland differs from that of England and Wales. In the examination for the local government pathway, Scottish nomenclature is shown between brackets < >. In the following procedures and topic areas, the same system is used.

COUNCIL STRUCTURES	Unitary authorities
	County councils
	<Local councils>
	Borough councils
	District councils
	City councils
	Parish councils
	Modernising local government
	Scrutiny
	Executive and Scrutiny model
	Elected mayors
	<Provost and Lord Provost>
	Greater London Assembly

CHIEF EXECUTIVE DEPARTMENT	Communication	<i>Equal opportunity policies</i>
		<i>Ethnicity & gender policies</i>
	Performance and Planning	<i>Economic development</i>
		<i>Public consultation</i>
		<i>Best value</i>
		<i>Community forums</i>
		<i>Democratic functions</i>
		<i>E-Government</i>
	Council meetings	
	Complaints	
	Police advisory committees	

PLANNING AND ADMINISTRATION	Small businesses	<i>Restaurants</i>
		<i>Take-away shops</i>
	Planning permission application	<i>Building alterations</i>
		<i>Change of use</i>
		<i>Tree felling</i>
		<i>Advertisements</i>
	Participation in planning	<i>Green belts</i>
		<i>Listed buildings</i>
		<i>Conservation areas</i>
	Building inspector approval application	
	Objections to planning proposals	
	Appeals to the planning committee	

COUNCIL SERVICES	Making a complaint
	Applying for licence
	Being assessed for benefits
	Electoral system: register of electors
	Ethnicity, gender and equal opportunities
	Local taxation

SOCIAL SERVICES <SOCIAL WORK DEPARTMENT>	Assessment interviews	<i>Emergency protection orders</i>
		<i>Assessment orders</i>
		<i>Mental Health Act</i>
		<i>National Assistance Act</i>
	Children	<i>Adoption and fostering</i>
		<i>Registered child minders</i>
		<i>Physical/sexual abuse and neglect</i>
		<i>Income support and social fund</i>
	Case conferences	<i>Child protection conferences</i>
	The elderly	<i>Residential accommodation</i>
		<i>Respite schemes</i>
		<i>Day centres</i>
		<i>Home care assistants</i>
		<i>Dementia care</i>
		<i><Area team social work></i>
	Counselling	<i>Debt counselling</i>
		<i>Generic counselling</i>
	People with disabilities	<i>Sensory and motor disorders</i>
		<i>Learning disabilities</i>
		<i>Aids and adaptations</i>
		<i>Disability living allowance</i>
	Signposting advice	<i>Welfare benefits</i>
	Mental Health	<i>Schizophrenia</i>
		<i>Depression</i>
		<i>Drug and alcohol addiction</i>
		<i>Discharge from hospital</i>
		<i>Day centres</i>
		<i>Mediation</i>
		<i>Anti-social behaviour</i>
		<i>Community Care Act assessment</i>
	Tribunals	<i>Mental health review tribunals</i>
		<i>DSS benefit tribunal</i>

COMMUNITY SERVICES	Leisure	Entertainment
		Leisure provision
		Play centres
		Museums
		Heritage
		Libraries
	Public transport	
	Voluntary groups	
	Grants aids	
	Community development	
	Play services	
	Community centres	

FINANCE & LOCAL TAXATION	Council Tax	Council tax assessment
		Council tax arrears
	Benefits	Council tax benefits
		Housing benefit
		Rent rebates
		Additional rights
		Voucher system
	Business Rates	

HOUSING	Eviction	Notice to quit
		Tenants harassment
	Homelessness	Homeless persons act
		Houses in multiple occupation
	Rent collection	Debt recovery
	Private landlords	Shorthold and assured tenancies
		Student and holiday lettings
		Lodgings
	Owner occupiers	Designated defective housing
		Repairs and improvements
	Applications for grants	Repairs
		Intermediary and improvement grants
	Public sector tenants	Right to buy
		Points system and waiting list
		Housing transfer applications
		Requesting repairs
	Rent tribunal applications	Appeal procedures
	Housing associations	Housing needs
	Tenants' complaints	Noise
		Racial and sexual harassment
		Domestic violence
		Dangerous dogs
		Nuisance
	Registered landlords	Registered social landlords

ENVIRONMENTAL HEALTH & PROTECTION	Direct services	Dog and horse wardens
		Noise abatement
		Environmental pollution
		Health and safety at work
		Refuse collection
		<Civic Government, Scotland Act>
		Pest control
		Food hygiene
		Communicable diseases
		Abandoned vehicles
		Street lighting and parks
		Road repairs
		Commercial waste disposed
		Food safety act
		Hackney carriages
	Licensing	Alcohol licensing – Licensing Act 2003
		Private hire
		Entertainment
		Hawkers
		Market traders
		Street trading

EDUCATION	National curriculum	SATs
		Key stages
	<National guidelines>	<5-14 levels A-E>
	Appeals	Exclusions
		School transfer appeals
	Advice	Careers advice
		Examination options
		Further education options
	Qualifications	NVQs
		GCSEs
		A-levels
		Access courses
		<Standard grade>
		<Highers>
		<Scotvec>
	Religious education	Collective worship
	Sex education	Personal, Social and Health Education (PSHE), England / Personal and Social Education (PSE), Wales
	Special education needs	Statementing
	Parent participation	Choice of school
		Electing parent governors
		Complaints by parents
		Annual parents meeting
		Parents evenings
		School trips
		Sports

		<i>Social events</i>
		<i><School boards></i>
	School discipline	<i>Bullying</i>
		<i>Exclusion</i>
		<i>Truancy</i>
	Health care in schools	<i>Headlice</i>
		<i>Dental care</i>
		<i>Medical examinations</i>
	Benefits	<i>Grant and benefit applications</i>
		<i>Free school meals</i>
		<i>Clothing allowance</i>
		<i>Mandatory HE grants</i>
		<i>Student loans</i>
		<i><Bursaries 16+></i>