



**Australian Government**

# **CSCOFM041 Process offender induction**

**Release: 1**

# CSCOFM041 Process offender induction

## Modification History

Release 1. This is the first release of this unit of competency in the CSC Correctional Services Training Package Release 5.0

## Application

This unit describes the skills and knowledge required to process offender induction and determine the priority needs of offenders upon induction.

Working as part of a coordinated team is integral to the role.

An individual undertaking this role may work independently or as part of a team with regular support. This role involves routine tasks with a number of familiar steps.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to contact with offenders and at-risk management.

No licensing, legislative or certification requirements apply to unit at the time of publication.

## Pre-requisite Unit

Not applicable.

## Competency Field

Offender management

## Unit Sector

Not applicable.

## Elements and Performance Criteria

### ELEMENTS

Elements describe the essential outcomes.

#### 1 Organise and implement

### PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

#### 1.1 Coordinate the induction of offenders according to

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|---|---|
| <b>offender induction</b>                             | organisational procedures   |
|   | <b>1.2</b> Use communication strategies to establish a calm and relevant exchange of information  |
|   | <b>1.3</b> Confirm offender identification and documentation by gathering information from a range of identified sources                |
|   | <b>1.4</b> Use organisation's information management systems to collect, check, confirm, complete and process relevant information      |
|   | <b>1.5</b> Maintain security and safety and implement emergency procedures where necessary  |
| <b>2 Determine the priority needs of the offender</b> | <b>2.1</b> Identify and respond to the immediate and routine needs of the offender  |
|   | <b>2.2</b> Provide the offender with information that is tailored to their capacity to understand and designed to calm and reassure     |
|   | <b>2.3</b> Observe the offender and note any signs of distress, anxiety, aggression, impaired function and apathy                       |
|   | <b>2.4</b> Report behaviour or signs that arouse high risk concerns and refer to the appropriate people or specialist services          |
|   | <b>2.5</b> Provide personal and basic requirements according to offenders' needs in accordance with organisational induction procedures |
|   | <b>2.6</b> Ensure appropriate routine referrals are made in accordance with organisational induction procedures                         |

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Correctional Services Training Package Companion Volume Implementation Guide.

## Unit Mapping Information

This unit replaces and is equivalent to CSCOFM012 Process offender induction.

## Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>