



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CSCOFM403A Supervise community work programs**

**Revision Number: 2**

## CSCOFM403A Supervise community work programs

### Modification History

CSCOFM403A Release 2: Layout adjusted. No changes to content.  
CSCOFM403A Release 1: Primary release.

### Unit Descriptor

This unit of competency describes the outcomes required to plan, negotiate and implement community work placement with residential and non-residential detainees under community service orders or contracts of employment and training.

### Application of the Unit

Customisation will be required to accommodate the different work sites and defined work role contexts in which this unit will be applied.

### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

Not applicable.

### Employability Skills Information

This unit contains employability skills.

### Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<b>1 Plan community work programs.</b>	<p>1.1 Receive and assess interest from the community according to procedures and program objectives.</p> <p>1.2 Promote involvement of the community and commercial sector and provide information and feedback on the benefits and conditions of involvement.</p> <p>1.3 Conduct checks and inspection of potential work site to determine suitability against agreed <i>criteria and requirements</i>.</p> <p>1.4 Prepare recommendations for registration of work sites according to site assessment format, and process information for registration.</p> <p>1.5 Determine classifications of offenders and work required and delegate and negotiate appropriate supervision on the <i>work site</i>.</p> <p>1.6 Assess and select work sites against determined criteria of requiring safety and developmental opportunities for offenders.</p>
<b>2 Supervise and coordinate work programs.</b>	<p>2.1 Assess and assign offenders for suitability of work allocation according to skills, abilities, interests, work requirements and case plan.</p> <p>2.2 Match suitable work allocation with offender profiles.</p> <p>2.3 Identify training needs and skills assessment according to work requirements, location, equipment used and team requirements.</p> <p>2.4 Check that clothing and equipment comply with occupational health and safety requirements and principles of duty of care.</p> <p>2.5 Provide guidelines and negotiate conditions with site or community supervisors.</p> <p>2.6 Clarify conditions of compliance with offenders and negotiate agreement.</p> <p>2.7 Plan and conduct supervision so that the welfare and safety of offenders and the community are maintained according to operating procedures, legal requirements and duty of care.</p>

## Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

### Required skills:

- applying a planning strategy
- complying with organisation policies, procedures, practices and accountability related to safety and security, community programs, case management, work experience outcomes, vocational training, offender transport and supervision
- complying with legislative and statutory requirements related to court sentences and conditions, and community programs
- applying principles of duty of care
- service and support coordination skills and case management practice
- collaborating with other agencies in the organisation
- supervising skills development programs
- managing organisational resources applying to employment programs
- collaborating and negotiating with community and commercial organisations
- complying with commercial and service contracts.

### Required knowledge:

- organisation's policies and procedures concerning offender interaction with community
- departmental policies and procedures concerning community work programs and their objectives
- occupational health and safety policies and procedures related to the occupational areas involved in work programs
- employment contracts and contracts of services
- guidelines for the use and maintenance of equipment
- skills training available
- case management principles and strategies
- special needs of the offender group and the community
- services and guidelines of support services associated with offenders
- offender information system and reporting requirements
- conflict management
- communication and interpersonal techniques for establishing trust and rapport
- community services, community interests and systems, and key people in the community connected with employment programs.

## Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

### Overview of assessment

Evidence for assessment must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

### Critical aspects for assessment and evidence required to demonstrate competency in this unit

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of employability skills as they relate to this unit
- ability to supervise offenders in community work programs in a range of (two or more) contexts or occasions, over time.

### Context of and specific resources for assessment

This unit contains a wide range of variables to reflect the diverse nature of offender supervision and the different services provided in and for correctional services. Selection from the range of variables will reflect the specific requirements of the work site and the defined work role.

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered by an individual supervising offenders involved in work programs in the community effectively as part of a coordinated team, including coping with difficulties, irregularities and changes to routine
- copies of legislation, policies, procedures and guidelines relating to supervising offenders in community work programs

access to appropriate learning and assessment support when required.

### Method of assessment

The following assessment methods are suggested:

- observation of performance in routine workplace activities within a range of agreed responsibilities and in various work locations
- written and/or oral questioning to assess knowledge and

understanding

- completion of workplace documents and reports produced as part of routine work activities
- third-party reports from experienced practitioners
- completion of performance feedback from supervisors and colleagues.

**Guidance information for assessment**

Assessment methods should reflect workplace demands, and any identified special needs of the candidate, including language and literacy implications and cultural factors that may affect responses to the questions.

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge.

## Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

***Criteria and requirements*** should consider:

- security awareness and monitoring
  - induction processes, resources and support for offenders
  - occupational health and safety policies and practices
  - location of agency and proximity to community-sensitive areas
  - level and resources of supervision
  - training and work experience resources
  - insurance and liability cover
  - legal status and accountability.
- Work site*** may be in:
- the community
  - industry
  - community services
  - work programs established by correctional organisation.

## Unit Sector(s)

Offender management.

## Competency field

Not applicable.

## Co-requisite units

Not applicable.