

**TRAINING PACKAGE
FOR CORRECTIONAL
SERVICES**

**Qualifications for
Correctional Services**



The Australian Qualifications Framework

A qualification is the formal recognition that competency matches an agreed standard and assessment requirements.

Competency is defined as the possession and application of both knowledge and skills according to defined standards, expressed as outcomes, which correspond to relevant workplace requirements.

Traditionally, Australia has maintained a distinction between the school, vocational and higher education sectors. To accommodate the different qualifications of these different sectors and to provide a relationship between them, a framework has been designed.

Table 2.1 The Australian Qualifications Framework

School Sector	Vocational Education	Higher Education
		Doctoral Degree
		Masters Degree
		Graduate Diploma
		Graduate Certificate
		Bachelors Degree
	Advanced Diploma	Advanced Diploma
	Diploma	Diploma
Senior Secondary	Certificate IV	
	Certificate III	
	Certificate II	
Certificate of Education	Certificate I	

This framework does not imply a simple hierarchy of qualifications across the different sectors. For example, the requirements for a competency based Diploma in the Vocational Education sector might equate to the requirements for a Degree or post graduate qualification in the Higher Education sector.

Determining the Qualification

The National Competency Standards for Correctional Services has identified the competencies required across all work in correctional services. Each unit of competency has been designed to provide maximum transferability across the different sectors in the industry and the different specialisations and occupations. Such sectors and specialisations are recognised in the packaging of units into qualifications and the combination of units described as Core, and those described as Specialist and Options.

For each qualification:

Core Units are those which industry agrees are applicable to the work performed in all sectors in the industry;

Specialist Units (at Certificate III level) are the additional units required by different specialisations or occupations to meet the requirements of particular employment roles and responsibilities;

Optional Units encourage a further range of more flexible specialisations with individual or enterprise focus, which is negotiable and intended to expand career pathways, inside, into and from other industries.

Maximising Flexibility and Transferability

The standards have not attempted to duplicate the specialist competencies required in the diverse range of human services in which the correctional services industry operates.

The packaging of units into qualifications is designed to reflect the maximum commonality through generically designed Core Units together with allowing sector and enterprise choice in Specialist and Optional Units.

To do this in such a diverse industry, the units are described in generic language and references and can be applied in a wide range of contexts.

It is hoped that this approach will open lateral career pathways across the different sectors of the industry; pathways which have not been recognised in the past.

Recognition of other industry competency standards

The Correctional Services Industry directly intersects with other industries, in particular:

- Public Safety
- Public Administration
- Community Services and Health
- Property Services

The intention of the Training Package is to encourage the inclusion of units from the qualifications of other industries in the correctional services' qualifications.

Negotiated mutual agreements with relevant industry training bodies to include material from their standards will occur as Training Packages for these industries are endorsed.

Optional Units from Other Industry Standards

Units of competency from other industry standards may be included in the range of Optional Units required for the qualifications under the following conditions:

- The units must belong to the set of units required for the same or a higher qualification as determined by the relevant industries' Training Packages or National Competency Standards
- The number of units selected will be consistent with the allowable number for each qualification.

Recognising other industry units of competency as acceptable components of these qualifications acknowledges that there are many occupational specialisations practiced in correctional services which are not fully covered in the National Competency Standards for Correctional Services. These include:

- administration
- clerical
- community services
- trades
- catering/cooking
- maintenance
- horticulture
- animal handling
- information technology
- health/therapy
- transport

Units of competency from other industry standards relevant to correctional services will be listed separately in the non-endorsed components.

Cross Industry Standards

Management

The NCSAC considered the options of Frontline Management Standards and Public Administration Standards and decided that the Public Administration Standards better fitted the public service orientation of the industry. The private company members of the Committee supported this preference, while the Committee acknowledged that this choice did not assume that public administration applied exclusively to public employment.

The NCSAC determined that, at this stage, Levels 6 and above will be addressed in generic management standards and qualifications. These may be negotiated and customised for the correctional services industry according to the requirements of their Training Packages or standards.

Recognition of equivalence with other industry standards

The correctional services industry recognises the degree of common skills and knowledge, which it shares with other related human services industries. The National Competency Standards have been designed and written to allow flexible customisation which, can establish equivalence between the units in the Correctional Services Standards and units in other industry standards. The principle of mutual recognition with other industries is fully endorsed by the NCSAC.

However, the Committee has determined that the detail of such recognition should be included as a non-endorsed component of the Package for a number of reasons:

- insufficient information is available from other industries to be confident of the final content of their revised standards and their customisation guidelines;
- the range will alter as new standards are developed in the human services sector;

- enterprise customisation will add further versions and specialisations and this has not yet taken place;
- different enterprises may wish to recognise different equivalence depending on the customisation allowed by the industry owning the standards

Industry Qualifications for Correctional Services

The NCSAC has identified three levels in a competency hierarchy for correctional services. These three levels correspond to the following Qualifications:

Table 2.2 Industry Qualifications

Australian Qualifications Framework	Correctional Services Qualifications
Post Graduate	
Degree	
Advanced Diploma	
Diploma	Diploma of Correctional Administration
Certificate IV	Certificate IV in Correctional practice
Certificate III	Certificate III in Correctional Practice
Certificate II	
Certificate I	

Packaging of Units of Competency into Qualifications

Three qualifications have been agreed to which equate to the three levels identified in the National Competency Standards. These are:

1. Certificate III in Correctional Practice

- (Custodial Corrections) CSC30198
- (Community Corrections) CSC30298
- (Administration/Ancillary) CSC30398

2. Certificate IV in Correctional Practice CSC40198

3. Diploma of Correctional Administration CSC50198

The packaging of the competency standards units into Core, Specialisation and Optional categories is intended to provide maximum flexibility while retaining national consistency and transferability.

Requirements for appropriate qualifications will allow combinations of units of competency according to a formula which is both nationally agreed upon and allows customisation for enterprises. Core Units are common requisites and are defined for each qualification (and in the case of Certificate III, for a range of specialisations). The Optional Units allow for individual and enterprise specific variations.

There are no pre-requisites for any of the qualifications; they are self contained.

1. Certificate III in Correctional Practice

The **Certificate III in Correctional Practice** has three specialisations:

- 1.1 Custodial Corrections
- 1.2 Community Corrections
- 1.3 Administration/ Ancillary

The three different specialisations are determined by the combinations of Core, Specialist and Optional Units.

1.1 Certificate III in Correctional Practice (Custodial Corrections) CSC30198

The **Certificate III in Correctional Practice (Custodial Corrections)** is relevant to the competency requirements of:

- Custodial/Prison Officers
- Detention Centre Workers
- Security/Escort Workers

Units required for Certificate III in Correctional Practice (Custodial Corrections)

To meet the requirements of the **Certificate III in Correctional Practice (Custodial Corrections)**, applicants will be assessed as competent in:

- all Core Units (12)
- all Specialist Units
- a minimum of 3 units drawn from Options Units or from other industry standards at a minimum level of Certificate III.

Certificate III in Correctional Practice (Custodial Corrections) require a minimum of 18 Units.

Package of units of competency

The units of competency, which make up the requirements for **Certificate III in Correctional Practice (Custodial Corrections)** include:

- **Core Units** which are mandatory;
- **Specialisation Units** which are mandatory and which relate to identified occupational work specific to custodial corrections work;

- **Optional Units** which will relate to the individual requirements of organisations, regions, jurisdictions, career pathways and negotiated present and future work practice. Optional Units listed will be added to the Core Units and Specialist Units to complete the requirement for **the Certificate III in Correctional Practice (Custodial Corrections)**. Optional Units may also be selected from the units required by higher qualifications. Optional Units may also be selected from relevant other industry standards according to the requirements of the industry's Training Package.

Table 2.3 Units for Certificate III in Correctional Practice (Custodial Corrections) Core Units

Core Units (Custodial Corrections and Community Corrections)			
CSC010A Develop and maintain effective workplace practice and standards	CSC020A Contribute to the achievement of organisational goals	CSC030A Contribute to achieving the goals of the justice system	CSC040A Communicate effectively
CSC050A Manage direct contact (interview) to gather and provide information	CSC060A Prepare and present reports	CSC080A Contribute to supervision, surveillance and monitoring	CSC090A Contribute to the health, safety and welfare of individuals
CSC110A Maintain safety and security	CSC130A Contain incidents which jeopardise safety and security	CSC150A Use and organise the maintenance of workplace equipment	PSX0127/20 Implement effective communication techniques

Table 2.4 Certificate III in Correctional Practice (Custodial Corrections) Specialisation/Optional Units

Certificate III in Correctional Practice (Custodial Corrections)		
Specialist All of these	Options Minimum 3 of these	
CSC120A Maintain security system	CSC100A Support offenders to maintain positive relationships	CSC070A Process offender induction and discharge
CSC140A Conduct searches	CSC210A Report to formal inquiry	CSC220A Provide support to offenders in Aboriginal/Torres Strait communities
CSC180A Promote cooperative behaviour	CSC330A Conduct training	

1.2 Certificate III in Correctional Practice (Community Corrections) CSC30298

The **Certificate III in Correctional Practice (Community Corrections)** is relevant to the competency requirements of:

- Community support workers and aids
- Compliance and community services officers
- Sessional supervisors

Units required for Certificate III in Correctional Practice (Community Corrections)

To meet the requirements of the **Certificate III in Correctional Practice (Community Corrections)**, applicants will be assessed as competent in:

- all Core Units (12)
- all Specialist Units
- a minimum of 3 units drawn from Optional Units or from other industry Standards at a minimum level of Certificate III.

Certificate III in Correctional Practice (Community Corrections) requires a minimum of 18 Units

Package of units of competency

The units of competency which make up the requirements for **Certificate III in Correctional Practice (Community Corrections)** include:

- **Core Units** which are mandatory;
- **Specialisation Units** which are mandatory and which relate to identified occupational work specific to community corrections work;
- **Optional Units** which will relate to the individual requirements of organisations, regions, jurisdictions, career pathways and negotiated present and future work practice. Optional Units listed will be added to the Core Units and Specialist Units to complete the requirement for the **Certificate III in Correctional Practice (Community Corrections)**. Optional Units may also be selected from the units required by higher qualifications. Optional Units may also be selected from relevant other industry standards according to the requirements of the industry's Training Package.

**Table 2.5 Units for Certificate III in Correctional Practice (Community Corrections)
Core Units**

Core Units (Custodial Corrections and Community Corrections)			
CSC010A Develop and maintain effective workplace practice and standards	CSC020A Contribute to the achievement of organisational goals	CSC030A Contribute to achieving the goals of the justice system	CSC040A Communicate effectively
CSC050A Manage direct contact (interview) to gather and provide information	CSC060A Prepare and present reports	CSC080A Contribute to supervision, surveillance and monitoring	CSC090A Contribute to the health, safety and welfare of individuals
CSC110A Maintain safety and security	CSC130A Contain incidents which jeopardise safety and security	CSC150A Use and organise the maintenance of workplace equipment	PSX0127/20 Implement effective communication techniques

**Table 2.6 Certificate III in Correctional Practice (Community Corrections)
Specialisation/Optional Units**

Certificate III in Correctional Practice (Community Corrections)			
Specialist (All of these)	Options (Minimum 3 of these)		
CSC100A Support offenders to maintain positive relationships	CSC140A Conduct searches	CSC120A Maintain security system	CSC070A Process offender induction and discharge
CSC210A Report to formal inquiry	CSC180A Promote cooperative behaviour	CSC240A Supervise a community work program	CSC220A Provide support to offenders in Aboriginal/Torres Strait communities
CSC230A Establish and maintain networks	CSC330A Conduct training		

1.3 Certificate III in Correctional Practice (Administration/Ancillary) CSC30398

The **Certificate III in Correctional Practice (Administration/Ancillary)** is relevant to the competencies required of:

- administration staff in both administration centres and institutions
- clerical staff in both administration centres and institutions
- support, trade and ancillary staff with competencies in other industry standards

Units required for Certificate III in Correctional Practice (Administration/Ancillary):

To meet the requirements for the Certificate III in Correctional Practice (Administration/Ancillary) applicants will be assessed as competent in:

- all modified Core Units for Administration/Ancillary (6)
- a minimum of 4 units from the Optional Units
- a minimum of 8 units from the Clerical Administration Certificate III or from the Public Administration National Competency Standards at a minimum of Certificate III or from additional other industry units which will be listed separately in the non-endorsed components.

Certificate III in Correctional Practice (Administration/Ancillary) requires a minimum of 18 Units.

Package of units of competency

The units of competency which make up the requirements for **Certificate III in Correctional Practice (Administration/Ancillary)** include:

- **Core Units**, which are mandatory. This specialisation has a modified set of Core Units which recognises the requirements for all workers who enter the industry with specialist occupational competencies from other industries or cross industry standards such as clerical, administration, trade, ancillary and security. For these people, the Core Units represent the minimum requirement to practise their occupational competencies within a correctional services environment and context.
- **Optional Units** which will relate to the individual requirements of organisations, regions, jurisdictions, career pathways and negotiated present and future work practice. Optional Units listed will be added to the Core Units to complete the requirement for the **Certificate III in Correctional Practice (Administration/Ancillary)**. Optional Units may also be selected from the units required by higher qualifications. Optional Units may also be selected from relevant other industry standards according to the requirements of the industry's Training Package.

**Table 2.7 Units for Certificate III in Correctional Practice
(Administration/Ancillary) Core/Optional Units**

Certificate III in Correctional Practice (Administration/Ancillary)			
Modified Core		Options (Minimum 4 of these)	
CSC010A Develop and maintain effective workplace practice and standards	CSC020A Contribute to the achievement of organisational goals	CSC060A Prepare and present reports	CSC070A Process offender induction and discharge
CSC030A Contribute to achieving the goals of the justice system	CSC040A Communicate effectively	CSC080A Contribute to supervision, surveillance and monitoring	CSC090A Contribute to the health, safety and welfare of individuals
CSC110A Maintain safety and security	CSC150A Use and organise the maintenance of workplace equipment	CSC120A Maintain security system	CSC130A Contain incidents which jeopardise safety and security
		CSC140A Conduct searches	CSC330A Conduct training

2. Certificate IV in Correctional Practice CSC40198

Certificate IV in Correctional Practice is a generic qualification which applies to the competencies required by:

- custodial officers
- detention centre workers
- community corrections officers
- probation officers
- parole officers
- administration officers
- industries' officers/trainers
- specialist support workers

Units required for Certificate IV in Correctional Practice

To be awarded **Certificate IV in Correctional Practice**, applicants will be required to demonstrate competency in:

- all Core Units (14)
- a minimum of 8 additional units drawn from the list of Optional Units, including a minimum of 4 drawn from these standards and 4 drawn from these or other industry standards.

Certificate IV in Correctional Practice requires a minimum of 22 Units

Package of units of competency

The units of competency which make up the requirements for **Certificate IV in Correctional Practice** include:

Core Units

The Core Units are mandatory and have been identified as required for all work at this level, regardless of occupational specialisation.

Optional Units

This is a generic package with a wide range of **Optional Units** to allow flexibility across the full range of occupations and enterprise requirements.

Other industry standards may be included in the options including units from the Public Administration Standards and from Clerical/Administration Training Package.

Other industry units can be included where they:

- are endorsed as part of an Industry Training package or National Competency Standards,
- are included under the conditions specified by the Training Package,
- are part of a Certificate IV or higher.

Table 2.8 Certificate IV in Correctional Practice

Core Units		Options	
CSC010A Develop and maintain effective workplace practice and standards	CSC020A Contribute to the achievement of organisational goals	CSC090A Contribute to the health, safety and welfare of individuals	CSC100A Support offenders to maintain positive relationships
CSC030A Contribute to achieving the goals of the justice system	CSC080A Contribute to supervision, surveillance and monitoring	CSC120A Maintain security system	CSC140A Conduct searches
CSC110A Maintain safety and security	CSC130A Contain incidents which jeopardise safety and security	CSC160A Implement planned approach to offender management	CSC190A Provide emergency response to dangerous incidents
CSC150A Use and organise the maintenance of workplace equipment	PSX0127/20 Implement effective communication techniques	CSC220A Provide support to offenders in Aboriginal/Torres Strait communities	CSC230A Establish and maintain networks
PSX0127/24 Contribute to the development and implementation of work unit plans	CSC170A Implement occupational health and safety policy	CSC240A Supervise a community work program	CSC250A Coordinate programs for offenders
CSC180A Promote cooperative behaviour	CSC200A Conduct an inquiry	CSC330A Conduct training	BSX0008\6 Conduct assessment
CSC210A Report to formal inquiry	CSC320A Promote a learning environment	PSX0127/29 Develop, implement and promote effective communication techniques	PSX0127/31 Coordinate a work team
		CSC300A Provide guidance and counsel	BSTRG1.1 Prepare for training
		BSX0008\5 Deliver training	BSX0008\7 Review and promote training

3. Diploma in Correctional Administration CSC50198

The Diploma in Correctional Administration is relevant to the competencies required by frontline managers in:

- custodial and detention centres
- community corrections including probation and parole
- administration

Units required for the Diploma in Correctional Administration

To be awarded the **Diploma in Correctional Administration**, applicants will have to demonstrate competency in:

- all Core Units (17)
- a minimum of 7 Optional Units with a minimum of 3 drawn the Optional Units and 4 drawn from these or other industry standards.

The Diploma in Correctional Administration requires a minimum of 24 Units.

Package of units of competency

The units of competency which make up the requirements for the **Diploma of Correctional Administration** include:

- **Core Units**
This is a generic package with a large set of Core Units, including units drawn from the Public Administration Standards. Units at this level are designed to allow a significant degree of contextualisation for the requirements of enterprise, occupational and service specialisations.
- **Optional Units**
Options from the Correctional Services Standards are limited at this level and may be supplemented by units from other industry standards including units from Public Administration National Competency Standards, Clerical Administration Training Package and the Frontline Management Initiative. These and other industry units will be listed separately in the non-endorsed components of the Training Package.

Table 2.9 Diploma in Correctional Administration

Core Units		Options
CSC030A Contribute to achieving the goals of the justice system	PSX0127/24 Contribute to the development and implementation of work unit plans	CSC120A Maintain security system
CSC200A Conduct an inquiry	CSC230A Establish and maintain networks	CSC190A Provide emergency response to dangerous incidents
CSC330A Conduct training	BSX0008/6 Conduct assessment	CSC210A Report to a formal inquiry
PSX0127/29 Develop, implement and promote effective communication techniques	CSC260A Plan and coordinate a range of services to offenders/clients	CSC220A Provide support to offenders in Aboriginal/Torres Strait Islander communities
CSC270A Manage a work unit	CSC290A Establish and maintain occupational health and safety practice	CSC240A Supervise a community work program
CSC300A Provide guidance and counsel	PSX0127/33 Coordinate the implementation of change	CSC280A Resolve incidents which jeopardise safety and security
CSC320A Promote a learning environment	PSX0127/37 Represent and promote the organisation	CSC310A Undertake research for specific purposes
PSX0127/32 Coordinate resource allocation and usage	PSX0127/36 Manage the deliver of quality client service	BSX0008/4 Prepare for training
BSX0008/7 Review and promote training		BSX0008/5 Deliver training

Customisation

It is necessary to customise standards to maintain the maximum flexibility and transferability of the competencies described. The customisation of units of competency and their packaging into qualifications must ensure the integrity of :

- industry skill requirements
- industry portability requirements
- the national competency standards system and the Australian Qualifications Framework.

The Training Package for Correctional Services recognises a range of avenues for customisation. The principal form of customisation is contextualisation.

Contextualisation

The units of competency in the National Competency Standards for Correctional Services have been designed to apply across all work roles and occupations within the industry. Therefore, they have been written to require significant contextualisation in order to reflect the requirements of different work sites, enterprises, organisations, agencies, jurisdictions and occupational and professional roles. The Range of Variables and the Assessment and Evidence Guides for each unit invite this contextualisation.

Particular terminology has been selected for these standards, but these examples may be replaced by alternative terminology more relevant to the environment in which the work performance is being assessed. For example, the term “offender” may be replaced by the term required by the enterprise:

Throughout the standards document, “offenders” is used as a generic term and refers to: prisoners, inmates, detainees, convicted offenders, clients, those on remand, parole, probation, licence or community service orders.

The use of the term client may be replaced by any specific terminology to identify the recipient of a service.

In addition, throughout the Performance Criteria, italics have been used to indicate a generic term which may be replaced by the terms or requirements specific to the context in which the unit is being applied.

Most common is the reliance in the Performance Criteria on terms such as:

- *according to organisational policies and guidelines*
- *based on enterprise procedures and regulations*
- *required by statutory or legal obligations*
- *according to work role and responsibilities*

These flexible components have been placed in italics throughout the standards for easy identification.

In the Evidence Guide for each unit, knowledge will include requirements specific to the enterprise such as:

- *Organisational policies, procedures, guidelines and principles*
- *Departmental reporting and accountability processes*

and also knowledge important for human services such as:

- *theories of human development relevant to the offending population of the work site*
- *principles of effective communication*
- *principles of duty of care relevant to work role and responsibility*

Such general requirements depend upon negotiated agreement within enterprises to replace the general statements with requirements specific to the worker being assessed and the context of the specific work site and enterprise. This will include enterprise specific standards rewritten to include the particular context.

The majority of units have been written to cover a wide range of both general and specialist work functions. Customisation is allowed where a general concept is replaced by a specific application of equivalent meaning.

The Range of Variables for each unit is extensive and comprehensive but not exclusive and will provide guidance for the contextual applications of the Performance Criteria.

Allowable customisation will also be based on the identification of closely related or equivalent units from other industry or enterprise standards. These will be specified in the non-endorsed components of the Training Package.

The National Competency Standards have made use of relevant cross industry standards by incorporating whole units from the Public Administration National Standards and Workplace Trainers National Standards and Worksafe's Occupational Health and Safety Guidelines, with only the minimum of customisation to relate the material directly to application in correctional services.

Because of the developing nature of competency standards and training packages in the human services and allied industries it is not possible to include all the specific units from other industry standards which will be recognised as directly transferable or equivalent to units in the correctional services Standards. However, correctional services standards are committed to recognising all or part of the units of other industry standards which complement, supplement or demonstrate direct equivalence to units in the correctional services Standards, subject to negotiation and mutual agreement. Recommendations will form part of the non-endorsed components of the Training Package.

Customisation of Units for Qualifications

Use of Units for Correctional Services Qualifications

The Certificate III in Correctional Practice contains three specialisations or streams. The units required for those specialisations are listed separately and no additional customisation should be required.

The Certificate IV in Correctional Practice and the Diploma of Correctional Administration are generic and require no further customisation for the qualification other than the selection of Optional Units according to the requirements for the qualification.

Use of Units for Other Industry Qualifications

The units in these standards are available for use and customisation by other industries as components of their qualifications. Part or all of the units may be used according to the following guidelines:

- The unit should be incorporated in qualification levels consistent with the alignment identified in this Training Package. Where a whole unit is used with only contextualisation, it may be identified as equivalent to the original unit;
- Where the unit has a change of terminology, additional elements and performance criteria and changes to the range of variables and evidence guides it may be described as a customisation and equivalent to the original unit;
- Where the unit has become significantly restructured through customisation, with the removal or repackaging of elements, it should be considered a unit of the other industry standards and no longer equivalent to the original unit of the correctional services Standards;
- The NCSAC will negotiate with other industries wishing to customise units in the correctional services Training Package where significant change is required such as the removal of elements and performance criteria to establish agreements on equivalence.

Qualification Pathways

The correctional services industry deliberately recruits applicants who have high levels of maturity and previous experience in applying the specific skills required for this very specialised work. Therefore, the industry recognises the diverse and varied sources of skills and knowledge acquired by workers before they begin working and training in correctional services.

As well, the correctional services industry requires very specialised work in unique work settings and high levels of accountability through legal, statutory and duty of care obligations. Therefore, conditions of employment require enterprise specific training and assessment during a mandatory probation period.

The industry endorses the importance of retaining flexibility and maximum transferability in knowledge and skills generic to human services, but requires additional training and workplace assessment where those competencies are to be applied in direct work performance with offenders and within the specific demands of the correctional environment.

While the industry recognises a wide range of generic human services, organisational and management skills acquired through training and workplace experience. But it is principally workplace assessment in the enterprise context which will determine the achievement of competence required for the qualifications defined in this Training Package.

Models of Pathways for Qualifications

Certificate III in Correctional Practice

Work experience/training in other human services	Induction training and assessment	Workplace assessment
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Life and community skills Work experience in other industries	Induction training and assessment	Workplace assessment
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Certificate IV in Correctional Practice

Qualifications or work experience in other industry	Induction training and assessment	Workplace assessment
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Certificate IV and Diploma of Correctional Administration

Human Services qualification	Gap training and assessment	Workplace assessment
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Training and work experience in related industry	Gap training and assessment	Workplace assessment
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Training and work experience in the industry	workplace training and assessment	
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The New Apprenticeship System

The New Apprenticeship (Traineeship) model is essential to the reform of training and qualifications in vocational education. Under this system, the competence expected of workers entering the industry will be developed and assessed through a combination of on and off the job training, structured supervision in the workplace and recognition of competency through national qualifications. The conditions applying to traineeships created for the New Apprenticeship system will be negotiated between employer and employee representatives as a contract of training. This contract will meet the requirements of State and Territory Training Authorities, with whom the contract will be registered. Most importantly, the contract is an agreement by the employer to ensure that training will be provided, consistent with the requirements of the qualification(s) endorsed in the Training Package as appropriate for entry to the industry. In recognition of this commitment, financial assistance is made available by the Commonwealth Government to subsidise the cost of the training.

Training Packages define the training requirements for workers entering the industry. Because recruitment in Correctional Services requires a high level of experience and experience, entry level for the industry is at either Certificate III or Certificate IV depending on the enterprise and sector requirements.

Entry level (basic recruitment) competence for Custodial Corrections (Prison Officers, Detention Centre Officers) will be covered in the requirements for Certificate III in Correctional Practice (Custodial Corrections).

Entry level competence for community corrections is represented at both Certificate III in Correctional Practice (Community Corrections) and Certificate IV in Correctional Practice depending on the identified competencies required for the different areas of work undertaken by recruits.

Entry level for administration and ancillary work covered by this Training Package is represented at Certificate III in Correctional Practice (Administration/Ancillary).

The New Apprenticeship (Traineeship) model endorsed by the industry nationally and incorporated in the Training Package will be applicable in all States and Territories. However, the application of the model will vary across States and Territories depending on the local requirements for registration.

Potential for Joint Traineeships

Industry collaboration will be encouraged at State and Territory level with allied industry groups and agencies developing traineeships, which may be undertaken in correctional services. Potential exists for collaboration with:

- Clerical and Administration
- Public Administration
- Public Safety
- Property Services (Security)
- Community Services and Health

Traineeship development and registration will be required to meet the principles of State and Territory Training Authorities. This will include collaboration between employer and employee representatives and may be required to address the following issues:

- application of current award classifications and conditions to trainees
- employment status of trainees
- design of the training
- role of supervisors/mentors
- recruitment numbers
- dealing with trainees who does not meet competency standards
- requirements for workplace assessment
- appeals systems
- equity/discrimination issues
- terms of dismissal

Traineeships in Correctional Services

The model of traineeships endorsed by the correctional services industry contains the following requirements:

Duration

There is no minimum period required for meeting the conditions of a traineeship. This will be negotiated by the parties involved.

There is a maximum of 24 months for both Certificate III in Correctional Practice and Certificate IV in Correctional Practice.

Conditions for traineeships

Negotiated contracts of training between employers and trainees will include the following conditions:

- a combination of on and off the job training and assessment will be provided;
- direct, structured workplace supervision will be provided;
- assessment will be conducted under the requirements of the Training Package;
- enterprise agreements or award conditions and salaries will apply;
- structured feedback will be provided as part of the assessment process;
- a formal, negotiated appeals process will be provided;
- duration will be consistent with the assessment requirements and the contract of training.

The majority of recruits to the industry can be accommodated through a New Apprenticeship model of training and employment.