Assessment Requirements for CSCOFM022 Supervise offender management practices

Release: 1

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Modification History

Release	Comments
1	These Assessment Requirements were released in CSC Correctional Services Training Package release 1.0 and meet the Standards for Training Packages.

Please refer to the advice in the CSC Assessment Guide.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- checking and analysing information for assessment of risks, special needs and developmental levels
- taking responsibility for duty of care outcomes based on the degree of risk and special needs of offenders
- preserving the rights and responsibilities of offenders and their safety and welfare
- supporting staff and protecting their safety and welfare
- providing supervision and case management strategies based on assessed risk and justifiable priorities
- making decisions based on knowledge of the impact of cultural and personal values on behaviour, expectations and program objectives
- responding to risks and incidents of varying degrees of severity
- adapting service or program responses to different special needs
- using clear, suitable and accurate communication
- developing and analysing actions appropriate for case plans
- collecting and analysing information
- documenting case plans
- complying with the organisation's security policies and operating procedures related to contact with offenders
- applying knowledge of statutory requirements relevant to the work sector and candidates' roles
- communicating case plan requirements in both formal and informal contact with offenders and key stakeholders
- taking into account the values, needs and circumstances of people from different cultures
- using personal, manual and electronic information
- using support and resources available and applying the criteria for access

- monitoring and responding to positive and negative progress
- giving feedback on expectations and progress
- maintaining a supportive and professional relationship with staff and support agencies
- maintaining a focus on agreements and behaviour outcomes
- identifying limits of role and taking actions to contact appropriate people
- presenting case management information in formal and informal settings

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- organisational policies, procedures and guidelines related to case management and offender programs and services
- indicators of risk to offenders identified in offender risk management policies and processes and determined by the offender profile
- procedures and requirements for case management reporting, including work site reporting processes and the organisation's offender information system
- accountability, including recording and reporting case management information
- processes and procedures for breaches of regulations and associated disciplinary actions
- access to information and restriction of access
- appropriate relationships with offenders, staff and colleagues
- rights and responsibilities of offenders
- protocols for referral to specialist and support agencies
- special needs
- organisation's code of conduct, code of ethics and duty of care
- range of specialist support services and programs available to offenders
- processes for getting advice and assistance when there are problems
- cultural practices that will have an impact on decisions made about flexibility and allowances, additional support and special programs
- impact of cultural and personal beliefs on values, relationships, attitudes and behaviour
- cultural prohibitions that have an impact on physical contact, relationships and communication

Assessment Conditions

This unit contains a wide range of variables to reflect the diverse nature of offender management 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 responsible for supervising offender management practices effectively as part of a coordinated team, including coping with difficulties, irregularities and changes to routine.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde

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