



Australian Government

Assessment Requirements for CSCOFM043 Supervise community work programs

Release: 1

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Modification History

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

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two occasions and include:

- analysing a wide range of information on work sites, job roles and offender abilities to determine suitable courses of action
- planning the operation of community work programs
- exchanging information verbally and in writing with other agencies
- managing organisational resources applying to work programs
- collaborating and negotiating with organisations supporting work programs
- complying with applicable service contracts
- liaising with work site supervisors to ensure offender safety and security
- communicating verbally to clarify expectations with offenders and community work organisations.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- legislation, regulations and organisation's policies and procedures including:
 - offender interaction with community
 - community work programs and their objectives
 - work health and safety policies and procedures related to the occupational areas involved in work programs
 - case management
 - work experience outcomes
 - vocational training
 - offender transport and supervision
- guidelines for the use and maintenance of equipment
- services and guidelines of support services associated with offenders
- offender information system and reporting requirements
- principles of conflict management

- communication and interpersonal techniques for establishing trust and rapport
- community service organisations connected with work programs.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found in VETNet -

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