



Australian Government

CSCORG004 Prepare reports for justice agencies

Release: 2

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Modification History

Release 2. Modifications have been made to:

- Assessment Conditions

Release 1. This unit was released in CSC Correctional Services Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to CSCORG302A Prepare reports for justice agencies.

- PC 1.2, 1.5 and 2.8 wording revised

Application

This unit describes the skills required to maintain current information and prepare reports for use in the judicial system.

This unit applies to those working in the justice environment where preparation of offender management reports is required for communication with courts, other judicial system bodies and offender services.

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 offender management reports.

Those undertaking this unit generally work independently, drawing upon support from familiar resources. They would undertake complex tasks in a range of familiar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Organisational administration and management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.

1 Maintain current information

- 1.1** Assess offenders' circumstances and obligations.
- 1.2** Check and confirm information related to the conditions of court decisions and sentencing or release.
- 1.3** Review offender information and amend according to new information.
- 1.4** Interview key people to provide the specific information needed to comply with court conditions and sentencing or release.
- 1.5** Review services, agencies and programs that relate to the conditions of courts and sentencing or release and determine suitability and priorities.

2 Prepare reports

- 2.1** Identify range of reports required by the judicial system in the management of offenders.
- 2.2** Find information relevant to the purpose of the report and needs of the audience and check it for accuracy.
- 2.3** Prepare reports in appropriate or agreed formats that meet the needs of the audience.
- 2.4** Provide conclusions, summaries and recommendations which are consistent with the purpose of the reports and the use they will have.
- 2.5** Provide realistic options and recommendations.
- 2.6** Document the basis for advice and recommendations.
- 2.7** Send reports to selected or relevant people and ask them for feedback.
- 2.8** Handle all information according to the requirements of the organisation.

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 Companion Volume Implementation Guide.

Unit Mapping Information

Supersedes and is equivalent to CSCORG302A Prepare reports for justice agencies.

Links

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