Australian Government

Assessment Requirements for CSCORG051 Prepare offender reports for justice agencies

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 information and extracting relevant points
- reading and summarising legal documents
- checking and confirming with reliable sources the accuracy and relevance of information
- sorting information into a logical sequence and determining its relevance and priority
- determining the need for additional information and sourcing if required
- providing and writing information in the format and language required by the justice agency, consistent with the organisation's reporting standards
- adhering to the time constraints of specific justice reports
- managing and storing information in accordance with organisational procedures.

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 and statutory obligations of reporting in own state or territory justice system, including legal requirements of own role and responsibilities
- organisational policies and procedures for offender management reports
- types of reports required in the justice system for the management of offenders
- sentencing conditions and requirements, including compliance and breaches of conditions
- consideration of the offender's level of risk when preparing reports
- awareness of personal bias in report writing
- rules of evidence
- security of information, confidentiality and right to information
- relevant cultural practices within the organisation and community
- technical and professional language used in the justice system.

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