



Australian Government

CSCORG051 Prepare offender reports for justice agencies

Release: 1

CSCORG051 Prepare offender reports for justice agencies

Modification History

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

Application

This unit describes the skills and knowledge required to maintain current offender information and prepare reports for communication with courts, other judicial system bodies and offender services.

This unit applies to those working in the justice environment.

An individual undertaking this role generally works independently, drawing upon support from familiar resources. They would undertake complex tasks in a range of familiar contexts.

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.

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

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- | | |
|----------------------------------|---|
| 1 Review current offender | 1.1 Assess offenders' circumstances and obligations in |
|----------------------------------|---|

- information** relation to the context of the report
- 1.2** Check and confirm relevant information related to the conditions of court decisions and sentencing or release
 - 1.3** Review offender information and update in accordance with new information
 - 1.4** Consult with stakeholders to obtain 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 the reporting requirements in the management of offenders
 - 2.2** Collate information relevant to the purpose of the report and check for accuracy
 - 2.3** Prepare reports in the appropriate format that meet the requirements of the justice agency
 - 2.4** Provide appropriate conclusions, summaries or recommendations consistent with the purpose of the report
 - 2.5** Document the basis for advice and recommendations
 - 2.6** Send reports to appropriate delegated person for approval or feedback
 - 2.7** Manage 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 Correctional Services Training Package

Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to CSCORG004 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>