



Australian Government

CSCORG052 Report to a formal inquiry

Release: 1

CSCORG052 Report to a formal inquiry

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 prepare, review and present information verbally and in written format to a formal inquiry.

Inquiries may be for internal or external management purposes and may have a statutory and legal basis. The degree of formality and the procedures required to be followed will be determined by the terms of reference, practices, location and legislative or statutory requirements.

An individual undertaking this role may work autonomously drawing upon support from a range of established resources. The role requires strong analysis and communication skills.

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 reporting information.

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.

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| 1 Prepare information | 1.1 Determine the purpose and terms for the formal inquiry and consider these in the selection of information to ensure relevance |
| | 1.2 Identify and use a range of verifiable and authorised sources of information when compiling reports |
| | 1.3 Review all relevant information for currency and accuracy |
| | 1.4 Identify and notify witnesses or people required to provide evidence of the inquiry and their need to attend |
| 2 Develop and review report | 2.1 Check draft reports, remove all unnecessary material, and edit content to meet the standards of the inquiry |
| | 2.2 Check that reports contain all relevant and valid information and are factual, complete, and objective |
| | 2.3 Develop report using technology and media suitable and recommended for the context |
| | 2.4 Use language style and presentation appropriate for a formal legal document |
| | 2.5 Make recommendations that are unambiguous, and consistent with the evidence and constraints |
| 3 Present information | 3.1 Follow the procedures and directions of the inquiry precisely and accurately |
| | 3.2 Present information in a format that complies with rules of evidence and the purpose and terms of reference of the inquiry |
| | 3.3 Present information that is clear, specific, relevant, and factual |
| | 3.4 Ensure personal presentation, manner and language are consistent with the protocols of a formal inquiry |

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 CSCORG009 Report to a formal inquiry.

Links

Companion Volume Implementation Guides are found in VETNet -

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