



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CSCTRA201A Maintain security during escort**

**Revision Number: 1**

## CSCTRA201A Maintain security during escort

### Modification History

Not applicable.

### Unit Descriptor

#### Unit descriptor

This unit of competency describes the outcomes required to escort prisoners between locations, ensuring that escorts are managed effectively and safely, considering the welfare of prisoners, staff and the public and maintaining the secure care of prisoners while outside a secure custodial environment. Staff performing these duties will generally be under the direction of officers responsible for the escort.

This unit replaces and is equivalent to *CSCTRA001A Maintain security during escort*.

### Application of the Unit

#### Application of the unit

This unit applies to staff whose duties are to provide the security supervision required to ensure that escorts are managed effectively and safely.

### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

#### Prerequisite units

Not applicable

## Employability Skills Information

**Employability skills** The required outcomes described in this unit of competency contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged, will assist in identifying employability skills requirements.

## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

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|--|--|
| <p><b>1 Identify prisoner escort requirements.</b></p> | <p>1.1 Check and confirm the requirements for escorts and organise resources and equipment according to escort plan and duty instructions.</p> <p>1.2 Identify <b><i>special needs</i></b> requiring additional resources, and make and report adjustments to escort plans.</p> <p>1.3 Ensure that all information relevant to the escort is gathered and made available to escort team.</p> <p>1.4 Provide clear, accurate information to prisoners to address concerns and problems and promote cooperation.</p> |
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<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
<b>2 Prepare prisoners for escort.</b>	<p>2.1 Check and confirm the identification of all prisoners to be escorted against authorised information.</p> <p>2.2 Check and confirm prisoner property, files, <i>security equipment</i> and all resources needed to accompany prisoners.</p> <p>2.3 Confirm the classification and conditions of prisoners and note any special needs.</p> <p>2.4 Search prisoners according to procedures and taking account of prisoner's sex, health and safety requirements.</p> <p>2.5 Check and confirm transport vehicles, departure, receiving unit and location according to assignment requirements and escort plan.</p> <p>2.6 Advise relevant people of movements of prisoners and complete necessary records accurately and clearly.</p> <p>2.7 Apply restraint techniques according to assignment instructions and legal requirements.</p>
<b>3 Support prisoner escort.</b>	<p>3.1 Check and note security information needed to assess threats and problems.</p> <p>3.2 Provide escort security according to escort plans, assignment and duty instructions.</p> <p>3.3 Identify and respond to incidents and concerns according to assignment instructions and security procedures.</p>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

#### Required skills:

- applying procedures related to prisoner escorts
- performing in both routine and non-routine circumstances
- following the procedures for prisoner escorts in real and simulated situations
- checking and interpreting escort plans and confirming and verifying all escort and prisoner information
- organising resources for escorts, including special needs
- providing information to prisoners
- searching prisoners, property and vehicles
- reporting information
- applying restraint
- identifying and responding to security risks and safety concerns.

#### Required knowledge:

- organisational requirements regarding the maintenance of prisoner security during escort as defined by:
- operating procedures, regulations and requirements regarding escorting offenders
- offender information system
- procedures and code of conduct relating to the use of restraint and force
- principles of duty of care defined in policies and procedures
- procedures and delegations for use of safety and security equipment when escorting clients
- requirements of delegations, authorisations and chain of command applying to escort security
- emergency procedures that relate to escorting offenders
- transport, including:
  - road rules
  - map reading
  - location of key destinations for escorts

general vehicle maintenance and mechanical knowledge to perform repairs on common breakdown parts.

# Evidence Guide

## EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

### Overview of assessment

Evidence for assessment must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

### Critical aspects for assessment and evidence required to demonstrate competency in this unit

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of employability skills as they relate to this unit
- ability to maintain security during escorts in a range of (two or more) contexts or occasions, over time.

## EVIDENCE GUIDE

### Context of and specific resources for assessment

This unit contains a wide range of variables to reflect the diverse nature of offender escorts and the different services provided in and for correctional services. Selection from the range of variables will reflect the specific requirements of the work site and the defined work role.

Valid assessment of this unit requires:

- a license to drive the vehicles used in prison escorts
- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered by an individual responsible for maintaining security during escorts as part of a coordinated team, including coping with difficulties, irregularities and changes to routine
- copies of legislation, policies, procedures and guidelines relating to maintaining security during escorts
- access to appropriate learning and assessment support when required.

### Method of assessment

The following assessment methods are suggested:

- observation of performance in routine workplace activities within a range of agreed responsibilities and in various work locations
- written and/or oral questioning to assess knowledge and understanding
- completion of workplace documents and reports produced as part of routine work activities
- third-party reports from experienced practitioners
- completion of performance feedback from supervisors and colleagues.

### Guidance information for assessment

Assessment methods should reflect workplace demands, and any identified special needs of the candidate, including language and literacy implications and cultural factors that may affect responses to the questions.

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge.

## Range Statement

### RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

***Special needs*** may include:

- high-risk prisoners
- gender requirements
- high-profile prisoners with media interest
- separation and isolation of prisoners
- resources needed because of the duration of the escort
- long distance and interstate escorts.

***Security equipment*** for escorts may include:

- handcuffs
- special restraint
- firearms
- electronic monitoring devices.

## Unit Sector(s)

**Unit sector** Transport and escort

## Competency field

**Competency field** Not applicable

## **Co-requisite units**

**Co-requisite units**                      Not applicable