



**Australian Government**

# **CSC50122 Diploma of Correctional Administration**

**Release 1**

# CSC50122 Diploma of Correctional Administration

## Modification History

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

## Qualification Description

This qualification reflects the role of individuals employed in administration of programs and services relating to the supervision and management of offenders and detainees. It allows for the attainment of general competencies and also specialisation in Intelligence operations.

The general qualification reflects the advanced skills required to operate across a variety of correctional sectors and services.

The Intelligence stream reflects the skills required by intelligence officers operating in a corrections environment to interact with human sources, analyse intelligence information gathered through human sources and develop standardised intelligence products.

Statutory/legislative requirements apply to this qualification and may vary across states and territories. Users are required to check with the relevant jurisdiction for current requirements.

### Additional qualification advice

Where a defined specialisation is completed as listed below, the resultant testamur can be titled: Diploma of Correctional Administration (field of study) e.g. Diploma of Correctional Administration (Intelligence).

## Entry Requirements

There are no entry requirements for this qualification.

## Packaging Rules

8 units of competency must be completed:

- 2 core units
- 6 elective units consisting of:
  - units from either Group A or Group B
  - up to 2 elective units may be selected from this or imported from any other endorsed Training Package or accredited course, provided the selected units contribute to the vocational outcome of the qualification and do not duplicate content already covered. Where imported units are selected, care must be taken to ensure that any prerequisite units specified are complied with.

## Specialisations

Candidates may specialise in Intelligence by completing the 2 core units, 4 Group A units and 2 Group B units.

Up to 2 elective units may be selected from this or imported from any other endorsed Training Package or accredited course when selecting Group B electives.

### Core units

CSCORG014 Use information to make critical decisions

CSCORG022 Manage effective workplace relationships

### Group A: Intelligence specialisation

BSBOPS403 Apply business risk management processes

CSCITL001 Manage human sources

CSCITL002 Analyse information

CSCITL003 Produce and review standard intelligence products

### Group B: General elective units

BSBHRM415 Coordinate recruitment and onboarding

BSBHRM523 Coordinate the learning and development of teams and individuals

BSBINS501 Implement information and knowledge management systems

BSBPEF501 Manage personal and professional development

BSBPMG430 Undertake project work

BSBPMG540 Manage project integration

BSBSTR502 Facilitate continuous improvement

BSBSUS511 Develop workplace policies and procedures for sustainability

BSBWHS521 Ensure a safe workplace for a work area

CHCCCS003 Increase the safety of individuals at risk of suicide

CSCINT006 Use therapeutic processes in groups to address offending behaviour

CSCINT007 Use group processes to address offending behaviour

CSCOFM020 Coordinate offender management processes

CSCOFM021	Plan and review services to offenders
CSCORG015	Represent and promote the organisation
CSCORG016	Coordinate resource allocation and usage
CSCORG017	Coordinate the implementation of change
CSCORG018	Manage a work unit
CSCORG019	Manage teamwork through delegations
CSCORG047	Establish and maintain networks
CSCORG049	Organise and chair meetings
CSCSAS018	Plan responses to incidents that jeopardise safety and security
CSCSAS019	Determine response to security risks
PSPGEN101	Use complex workplace communication strategies
PSPGEN116	Facilitate the effective implementation of diversity and inclusion strategies
PSPGEN128	Manage performance
PSPPCM011	Plan to manage a contract
PSPREG044	Conduct prosecutions
PSPSEC012	Develop security risk management plans
PSPSEC013	Implement and monitor security risk management plans

## Qualification Mapping Information

This qualification replaces and is equivalent to CSC50115 Diploma of Correctional Administration.

## Links

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