



Australian Government

CSCOFM004 Protect the safety and welfare of vulnerable offenders

Release: 2

CSCOFM004 Protect the safety and welfare of vulnerable offenders

Modification History

Release 2. Modifications have been made to:

- Assessment Conditions

Release 1. This unit was released in CSC Correctional Services Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to CSCOFM301A Protect the safety and welfare of vulnerable offenders.

Application

This unit describes the skills required to maintain current information on vulnerable offenders and reduce their risks.

This unit applies to those responsible for the supervision of vulnerable offenders in prisons, secure custodial centres and in the community. Vulnerable offenders include, but are not limited to, those who fall into the following risk categories:

- suicide and self-harm
- physical and intellectual disability
- mental illness
- physical, emotional and sexual abuse
- drug and substance abuse
- children and young people
- first timer/returnee

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 interaction with offenders and referral processes.

Those undertaking this unit work with moderate support at routine tasks involving a number of familiar steps.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable

Competency Field

Offender 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. Where bold italicised text is used, further information is detailed in the range of conditions section.

1 Maintain current information

- 1.1** Check all information available on vulnerable offenders.
- 1.2** Assess the background of the offender for indicators of special needs and factors to consider.
- 1.3** Confirm the services and support required to ensure that sentencing and assessment requirements will be met.
- 1.4** Assist offenders to understand the conditions of the correctional environment and court orders and clarify their expectations of the services to be provided.
- 1.5** Assist offenders to express concerns and issues and respond to these according to level of risk and urgency.
- 1.6** Prepare reports and documentation of all action and decisions and report all concerns promptly to the relevant support.
- 1.7** Comply with all policies, procedures and agreed practice of your organisation.

2 Reduce the risks to offenders

- 2.1** Identify areas of concern and risk in behaviour and the environment and respond to prevent impact on the welfare of all people involved.
- 2.2** Ensure that the environment is safe and healthy, and maintained according to agreed standards and conditions.

- 2.3 Observe the offender's routine to monitor changes in mood and behaviour and potential risks.
- 2.4 Use interaction with offender to identify behaviour change and any associated risk.
- 2.5 Monitor movements and transfers of offenders.
- 2.6 Seek specialist advice and support where needs and concerns are identified.
- 2.7 Refer offenders to specialist services or programs where available.
- 2.8 Promote and maintain the rights and responsibilities of the offender.

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 Companion Volume Implementation Guide.

Unit Mapping Information

Supersedes and is equivalent to CSCOFM301A Protect the safety and welfare of vulnerable offenders.

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for CSCOFM004 Protect the safety and welfare of vulnerable offenders

Modification History

Release 2. Modifications have been made to:

- Assessment Conditions

Release 1. These Assessment Requirements were released in CSC Correctional Services Training Package release 1.0 and meet the Standards for Training Packages.

- Assessment Requirements revised
- Please refer to the Advice in the CSC Assessment Guide.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least two occasions.

- writing clear, accurate and relevant reports on offender behaviour and routines
- establishing and maintaining a supportive professional relationship with offenders
- adapting responses to different special needs and situations

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- indicators of risk, types of abuse and people who are particularly vulnerable, including indicators of:
 - suicide and self-harm
 - mental illness
 - addiction and drug use
 - inappropriate relationships and sexual behaviour
 - physical and intellectual disability
- organisation's policies and procedures related to protecting offenders from risk and harm and reporting risks and incidents
- offender management system
- range of specialist support services and programs available to offenders at risk
- processes for getting advice and assistance

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

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