



Australian Government

CSCOFM009 Supervise offenders in the community

Release: 1

CSCOFM009 Supervise offenders in the community

Modification History

Release	Comments
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 CSCOFM306A Supervise offenders in the community.

Application

This unit describes the skills required to liaise with and negotiate the services of community agencies for offenders in the community, and maintain the safety and security of offenders and the public.

This unit applies to those working in a role supervising offenders in the community.

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 interaction, offender supervision in the community and liaison with community agencies.

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

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

Competency Field

Offender management

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	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. Negotiate the services of community agencies	1.1 Consult offender information and check identification and the requirements and conditions of offenders' contact with community agencies. 1.2 Provide information to offenders about the requirements and

	conditions of their contact with community agencies. 1.3 Use a range of communication strategies to determine any special needs of offenders. 1.4 Use a range of strategies to identify and respond to risks or concerns. 1.5 Check and confirm offenders' property according to procedures. 1.6 Record service and agency information and complete all forms according to procedures.
2. Maintain safety and security of offenders and the public	2.1 Allocate offenders' supervision, support and resources according to needs and risks and the resources available. 2.2 Supervise the movement of offenders according to regulations and community agency protocol. 2.3 Ensure that offenders understand the requirements, conditions and consequences of their behaviour. 2.4 Apply search and restraint according to regulations and agency protocol and authorisations. 2.5 Use observation techniques, technology or communication to monitor the behaviour and reactions of offenders. 2.6 Respond to disruptive or risk behaviour promptly to minimise adverse or harmful consequences and according to the degree of risk and agency protocol.
3. Liaise with community agencies	3.1 Confirm agency protocol, layout, special needs and conditions. 3.2 Liaise with agency officials and key people in the agency system. 3.3 Provide information to agency representatives and coordinate the contact between the offender and agency support services. 3.4 Complete reports according to the requirements of the offender information system and agency procedures. 3.5 Provide clear, accurate and relevant information to agency officials when required. 3.6 Organise and provide documentation and evidence required by the agency. 3.7 Check all information and report all actions, outcomes, problems and inconsistencies.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy N/A				
Performance variables																								
1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity									

Further information on ACSF and the foundation skills underpinning this unit can be found in the [Foundation Skills Guide](http://www.govskills.com.au/guides/correctional-services/foundation-skills-guide) <http://www.govskills.com.au/guides/correctional-services/foundation-skills-guide> on the GSA website.

Unit Mapping Information

Supersedes and is equivalent to CSCOFM306A Supervise offenders in the community.

Links

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

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Assessment Requirements for CSCOFM009 Supervise offenders in the community

Modification History

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

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 one occasion.

- using offender information system and files
- checking the accuracy and relevance of offender information for the duties required
- complying with external agency protocols and procedures
- completing written incident records and reports
- liaising cooperatively with agency officials and providing relevant information and support
- communicating effectively with offenders to determine special needs, issues and risks
- monitoring offender behaviour and reactions using available resources
- responding appropriately to offender behaviour to reduce risk to all
- complying with security procedures for transfers, transport, supervision and service provision
- undertaking safety and security checks, including searches

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 and/or the AQF level of the qualification being undertaken.

- safety and security procedures applied to the nature of the duties involved in supervising offenders in external community agencies
- operating information systems
- process for submitting incident records and reports, and format required
- supervision protocols and requirements of specified agencies
- potential risks and hazards associated with community settings

- agency protocols, policies and procedures with regard to:
 - supervising the movement of offenders in the community
 - search and restraint
 - use of technology
 - completing reports and records
 - liaising with external agencies
 - offender property
- potential offender behavioural issues

Assessment Conditions

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.

Valid assessment of this unit requires a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered by an individual supervising offenders in the community effectively as part of a coordinated team, including coping with difficulties, irregularities and changes to routine.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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