



Australian Government

CSCOFM012 Process offender induction

Release: 1

CSCOFM012 Process offender induction

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 CSCOFM309A Process offender induction. • Element 1 wording revised • PC 1.1 wording revised • PC 2.6 deleted

Application

This unit describes the skills required to process offender induction and determine the priority needs of offenders upon induction.

This unit applies to those inducting offenders in custodial centres. Working as part of a coordinated team is integral to the role.

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 contact with offenders and emergency response.

Those undertaking this unit work generally independently but with regular support. This role involves 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	Performance criteria describe the performance needed to demonstrate

the essential outcomes	achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Process offender induction	1.1 Organise the induction of offenders according to organisational procedures. 1.2 Use communication strategies to establish a calm and relevant exchange of information. 1.3 Confirm offender identification and documentation by gathering information from a range of identified sources. 1.4 Collect, check, confirm, complete and pass on relevant paperwork. 1.5 Maintain security and safety and implement emergency procedures where necessary.
2. Determine the priority needs of offenders	2.1 Identify and respond to the routine immediate needs of offenders. 2.2 Provide offenders with information that is tailored to their capacity to understand and designed to calm and reassure. 2.3 Observe offenders and note any signs of distress, anxiety, aggression and apathy. 2.4 Observe offenders and record signs of impaired function. 2.5 Report behaviour or signs that arouse concern to the appropriate people. 2.6 Provide personal and basic requirements according to offenders' needs and the conditions of the service. 2.7 Refer offenders to specialist services according to offender needs.

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> on the GSA website.

Unit Mapping Information

Supersedes and is equivalent to CSCOFM309A Process offender induction.

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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