



Australian Government

CSCOFM015 Implement planned approach to offender management

Release: 2

CSCOFM015 Implement planned approach to offender management

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 CSCOFM401A Implement planned approach to offender management.

- PC 4.1 wording revised

Application

This unit describes the skills required to assess offenders' potential and needs, develop and implement a plan to assist offenders to achieve change goals and monitor and review the progress of offenders against their plans.

This unit applies to those working with offenders in custodial environments or within the community. Customisation will be required to accommodate the different work sites and different work contexts in which this unit will be applied.

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, use of resources and case management.

Those undertaking this unit normally work autonomously and use support from a range of established resources. This role involves complex task organisation and analysis.

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 Assess offenders' potential and needs

- 1.1 Identify and assess offenders' history, skills, resources and needs.
- 1.2 Investigate risks and opportunities for development based on offender assessment.
- 1.3 Encourage offenders to cooperate actively in the analysis of offending behaviour and directions for change.
- 1.4 Encourage offenders to take responsibility for changing behaviour by establishing personal goals and determining strategies for achieving them.
- 1.5 Acknowledge offenders' preferences and decisions and respond to them positively.
- 1.6 Use personal goal-setting techniques to identify and prioritise areas for action.
- 1.7 Assess special needs and make referrals to suitable and available services.
- 1.8 Record and refer offender information and decisions accurately.
- 1.9 Identify issues arising from involuntary participation and resistance and discuss the consequences with the offenders.

2 Develop plan to achieve offender goals

- 2.1 Provide information on the services available to offenders and ensure it is clearly explained and designed to promote cooperation.
- 2.2 Explore and clarify offenders' expectations and address potential obstacles to encourage realistic goals.

- 2.3 Explain and negotiate guidelines, conditions and requirements to gain agreement on conditions and compliance.
 - 2.4 Assess the need for specialised assistance or referral and negotiate these with offenders.
 - 2.5 Encourage offenders' self-management and active involvement in decision making.
 - 2.6 Ensure that appropriate support is provided to offenders in developing plans.
- 3 Implement offender management plans**
 - 3.1 Identify, assess and allocate resources required by the plan.
 - 3.2 Review all aspects of the implementation of the plan and provide documents and information to all services involved in implementing the plan.
 - 3.3 Negotiate and conduct referrals with other services according to agreed criteria and protocol.
 - 3.4 Assist offenders in individual negotiations with other services to achieve agreed outcomes.
 - 3.5 Provide guidance and support when addressing obstacles to achieving goals.
 - 3.6 Explore possible consequences of behaviour and decisions with offenders and give encouragement for responsibility in decision making.
 - 3.7 Seek specialist advice when required and incorporate advice into the strategies to achieve goals.
- 4 Monitor and review offender progress**
 - 4.1 Review goals and objectives against achievements and measures of progress.
 - 4.2 Make adjustments to plans where required.
 - 4.3 Acknowledge offenders' achievements and provide encouragement and constructive feedback.
 - 4.4 Identify and allocate additional resources needed for further progress.
 - 4.5 Encourage offenders to engage in personal evaluation and reflection.

- 4.6** Encourage and support offenders' plans.
- 4.7** Establish and explain the boundaries of confidentiality to offenders.
- 4.8** Confirm information obtained from the offender and record it comprehensively.

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 CSCOFM401A Implement planned approach to offender management.

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 CSCOFM015 Implement planned approach to offender management

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.

- applying a range of risk and need assessment strategies
- using strategies for complex coordination of resources, services and programs
- using a range of planning and reviewing strategies to assist offenders in implementing plans
- using communication techniques to overcome resistance
- support individual development plans and negotiate changes
- using a range of sources to access offender and organisational information
- writing detailed reports describing offender progress and activity

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.

- organisation's policies and procedures related to offender management
- code of conduct
- sentence requirements and legal obligations associated with offender management and services
- duty of care
- available support services report requirements
- negotiation techniques
- communication techniques

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.

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