



Australian Government

CSCOFM017 Supervise community work programs

Release: 1

CSCOFM017 Supervise community work programs

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 CSCOFM403A Supervise community work programs.

Application

This unit describes the skills required to plan community work programs for offenders and co-ordinate and supervise those programs.

This unit applies to those working in minimum security custodial settings and community programs.

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 case management, work health and safety and community work programs.

Those undertaking this unit normally work autonomously using 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.

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. Plan community work programs	1.1 Receive and assess interest from the community according to program objectives. 1.2 Promote involvement of the community and commercial sector and provide information and feedback on the benefits and

	conditions of involvement. 1.3 Conduct checks and inspection of potential work site to determine suitability against agreed criteria and requirements. 1.4 Prepare recommendations for registration of work sites according to site assessment format, and process information for registration. 1.5 Determine classifications of offenders and work required. 1.6 Delegate and negotiate appropriate supervision on the work site. 1.7 Assess and select work sites against determined criteria.
2. Supervise and coordinate work programs	2.1 Develop profiles for offenders based on their skills, abilities, interests, work requirements and case plan. 2.2 Match suitable work allocation with offender profiles. 2.3 Identify training needs according to work requirements, location, equipment used and team requirements. 2.4 Check that clothing and equipment comply with occupational health and safety requirements and principles of duty of care. 2.5 Provide guidelines and negotiate conditions with site or community supervisors. 2.6 Clarify conditions of compliance with offenders and negotiate agreement. 2.7 Plan and conduct supervision so that the welfare and safety of offenders and the community are maintained.

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 N/A					Reading					Writing					Oral communication					Numeracy				
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 CSCOFM403A Supervise community work programs.

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 CSCOFM017 Supervise community work programs

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.

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 one occasion.

- analysing a wide range of information on work sites, job roles and offender abilities to determine suitable courses of action
- applying a planning strategy to the operation of community work programs
- exchanging information verbally and in written form with other agencies in the organisation
- supervising skills development programs
- managing organisational resources applying to employment programs
- collaborating and negotiating with community and commercial organisations
- complying with commercial and service contracts
- liaising with work site supervisors to ensure offender safety and security
- communicating verbally to clarify expectations with offenders and community work organisations

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.

- knowledge of legislation, regulations and organisation's policies and procedures concerning:
 - offender interaction with community
 - community work programs and their objectives
 - work health and safety policies and procedures related to the occupational areas involved in work programs
 - case management

- work experience outcomes
- vocational training
- offender transport and supervision
- employment contracts and contracts of services
- guidelines for the use and maintenance of equipment
- the skills training that is currently available
- special needs of the offender group and the community
- services and guidelines of support services associated with offenders
- offender information system and reporting requirements
- principles of conflict management
- communication and interpersonal techniques for establishing trust and rapport
- community services, community interests and systems, and key people in the community connected with employment programs

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 involved in work programs 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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