



Australian Government

Assessment Requirements for CSCOFM020 Coordinate offender management processes

Release: 1

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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.

- interpreting and applying legislation, strategic plans and organisational purpose
- anticipating and managing organisational issues that affect case management
- developing and assessing case management models appropriate for intervention
- collecting and analysing information
- using word processing and spreadsheet programs to document plans and systems
- consulting with and negotiating mutually agreed outcomes with staff at all levels in the organisation
- communicating verbally, including interviewing, negotiating and establishing and maintaining relationships and networks interpersonal communication
- researching current trends in case management to inform development of case management models
- analysing and evaluating practices
- planning for practice improvement
- developing implementation strategies appropriate for intervention and the organisation
- applying program evaluation and review strategies

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.

- policy, procedures, legislation and statutory requirements related to the area of work
- different models of intervention and behaviour change management
- cultural protocols and systems

- family structure, dynamics, communication and decision making
- family support and family casework strategies
- range of community services and resources available
- indicators of abuse and accepted intervention strategies
- effects of abuse on emotional and social development
- effects of different forms of intervention
- effects of incarceration
- operational planning processes
- report writing and documentation requirements
- time and stress-management techniques
- meeting procedures and facilitation
- developing and maintaining appropriate networks

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 coordinating offender management processes 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.

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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