



Australian Government

CSCOFM038 Implement planned approach to offender management

Release: 1

CSCOFM038 Implement planned approach to offender management

Modification History

Release 1. This is the first release of this unit of competency in the CSC Correctional Services Training Package Release 5.0

Application

This unit describes the skills and knowledge required to assess offenders' potential and needs to achieve change. It also includes developing and implementing a plan to achieve set goals and monitoring and reviewing the progress of offenders against their plans.

An individual undertaking this role normally works autonomously with support from a range of established resources. This role involves complex task organisation and analysis.

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.

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.

- | | |
|---|--|
| 1 Assess offenders' potential and needs | <ul style="list-style-type: none">1.1 Identify and assess offenders' history, skills, resources and needs1.2 Investigate risks and opportunities for development based on offender assessment1.3 Encourage offenders to cooperate actively in the analysis of offending behaviour and directions for change1.4 Assess individual needs and acknowledge offenders' preferences and decisions and respond to them positively1.5 Use personal goal-setting techniques to identify and prioritise areas for action1.6 Record and refer offender information and decisions accurately1.7 Identify issues arising from involuntary participation and resistance |
| 2 Develop plan to achieve offender goals | <ul style="list-style-type: none">2.1 Provide information on the services available to offenders2.2 Explain and negotiate guidelines, conditions and requirements to gain agreement on conditions and compliance2.3 Explore and clarify offenders' expectations and address potential obstacles to encourage realistic goals2.4 Assess the need for specialised assistance or referral and negotiate these with offenders2.5 Encourage offenders' self-management and active involvement in decision making2.6 Ensure that appropriate support is provided to offenders in developing plans |
| 3 Implement offender management plans | <ul style="list-style-type: none">3.1 Identify, assess, and allocate resources required by the plan3.2 Review all aspects of the plan and provide documents and information to all services involved in implementing the plan3.3 Negotiate and conduct referrals with other services in accordance with 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 Acknowledge offenders' achievements and provide encouragement and constructive feedback
 - 4.3 Make adjustments to plans where required
 - 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 Check 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 Correctional Services Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to CSCOFM015 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 CSCOFM038 Implement planned approach to offender management

Modification History

Release 1. This is the first release of this unit of competency in the CSC Correctional Services Training Package Release 5.0

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two occasions and include:

- 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 encourage positive behaviour change
- developing and supporting individual plans and negotiating 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 be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational policies and procedures related to offender management
- code of conduct
- boundaries of confidentiality when developing offender plans
- sentence requirements and legal obligations associated with offender management and services
- duty of care
- available support services and reporting 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.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>