



Australian Government

CSCOFM041 Process offender induction

Release: 1

CSCOFM041 Process offender induction

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 process offender induction and determine the priority needs of offenders upon induction.

Working as part of a coordinated team is integral to the role.

An individual undertaking this role may work independently or as part of a team with regular support. This role involves routine tasks with a number of familiar steps.

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 at-risk 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.

1 Organise and implement

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Coordinate the induction of offenders according to

offender induction	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 Use organisation's information management systems to collect, check, confirm, complete and process relevant information
	1.5 Maintain security and safety and implement emergency procedures where necessary
2 Determine the priority needs of the offender	2.1 Identify and respond to the immediate and routine needs of the offender
	2.2 Provide the offender with information that is tailored to their capacity to understand and designed to calm and reassure
	2.3 Observe the offender and note any signs of distress, anxiety, aggression, impaired function and apathy
	2.4 Report behaviour or signs that arouse high risk concerns and refer to the appropriate people or specialist services
	2.5 Provide personal and basic requirements according to offenders' needs in accordance with organisational induction procedures
	2.6 Ensure appropriate routine referrals are made in accordance with organisational induction procedures

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 CSCOFM012 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>

Assessment Requirements for CSCOFM041 Process offender induction

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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:

- using the organisation's information management systems to gather and record offender information
- using communication appropriate to the audience and the situation
- checking and confirming the accuracy, relevance and details of offenders' identities
- assessing security, safety and protection issues for offenders who are at risk.

Knowledge 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 and include knowledge of:

- organisational policies and procedures related to offender induction
- organisational information management systems
- communication techniques
- duty of care
- diverse needs of offenders
- available support services and referral process.

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

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