



Australian Government

CSCOFM043 Supervise community work programs

Release: 1

CSCOFM043 Supervise community work programs

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 prepare 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.

An individual undertaking this role normally works autonomously using 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 offender case management, work health and safety (WHS) and community work programs.

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.

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|---|---|
| 1 Prepare for community work programs | 1.1 Conduct checks and inspection of potential work site to determine suitability against agreed criteria and requirements |
| | 1.2 Assess eligibility of offenders to participate in the work required |
| | 1.3 Delegate and negotiate appropriate supervision on the work site |
| | 1.4 Develop profiles for offenders based on their skills, abilities, interests, work requirements and case plan |
| | 1.5 Match suitable work allocation with offender profiles |
| 2 Supervise and coordinate work programs | 2.1 Ensure offenders are trained in accordance with work requirements, location and equipment |
| | 2.2 Ensure that clothing and equipment comply with WHS requirements and principles of duty of care |
| | 2.3 Provide guidelines and negotiate conditions with site or community supervisors |
| | 2.4 Clarify conditions of compliance with offenders and negotiate agreement |
| | 2.5 Plan and conduct supervision so that the welfare and safety of offenders and the community are maintained |
| | 2.6 Complete attendance and performance records in accordance with organisational 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 not equivalent to CSCOFM017 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>

Assessment Requirements for CSCOFM043 Supervise community work programs

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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:

- analysing a wide range of information on work sites, job roles and offender abilities to determine suitable courses of action
- planning the operation of community work programs
- exchanging information verbally and in writing with other agencies
- managing organisational resources applying to work programs
- collaborating and negotiating with organisations supporting work programs
- complying with applicable 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 in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- legislation, regulations and organisation's policies and procedures including:
 - 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
- guidelines for the use and maintenance of equipment
- 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 service organisations connected with work programs.

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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