



Australian Government

CSCOFM046 Supervise offenders outside of a correctional facility

Release: 1

CSCOFM046 Supervise offenders outside of a correctional facility

Modification History

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

Application

This unit describes the skills and knowledge required to supervise offenders outside of a correctional facility.

It includes supervising offenders participating in work programs or work parties in the community and liaising with community members in relation to work projects.

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

An individual undertaking this role may work autonomously or under supervision and undertake tasks involving a limited number of steps in familiar and predictable contexts.

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 work health and safety, interaction with offenders 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

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to

outcomes.

demonstrate achievement of the element.

1 Follow security procedures

- 1.1** Identify security and emergency procedures relevant to own work role
- 1.2** Complete risk assessment and implement relevant security procedures according to the level of risk
- 1.3** Liaise and communicate with members of the public and community groups in a professional manner to achieve positive outcomes
- 1.4** Maintain the ongoing custody, supervision and security of offenders in accordance with organisational policy and procedures
- 1.5** Relay relevant information to authorised personnel on the movement and circumstances of offenders
- 1.6** Report incidents and/or potential breaches of security to appropriate authority promptly according to the nature and urgency of the incident/potential breach

2 Supervise and instruct offenders participating in work party

- 2.1** Plan and communicate required equipment, resources, and daily work activities
- 2.2** Assign tasks and brief offenders on their roles and timeframes
- 2.3** Provide direction, encouragement, and support to offenders in an appropriate and motivational manner to support their interactions and re-integration to the community
- 2.4** Plan and conduct supervision to maintain the welfare of offenders and ensure community safety
- 2.5** Monitor and respond appropriately to offender behaviour and needs in accordance with organisational procedures
- 2.6** Ensure the work being undertaken by the offenders is conducted in a timely and safe manner to achieve outcomes
- 2.7** Maintain situational awareness and react responsively when dealing with issues and problems
- 2.8** Complete reports and documentation in accordance

- with organisational procedures
- 3 Manage resources and equipment**
- 3.1** Manage resources and equipment at the work site and ensure adequate supplies are maintained
 - 3.2** Allocate equipment to offenders to enable achievement of job requirements in accordance with organisational procedures
 - 3.3** Ensure equipment is returned and stored in accordance with job requirements and organisational procedures
 - 3.4** Ensure correct and appropriate PPE is issued and used in accordance with health and safety requirements and workplace procedures
 - 3.5** Report hazards and risks in the workplace environment to relevant personnel in accordance with workplace 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 is a new unit. No equivalent unit.

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 CSCOFM046 Supervise offenders outside of a correctional facility

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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 effective and appropriate communication and interaction with offenders and external stakeholders
- taking action to protect the welfare and security of offenders and the public
- maintaining custody, supervision, and security of offenders
- completing relevant reports and documentation including a risk assessment
- managing equipment and resources including PPE
- complying with health, safety, and security procedures.

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 interaction with offenders and community work programs
- communication strategies and techniques to support offender interactions with members of the public and community groups
- human rights principles
- resource management
- work health and safety regulations
- reporting and documenting requirements.

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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