



Australian Government

CSCORG004 Prepare reports for justice agencies

Release: 2

CSCORG004 Prepare reports for justice agencies

Modification History

Release 2. Modifications have been made to:

- Assessment Conditions

Release 1. This unit was released in CSC Correctional Services Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to CSCORG302A Prepare reports for justice agencies.

- PC 1.2, 1.5 and 2.8 wording revised

Application

This unit describes the skills required to maintain current information and prepare reports for use in the judicial system.

This unit applies to those working in the justice environment where preparation of offender management reports is required for communication with courts, other judicial system bodies and offender services.

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 management reports.

Those undertaking this unit generally work independently, drawing upon support from familiar resources. They would undertake complex tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable

Competency Field

Organisational administration and management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1 Maintain current information

2 Prepare reports

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.

- 1.1** Assess offenders' circumstances and obligations.
- 1.2** Check and confirm information related to the conditions of court decisions and sentencing or release.
- 1.3** Review offender information and amend according to new information.
- 1.4** Interview key people to provide the specific information needed to comply with court conditions and sentencing or release.
- 1.5** Review services, agencies and programs that relate to the conditions of courts and sentencing or release and determine suitability and priorities.
- 2.1** Identify range of reports required by the judicial system in the management of offenders.
- 2.2** Find information relevant to the purpose of the report and needs of the audience and check it for accuracy.
- 2.3** Prepare reports in appropriate or agreed formats that meet the needs of the audience.
- 2.4** Provide conclusions, summaries and recommendations which are consistent with the purpose of the reports and the use they will have.
- 2.5** Provide realistic options and recommendations.
- 2.6** Document the basis for advice and recommendations.
- 2.7** Send reports to selected or relevant people and ask them for feedback.
- 2.8** Handle all information according to the requirements of the organisation.

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 Companion Volume Implementation Guide.

Unit Mapping Information

Supersedes and is equivalent to CSCORG302A Prepare reports for justice agencies.

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 CSCORG004 Prepare reports for justice agencies

Modification History

Release 2. Modifications have been made to:

- Assessment Conditions

Release 1. These Assessment Requirements were released in CSC Correctional Services Training Package release 1.0 and meet the Standards for Training Packages.

- Assessment Requirements revised
- 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 two occasions.

- analysing information and extracting relevant points
- reading and summarising complex legal documents
- checking and confirming with reliable sources the accuracy and relevance of information
- sorting information into a logical pattern and determining its relevance and priority
- checking what extra information is needed and finding it
- providing information in the format and language required by the judicial agency, consistent with the organisation's reporting standards
- recognising the urgency and high risk components of specific offender management reports
- handling and storing information securely and safely

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.

- legislation and statutory obligations of reporting in own state or territory justice system, including legal requirements of own role and responsibilities
- organisation's policies and procedures for offender management reports
- types of reports required in the justice system for the management of offenders
- sentencing conditions and requirements, including compliance and breaches of conditions
- reporting requirements in offender management
- rules of evidence
- security of information, confidentiality and right to information
- relevant cultural practices within the organisation and community

- discriminative language
- technical and professional language used in the judicial system

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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