



Australian Government

Assessment Requirements for CSCORG009 Report to a formal inquiry

Release: 1

Assessment Requirements for CSCORG009 Report to a formal inquiry

Modification History

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

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.

- applying appropriate written and oral communication techniques to workplace situations
- researching and analysing information and extracting the important points
- reading and summarising complex legal documents
- checking and confirming with reliable sources inside and outside the organisation the accuracy and relevance of information
- sorting information into a logical pattern and determining the relevance and priority of the information
- making conclusions that are clearly based on the information
- providing information in the correct format, language and form required by the judicial agency and consistent with the organisation's reporting standards
- presenting written material in the range of media used in the workplace, including information technology software (i.e. word processing packages)
- recognising the urgency and high risk components of specific reports
- handling and storing information securely and safely
- using the organisation's information management system

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.

- organisation's policies, procedures, guidelines and practices regarding interviewing and recording
- organisation's environmental and sustainability practices
- protocols and procedures for communicating in writing with others

- 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
- rules of evidence
- security of information, freedom of information and confidentiality of information
- relevant cultural practices within the organisation and community
- identification of discriminative language
- technical and professional language used in the government and community safety sectors
- legislation and statutory obligations of reporting in your state or territory justice system, including legal requirements of your role and responsibilities

Assessment Conditions

Valid assessment of this unit requires a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when reporting to a formal inquiry, including coping with difficulties, irregularities and breakdowns in routine.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

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

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