



Australian Government

CSCORG009 Report to a formal inquiry

Release: 1

CSCORG009 Report to a formal inquiry

Modification History

Release	Comments
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 CSCORG403A Report to a formal inquiry.

Application

This unit describes the skills required to prepare and present information verbally and in written format to a formal inquiry.

This unit applies to those working in a correctional services role in the custodial or community context. This unit has been designed to allow significant contextualisation in recognition of the very wide range of requirements and structures of a formal inquiry in this industry. Inquiries may be for internal management purposes and may have a statutory and legal basis. The degree of formality and the procedures required to be followed will be determined by the terms of reference, practices, location and legislative or statutory requirements, and purposes of inquiries conducted as part of the candidate's duties.

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 reporting information.

Those undertaking this unit work autonomously drawing upon support from a range of established resources. The role requires strong analysis and communication skills.

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

Competency Field

Organisational administration and management

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	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. Prepare information	1.1 Determine the purpose and terms of formal inquiries and consider these in the selection of information to ensure relevance. 1.2 Use a range of reliable and authorised sources of information in compiling reports. 1.3 Collect and verify all relevant information for currency and accuracy. 1.4 Identify and notify people required as witnesses or to provide evidence, of the inquiry and their need to attend.
2. Present information	2.1 Follow the procedures and directions of the inquiry precisely and accurately. 2.2 Present information in a format that complies with rules of evidence and the purpose and terms of reference of the inquiry. 2.3 Present information that is clear, specific, relevant and factual. 2.4 Ensure personal presentation, manner and language are consistent with the protocol of a formal inquiry. 2.5 Use correct forms of address and observe formal protocol.
3. Review and report	3.1 Check draft reports, remove all unnecessary material and edit content to meet the standards of the inquiry. 3.2 Check that reports contain all relevant and valid information and are factual, complete and objective. 3.3 Make recommendations that are unambiguous, and consistent with the evidence and the constraints. 3.4 Use language style and presentation appropriate for a formal legal document. 3.5 Provide reports using the range of technology and media suitable and recommended for the context.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy N/A				
Performance variables																								
1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity									

Further information on ACSF and the foundation skills underpinning this unit can be found in the [Foundation Skills Guide](http://www.govskills.com.au/guides/correctional-services/foundation-skills-guide) <http://www.govskills.com.au/guides/correctional-services/foundation-skills-guide> on the GSA website.

Unit Mapping Information

Supersedes and is equivalent to CSCORG403A Report to a formal inquiry.

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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Assessment Requirements for CSCORG009 Report to a formal inquiry

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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.

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