



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
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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