



Australian Government

CSCORG027 Research issues of concern in correctional services

Release: 1

CSCORG027 Research issues of concern in correctional services

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 CSCORG605A Research issues of concern in correctional services.

Application

This unit describes the skills required to select appropriate research strategies, gather information, consult with key people, organise and analyse information and report findings of research.

This unit applies to those working in a management role within justice 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.

Those undertaking this unit work autonomously, intuitively accessing and evaluating support from a broad range of sources. The role requires sophisticated analysis, research, communication and written reporting 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. Select appropriate research strategies	1.1 Select research strategies that are suitable for the requirements of the research and the available resources. 1.2 Use a combination of research methods that contribute to the validity and reliability of the outcomes. 1.3 Select research strategies with consideration to consultation and support from key people.
2. Gather information	2.1 Identify all relevant information sources and use effective methods to collect information. 2.2 Design materials and aids needed to conduct research appropriate to the selected methodology. 2.3 Collect information in the determined timeframe and methods, and record and store it according to negotiations with the source and information management requirements.
3. Consult with key people	3.1 Identify and consult a representative range of people and groups with an interest in the issues. 3.2 Check information for accuracy and address the need for further information with effective follow up. 3.3 Ensure that the consultation purpose, methods and activities comply with agreed practices and protocol of the organisation and other interested agencies. 3.4 Consider and incorporate the comments and views of all interests consulted where relevant and justified by the research.
4. Organise and analyse information	4.1 Organise information in a form that lends itself to analysis and is suitable for the purpose of the research. 4.2 Check information with other available research. 4.3 Confirm data and information with those who provided it and report clearly and comprehensively. 4.4 Confirm that identified patterns, observations and explanations are justified by the information and the context. 4.5 Ensure that the conceptual framework of the analysis and the assumptions are clear to those being consulted and in reporting.
5. Report the findings of the research	5.1 Prepare reports that include complete and accurate details of the research methodology, information and analysis. 5.2 Conduct piloting and testing of research to validate the research findings using a range of feedback from key people and a range of different processes. 5.3 Document the research findings in an accessible and useable style and format. 5.4 Ensure that the results of the research are reported and made available to key people with an interest in the issues researched.

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 N/A					Reading					Writing					Oral communication					Numeracy				
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> on the GSA website.

Unit Mapping Information

Supersedes and is equivalent to CSCORG605A Research issues of concern in correctional services.

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 CSCORG027 Research issues of concern in correctional services

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 a range of research strategies relevant to the nature of the research
- analysing complex data
- managing time and priorities using a wide range of methods
- using sophisticated written and verbal communication to:
 - present formal written reports
 - negotiate with a wide range of known and unknown stakeholders
 - negotiate with senior management and specialist professionals
- interpreting data and information
- solving complex problems
- using information technology for research and reporting
- networking inside and outside the workplace

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.

- agency, organisation and legislative requirements, policies, procedures and practice
- organisation's consultation, reporting and accountability systems and processes
- code of ethics
- suitable research methodologies
- consultation models, protocol and practice
- manual and electronic information systems
- cultural implications of research methods and the cultural analysis of information

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 by an individual responsible for researching issues, and gathering, analysing, organising and presenting information on issues of concern in correctional services as part of a coordinated team, including coping with difficulties, irregularities and changes to routine.

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

Links

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