



Australian Government

Assessment Requirements for CSCORG052 Report to a formal inquiry

Release: 1

Assessment Requirements for CSCORG052 Report to a formal inquiry

Modification History

Release 1. This is the first release of this unit of competency in the CSC Correctional Services Training Package Release 5.0

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two occasions and include:

- applying appropriate written and oral communication techniques
- researching and analysing information and extracting the relevant points
- reading and summarising complex legal documents
- checking and confirming the accuracy and relevance of information with internal and external sources
- classifying information into a logical pattern and determining the relevance and priority of the information
- making conclusions that are based on the verified information
- providing information in the correct format, language and form required by the judicial agency and consistent with the organisation's reporting standards
- recognising the urgency and high risk components of specific reports
- handling and storing information accurately, securely and safely
- using the organisation's information management system to locate information.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational policies, procedures, guidelines, and practices regarding interviewing and recording and capturing information
- organisational policies, procedures, and guidelines regarding cultural considerations
- protocols and procedures for communicating in writing with others
- types of reports required in the justice system
- 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
- identification of discriminative language
- relevant technical and professional language

- legislation and statutory obligations of reporting in your state or territory justice system, including legal requirements of your role and responsibilities.

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

Companion Volume Implementation Guides are found in VETNet -

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