



Australian Government

CSCORG052 Report to a formal inquiry

Release: 1

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

Application

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

Inquiries may be for internal or external 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.

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

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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Organisational administration and management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

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| 1 Prepare information | 1.1 Determine the purpose and terms for the formal inquiry and consider these in the selection of information to ensure relevance |
| | 1.2 Identify and use a range of verifiable and authorised sources of information when compiling reports |
| | 1.3 Review all relevant information for currency and accuracy |
| | 1.4 Identify and notify witnesses or people required to provide evidence of the inquiry and their need to attend |
| 2 Develop and review report | 2.1 Check draft reports, remove all unnecessary material, and edit content to meet the standards of the inquiry |
| | 2.2 Check that reports contain all relevant and valid information and are factual, complete, and objective |
| | 2.3 Develop report using technology and media suitable and recommended for the context |
| | 2.4 Use language style and presentation appropriate for a formal legal document |
| | 2.5 Make recommendations that are unambiguous, and consistent with the evidence and constraints |
| 3 Present information | 3.1 Follow the procedures and directions of the inquiry precisely and accurately |
| | 3.2 Present information in a format that complies with rules of evidence and the purpose and terms of reference of the inquiry |
| | 3.3 Present information that is clear, specific, relevant, and factual |
| | 3.4 Ensure personal presentation, manner and language are consistent with the protocols of a formal inquiry |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Correctional Services Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to CSCORG009 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>

Assessment Requirements for CSCORG052 Report to a formal inquiry

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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

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