



Australian Government

CSCSAS012 Supervise attendance at court

Release: 2

CSCSAS012 Supervise attendance at court

Modification History

Release 2. Modifications have been made to:

- Assessment Conditions

Release 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 CSCSAS305A Supervise attendance at court.

Application

This unit describes the skills required to process reception at court, maintain the safety and security of persons in custody and the public and comply with court requirements.

This unit applies to those working in justice agencies where individuals are held for court appearances. The performance of this unit includes both supervision as part of custodial care duties, community corrections roles and dedicated contract work.

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 court operations.

Those undertaking this unit consistently work independently with support from a team. The role requires communication, organisation and observation skills.

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

Pre-requisite Unit

Not applicable

Competency Field

Safety and security

Unit Sector

Not applicable

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 Process reception at court

- 1.1** Consult reliable and authorised sources of information about individuals to confirm identification and the requirements and conditions of attendance at court.
- 1.2** Provide information about the court process and conditions to persons in custody in a communication style that helps understanding and promotes cooperation.
- 1.3** Use a range of communication strategies to determine risk indicators or special needs of the person in custody.
- 1.4** Search persons in custody according to security requirements and procedures.
- 1.5** Check and store property of persons in custody according to files and procedures.
- 1.6** Document, record and report information required by the reception process according to security procedures, court protocol and the information management system.

2 Maintain safety and security of persons in custody and the public

- 2.1** Organise the accommodation of persons in custody on court premises according to court practice, degree of risk and the facilities available.
- 2.2** Supervise escorts and movements of persons in custody according to individual's information, procedures and court protocol.
- 2.3** Provide information to persons in custody to help their understanding of, and agreement to, the requirements and conditions of court attendance and the consequences of their behaviour.
- 2.4** Use security equipment according to procedures, court protocol and the assessment of risk.
- 2.5** Monitor the behaviour and reactions of persons in custody using a range of observation and communication techniques.
- 2.6** Respond to unacceptable behaviour promptly to minimise adverse or harmful consequences using methods appropriate for the degree of risk and according

to court protocol.

3 Comply with court requirements

- 3.1** Identify and verify details of the court requirements, protocols, building layout and special conditions.
- 3.2** Establish communication and liaise with court personnel and key people in the court system.
- 3.3** Establish communication with legal representatives and coordinate their contact with their clients.
- 3.4** Complete reports required by procedures and the offender information system clearly, objectively and accurately.
- 3.5** Respond to magistrates/judges' requests and instructions promptly and accurately and provide clear, accurate and relevant information.
- 3.6** Check, confirm and provide documentation and evidence required by the court in the designated format.

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 Companion Volume Implementation Guide.

Unit Mapping Information

Supersedes and is equivalent to CSCSAS305A Supervise attendance at court.

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 CSCSAS012 Supervise attendance at court

Modification History

Release 2. Modifications have been made to:

- Assessment Conditions

Release 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.

- using communication to manage behaviour and cooperation of persons in custody
- using a range of communication strategies
- checking and storing the property of persons in custody according to regulations and procedures
- processing information that is needed for the reception process according to justice procedures, court protocol and processes, and the information management system
- completing reports clearly and accurately

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 and procedures related to supervision and management of persons in custody specific to the court environment
- duty of care
- communication techniques
- available security equipment

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.

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