



Australian Government

CSCSAS034 Supervise attendance at court

Release: 1

CSCSAS034 Supervise attendance at court

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 process reception at court, maintain the safety and security of offenders 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.

An individual undertaking this role consistently works independently with support from a team. The role requires communication, organisation, and observation 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 court operations.

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

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

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

- 1 Process reception at court**
 - 1.1** Consult reliable and authorised sources of information about offenders to confirm identification and the requirements and conditions of attendance at court
 - 1.2** Provide information about the court process and conditions to offenders in a communication style that helps understanding and promotes cooperation
 - 1.3** Use a range of communication strategies to determine risk indicators or individual needs of the offender
 - 1.4** Search offender according to security requirements and procedures
 - 1.5** Check and store property of offender according to security requirements and procedures
 - 1.6** Document, record and report required information according to procedures
- 2 Maintain safety and security of offenders and the public**
 - 2.1** Organise the accommodation of offenders on court premises according to degree of risk and the facilities available
 - 2.2** Supervise escorts and movements of offenders according to individual's information, security procedures and court protocol
 - 2.3** Reinforce the requirements and conditions of court attendance and the consequences of unacceptable behaviour
 - 2.4** Use security equipment according to security procedures and court protocol
 - 2.5** Monitor the behaviour and reactions of offenders 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 clearly, objectively, and accurately in accordance with organisational procedures
- 3.5 Respond to magistrates/judges' requests and instructions promptly 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 Correctional Services Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to CSCSAS012 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 CSCSAS034 Supervise attendance at court

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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:

- using effective communication to manage behaviour and cooperation of offenders
- adjusting communication styles and strategies to suit audience
- 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 and court protocol
- completing reports clearly and accurately.

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 and procedures related to supervision and management of offenders specific to the court environment
- duty of care
- communication techniques
- situational awareness
- available security equipment
- human rights principles
- court procedures, etiquette, and protocols
- documenting and reporting requirements
- familiarisation with legal documentation.

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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