



Australian Government

CSCTRA004 Plan and monitor escorts

Release: 1

CSCTRA004 Plan and monitor escorts

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 not equivalent to CSCTRA401A Plan and monitor escorts. Unit revised to reflect planning and monitoring escorts

Application

This unit describes the skills required to prepare for and supervise vehicular escorts and protect prisoners and the public during escorts. Escorts may be for the purpose of court attendance, medical treatment, compassionate and family visits, employment programs, attendance at specialist services, interstate transfers, location transfers, and attendance at hearings and inquiries.

This unit applies to those working in the planning and monitoring of escorts. These staff members may be from a range of occupational areas within correctional services. Working as part of a coordinated team is integral to the role.

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 prisoner transport.

Those undertaking this unit work independently, drawing upon support from a range of established resources. The role requires complex organisational, analysis and communication skills.

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

Competency Field

Transport and escort

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. Plan and coordinate escort	1.1 Develop escort plans and duties from prisoner transfer information. 1.2 Identify and assign resources, personnel and equipment needed for the escort according to escort purpose, escort plans and escort procedures. 1.3 Ensure that vehicles and equipment are checked for availability and serviceability. 1.4 Check information from agencies and/or movement orders for specific requirements and for accuracy and consistency with escort plans. 1.5 Act upon information concerning the need for any special prisoner transport requirements and factor these into escort planning. 1.6 Confirm that route plans, itinerary and timetables ensure the safest and most time-effective movements. 1.7 Provide prisoners and team members with information designed to promote cooperation and understanding, and reduce stress and mistakes.
2. Monitor escorts	2.1 Brief the escort officers on the details of the escort and routine for the day. 2.2 Adjust deployments, instructions and schedules on the basis of any late information received. 2.3 Ensure that the escort departs the base at its schedule time. 2.4 Ensure that vehicle routes are frequently reviewed to ensure the safety, security and welfare of staff, prisoners and the public is maintained. 2.5 Monitor, record and advise internal and external parties of any delays or circumstances that may result in late prisoner delivery. 2.6 Delegate any further movement orders received in a safe and timely manner.
3. Manage escort contingencies and documentation	3.1 Take charge of any emergency during prisoner movement to ensure the safety, security and welfare of staff, prisoners and the public is maintained. 3.2 Liaise with agency and other officials in order to promote effective cooperation. 3.3 Check relevant logs for any variations to escort plans and ensure

	reasons for variances are recorded. 3.4 Anticipate and assess the impact of vehicle and equipment breakdowns and mechanical problems. 3.5 Log all prisoner movement data and incidents and report to the relevant agencies.
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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
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) <http://www.govskills.com.au/guides/correctional-services/foundation-skills-guide> on the GSA website.

Unit Mapping Information

Supersedes and is not equivalent to CSCTRA401A Plan and monitor escorts.

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 CSCTRA004 Plan and monitor escorts

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. • Assessment requirements created.

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.

- supervising escorts in both routine and non-routine circumstances dealing with emergencies, breaches of regulations and conflict
- taking action to protect the welfare of prisoners and the public
- dealing with and reporting breakdowns and incidents

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.

- organisational requirements, including:
 - sections of legislation, regulations, procedures and orders that influence the work of escorting prisoners
 - range of warrants, movement orders and court requirements relating to escorting prisoners
 - organisation's reporting requirements and information management system
 - emergency procedures

Assessment Conditions

Evidence for assessment must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

Valid assessment of this unit requires:

- A license to drive the vehicles used in prison escorts.
- 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 planning and monitoring escorts 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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