



Australian Government

CSCTRA006 Plan and monitor escorts

Release: 1

CSCTRA006 Plan and monitor escorts

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 plan and monitor vehicular escorts and protect offenders 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.

An individual undertaking this role works part of a coordinated team, drawing upon support from a range of established resources. The role requires complex organisational, 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 offender transport.

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

Pre-requisite Unit

Not applicable.

Competency Field

Transport and escort

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 Plan and coordinate escort**
 - 1.1** Develop escort plans and duty instructions from offender transfer information
 - 1.2** Identify and assign resources, personnel and equipment required for the escort according to escort purpose, plans and procedures
 - 1.3** Ensure vehicles and equipment are checked for availability and suitability
 - 1.4** Confirm escort plans are accurate and consistent with information from agencies and/or movement orders
 - 1.5** Consider any specific offender individual needs and requirements and incorporate into the escort plan
 - 1.6** Confirm route plans, itinerary and timetables ensure the safest and most secure movement
 - 1.7** Provide offenders and escort team 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
 - 2.2** Adjust deployments, instructions, and schedules on the basis of any late information received
 - 2.3** Review vehicle routes regularly to ensure the safety, security and welfare of staff, prisoners and the public is maintained
 - 2.4** Monitor, record and advise internal and external parties of any delays or circumstances that may result in late offender delivery
 - 2.5** Communicate any further movement orders received in a safe and timely manner
- 3 Manage escort contingencies and documentation**
 - 3.1** Respond to unplanned situations 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 Implement emergency response procedures in the event of vehicle and equipment breakdowns
- 3.5 Log all offender movement data and incidents and report to relevant agencies

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 CSCTRA004 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>

Assessment Requirements for CSCTRA006 Plan and monitor escorts

Modification History

Release 1. These Assessment Requirements were released in CSC Correctional Services Training Package release 1.0 and meet the Standards for Training Packages.

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:

- supervising escorts in both routine and non-routine circumstances
- developing escort plans
- conducting briefing and debriefing of escort team
- communicating with relevant stakeholders
- 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 in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- relevant legislation, regulations, and procedures
- range of warrants, movement orders and court requirements relating to escorting prisoners
- organisational reporting requirements and information management system
- emergency procedures
- contingency planning
- relevant scheduling and planning tools.

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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