



Australian Government

Department of Education, Employment and Workplace Relations

CSCINT403A Assist offenders to change drug and alcohol use

Revision Number: 2

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Modification History

CSCINT403A Second release: Layout adjusted. No changes to content.
CSCINT403A First release: Primary release.

Unit Descriptor

This unit of competency describes the outcomes required to assist offenders to understand their drug and alcohol use and its role in their behaviour and to take responsibility for action to change their use and prevent re-offending.

Application of the Unit

Customisation will be required to accommodate the different work sites and defined work role contexts in which this unit will be applied.

This unit can be applied using a combination of training outcomes and performance in the workplace, with the principal evidence developed through performance in routine work functions in the workplace.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1 Assist offenders to identify their need to change.

- 1.1 Check strategies for intervention with drug and alcohol behaviour for consistency with the organisation's policies and objectives.
- 1.2 Gather information on the client's behaviour and drug-taking or drinking history from a range of different sources.
- 1.3 Encourage client to review his/her behaviour and experiences with drugs or drinking honestly, realistically and critically.
- 1.4 Confirm and acknowledge client's past experiences with attempting to control use.
- 1.5 Respond promptly to signs of distress or crisis according to the context and emergency response guidelines.
- 1.6 Encourage client to assess and explore his/her level of commitment, the effect of incentives and the options for change that exist.
- 1.7 Assist client to identify realistic and achievable goals for change.
- 1.8 Assist client to develop a plan and timetable for action to achieve his/her goals.

2 Support clients to meet their goals.

- 2.1 Identify and provide information and resources required by clients to meet his/her goals according to availability and priorities.
- 2.2 Encourage and develop opportunities for the client to develop his/her own resources according to the service philosophy, guidelines and programs.
- 2.3 Respond promptly to significant departure from goals and report them according to organisation's procedures.
- 2.4 Allocate or provide individual counselling and group **support** according to client needs, goals and the suitability of available programs.
- 2.5 Gather information on offender progress from a range of different sources and match it against the goals and action plan.
- 2.6 Negotiate changes or adjustments needed with the offender and other interests.
- 2.7 Acknowledge offender progress and respond suitably.
- 2.8 Document and report outcomes according to

ELEMENT

PERFORMANCE CRITERIA

requirements.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- complying with the organisation's security policies and operating procedures related to contact with offenders
- applying knowledge of statutory requirements relevant to work sector and candidates' roles
- formal and informal negotiation with offenders
- adapting to the values, needs and circumstances of people from different cultures
- using formal and informal communication methods with an awareness of environmental and sustainability factors
- using personal, manual and electronic information
- creating formal and informal opportunities to recognise the achievement of goals
- using service networks inside and outside the organisation to optimise support and choices
- giving supportive feedback and counselling.

Required knowledge:

- organisation's policies, procedures, practices, guidelines and standards about:
 - drug and alcohol treatment and response and different theories of addiction
 - security and contact with offenders
 - case management
 - interviewing
 - programmed intervention based on behaviour management objectives
 - referral and specialist support
 - code of conduct and code of ethics
 - duty of care
 - confidentiality of information and freedom of information
 - reporting and offender files
 - use of resources
 - legal and statutory responsibilities covering illegal substances, prohibited substances and reporting incidents
- principles of case management as a behaviour change strategy
- programs available for offenders and their conditions for referral
- theories of human behaviour, including:
 - offending behaviour
 - behaviour control
 - addictive behaviour
 - mental health conditions

- peer pressure and control
- suicide and self-harm
- dominant and submissive roles
- pro and anti-social behaviour
- stereotypes of behaviour, including social groups, culture, gender and age
- principles of specialised communication, such as:
 - interviewing, including special purpose interviews
 - negotiation
 - mediation
 - counselling
 - report presentation
- sources of information, including:
 - offender information management system
 - internal recording and reporting system
 - specialist services
 - justice information
- key people, including offender and family/friends, colleagues, community support services and support staff in other services.

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Overview of assessment

Candidates for assessment may work in generic offender management programs with offenders with a range of behaviour profiles and in the context of different levels and nature of risks, or candidates may work in specialist programs with offenders with only one form of offending behaviour or risk management requirement.

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.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of employability skills as they relate to this unit
- ability to assist offenders with drug and alcohol-related issues in a range of (two or more) contexts or occasions, over time.

Context of and specific resources for assessment

Where this unit specifies performance in areas with unpredictable and high risk implications, assessment in simulations should be used as well as retrospective documentation and observation of performance working with vulnerable offenders.

Valid assessment of this unit requires:

- 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 assisting offenders to address issues arising from drug and alcohol use as part of a coordinated team, including coping with difficulties, irregularities and changes to routine
- copies of legislation, policies, procedures and guidelines relating to assisting offenders to address issues arising from drug and alcohol use
- access to appropriate learning and assessment support when required.

Method of assessment

The following assessment methods are suggested:

- observation of performance in routine workplace activities within a range of agreed responsibilities and in various work locations
- written and/or oral questioning to assess knowledge and understanding
- completion of workplace documents and reports produced as part of routine work activities
- third-party reports from experienced practitioners
- completion of performance feedback from supervisors and colleagues.

Guidance information for assessment

Assessment methods should reflect workplace demands, and any identified special needs of the candidate, including language and literacy implications and cultural factors that may affect responses to the questions.

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Support for clients will include:

- counselling
- building trust and rapport
- personal planning
- resources to support change strategies
- referral to programs
- referral to specialist support
- advocacy with other services and with family and community support
- cooperating and collaborating with team members
- recording and reporting accurately
- responding to emergencies
- adapting services for suitability and flexibility
- giving constructive and supportive feedback
- maintaining professional confidentiality.

Unit Sector(s)

Intervention.

Competency field

Not applicable.

Co-requisite units

Not applicable.