



Australian Government

Department of Education, Employment and Workplace Relations

CSCOFM306A Supervise offenders in the community

Revision Number: 2

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Modification History

CSCOFM306A Release 2: Layout adjusted. Minor revisions to range statement and required knowledge.

CSCOFM306A Release 1: Primary release.

Unit Descriptor

This unit of competency describes the outcomes required to supervise offenders located with or receiving the services of community agencies as part of sentencing conditions or due to a court referral for services.

Application of the Unit

This unit applies to correctional services staff working with offenders within the community as part of their job role.

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

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 Negotiate the services of community agencies.	1.1 Consult offender information and check identification and the requirements and conditions of offenders' contact with community agencies. 1.2 Provide information to offenders about the requirements and conditions of their contact with community agencies. 1.3 Use a range of communication strategies to determine any special needs of offenders. 1.4 Use a range of strategies to identify and respond to risks or concerns. 1.5 Check and confirm offenders' property according to procedures. 1.6 Record service and agency information and complete all forms according to procedures.
2 Maintain safety and security of offenders and the public.	2.1 Allocate offenders' supervision, support and resources according to needs and risks and the resources available. 2.2 Supervise the movement of offenders according to regulations and community agency protocol. 2.3 Ensure that offenders understand the requirements, conditions and consequences of their behaviour. 2.4 Apply search and restraint according to regulations and agency protocol and authorisations. 2.5 Use observation techniques, technology or communication to monitor the behaviour and reactions of offenders. 2.6 Respond to disruptive or risk behaviour promptly to minimise adverse or harmful consequences and according to the degree of risk and agency protocol.
3 Liaise with community agencies.	3.1 Confirm agency protocol, layout, special needs and conditions. 3.2 Liaise with agency officials and key people in the agency system. 3.3 Provide information to agency representatives and coordinate the contact between the offender and agency support services. 3.4 Complete reports according to the requirements of the offender information system and agency procedures. 3.5 Provide clear, accurate and relevant information to

ELEMENT**PERFORMANCE CRITERIA**

agency officials when required.

3.6 Organise and provide documentation and evidence required by the agency.

3.7 Check all information and report all actions, outcomes, problems and inconsistencies.

Required Skills and Knowledge

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

Required skills:

- using offender information system and files and checking the accuracy and relevance of information for the duties required
- complying with external agency protocols and procedures
- completing incident records and reports
- liaising cooperatively with agency officials and providing relevant information and support
- complying with security procedures for transfers, transport, supervision and service provision
- undertaking safety and security checks, including searches
- complying with occupational health and safety rules
- awareness of environmental and sustainability practices.

Required knowledge:

- safety and security procedures applied to the nature of the duties involved in supervising offenders in external community agencies
- operating information systems
- supervision and transfer of records and reports
- incident records and reports
- supervision protocols and requirements of specified agencies
- following all security procedures
- key officials in the agency and their duties and responsibilities
- potential risks and hazards associated with community settings
- statutory responsibilities in supervising offenders in the community
- potential offender behaviour issues such as:
 - intellectual disability
 - suicide
 - mutilation and self-harm
 - physical violence
 - mental illness
 - sexual abuse
 - addiction and drug use
 - eating disorders
 - inappropriate relationships and sexual behaviour
 - provocative actions and behaviour.

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

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.

Context of and specific resources for assessment

This unit contains a wide range of variables to reflect the diverse nature of offender supervision and the different services provided in and for correctional services. Selection from the range of variables will reflect the specific requirements of the work site and the defined work role.

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 supervising offenders in the community effectively as part of a coordinated team, including coping with difficulties, irregularities and changes to routine
- copies of legislation, policies, procedures and guidelines relating to supervising offenders in the community
- 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.

Community agencies may include:

- community work sites
- industry work sites
- education
- counselling
- community development
- ceremonial locations
- locations for compassionate visits
- accommodation
- health and other specialists.

Agency protocol may consider:

- security awareness and monitoring
- induction resources and support for offenders
- occupational health and safety policies and practices
- organisation's code of conduct
- location of agency and proximity to community-sensitive areas
- level and resources of supervision
- training and work experience resources
- insurance and liability cover
- legal status and accountability
- victim's location/victims register.

Technology may include:

- home detention anklets

Unit Sector(s)

Offender management.

Competency field

Not applicable.

Co-requisite units

Not applicable.