



Australian Government

Department of Education, Employment and Workplace Relations

CSCORG302A Prepare reports for justice agencies

Revision Number: 2

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Modification History

CSCORG302A Release 2: Layout adjusted. No changes to content.
CSCORG302A Release 1: Primary release.

Unit Descriptor

This unit of competency describes the outcomes required to prepare formal reports necessary within the justice system. It is concerned with providing information in a statutory context according to the needs and requirements of offender services and the conditions imposed by courts and sentences. It includes exchanging information for specific purposes, adapting written communication to people and situations, collecting and analysing information and written communication, and maintaining the security of information. Knowledge of legislation and judicial requirements within which justice agencies operate is essential.

Application of the Unit

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.

In practice, preparing reports for justice agencies overlaps with other generalist or specialist work activities, such as delivering client services, handling information, preparing reports, using technology, etc.

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 Maintain current information.

- 1.1 Assess offenders' circumstances and obligations according to ***legislative context and organisational procedures***.
- 1.2 Check and confirm information related to the conditions of court decisions and sentencing.
- 1.3 Review ***offender information*** and amend according to new information.
- 1.4 Interview key people to provide the specific information needed to comply with court conditions and sentencing.
- 1.5 Review services, agencies and programs that relate to the conditions of courts and sentencing and determine suitability and priorities.

2 Prepare reports.

- 2.1 Identify ***range of reports required*** by the judicial system in the management of offenders.
- 2.2 Find information relevant to the purpose of the report and needs of ***the audience***, check it for accuracy and seek more if it is needed.
- 2.3 Prepare reports in ***appropriate or agreed formats*** that meet the needs of the audience.
- 2.4 Provide conclusions, summaries and recommendations which are consistent with the purpose of the reports and the use they will have.
- 2.5 Provide realistic options and recommendations and justify them for availability, appropriateness, resources and outcomes.
- 2.6 Document the basis for advice and recommendations.
- 2.7 Send reports to selected or relevant people and ask them for feedback.
- 2.8 Handle all information according to the requirements of the organisation and ***ethical values and principles***.

Required Skills and Knowledge

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

Required skills:

- adjusting written communication to suit audience and situation
- applying appropriate written communication techniques to workplace situations
- analysing information and extracting the important points
- reading and summarising complex legal documents
- checking and confirming with reliable sources inside and outside the organisation the accuracy and relevance of information
- sorting information into a logical pattern and determining its relevance and priority
- determining the sequence of information and the suitable degree of detail
- checking what extra information is needed and finding it
- making conclusions that are clearly based on the information
- providing information in the correct format, language and form required by the judicial agency and consistent with the organisation's reporting standards
- presenting written material in the range of media used in the workplace, including information technology software (e.g. word processing packages)
- recognising the urgency and high risk components of specific offender management reports
- handling and storing information securely and safely with awareness of environmental and sustainability practices
- using the organisation's information management system.

Required knowledge:

- organisation's policies, procedures, guidelines and requirements for offender management reports
- correct format, language and form required by the organisation
- protocols and procedures for communicating in writing with others
- types of reports required in the justice system for the management of offenders
- sentencing conditions and requirements, including compliance and breaches of conditions
- reporting requirements in offender management
- rules of evidence
- security of information, freedom of information and confidentiality of information
- relevant cultural practices within the organisation and community
- identification of discriminative language
- technical and professional language used in the government and community safety sectors
- legislation and statutory obligations of reporting in own state or territory justice system, including legal requirements of own role and responsibilities.

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

This unit should be assessed in the workplace with demonstrated application to the range of communication requirements encountered in the predictable requirements of the work site.

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 prepare reports for justice agencies in a range of (two or more) contexts or occasions, over time.

Context of and specific resources for assessment

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 when preparing reports for justice agencies, including coping with difficulties, irregularities and changes to routine
- copies of legislation, policies, procedures and guidelines relating to the preparation of formal reports required within the justice system
- 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, including explanations of the different purposes of reports in the context of legislative and judicial requirements
- 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.

Legislative context and organisational procedures include:

- confidentiality
- authorised access to or use of information
- freedom of information
- protection of privacy
- data protection and the storage and security of information
- use of information technology and other electronic or telecommunication systems.

Offender information can be gathered using a range of different sources and strategies, including:

- offender information system
- offender family and support
- structured interviews
- case notes
- specialist reports
- justice system reports
- colleagues.

Range of reports required should include:

- offender assessment
- routine periodic reports, as conditions of supervision
- case management reports
- parole board reports
- bail reports
- pre-sentence reports
- post-sentence reports
- appeals and reviews
- occupational health and safety reports

- special inquiry reports
 - reports of meetings
 - reports of breaches in bail or sentencing conditions
 - reports to specialist services.
- Audience** must include:
- audiences with different levels of authority and status
 - audiences inside the organisation
 - audiences outside the organisation.
- Appropriate or agreed formats** should include requirements for:
- detail
 - accuracy of information
 - logic
 - clarity and appropriateness of language
 - outcomes, recommendations and judgements
 - urgency.
- Ethical values and principles** must include:
- respect for the law
 - integrity
 - objectivity
 - accountability
 - honesty
 - openness
 - responsibility
 - impartiality
 - diligence
 - trustworthiness
 - confidentiality
 - natural justice.

Unit Sector(s)

Organisational administration and management.

Competency field

Not applicable.

Co-requisite units

Not applicable.