



Australian Government

Department of Education, Employment and Workplace Relations

CSCORG403A Report to a formal inquiry

Revision Number: 2

CSCORG403A Report to a formal inquiry

Modification History

CSCORG403A Release 2: Layout adjusted. No changes to content.
CSCORG403A Release 1: Primary release.

Unit Descriptor

This unit of competency describes the outcomes required to plan, organise and present information to a formally constituted forum of investigation and decision-making within the justice system.

Application of the Unit

The application of this unit will be determined by the specified roles, responsibilities and duties of the candidate. This unit has been designed to allow significant contextualisation in recognition of the very wide range of requirements and structures of a formal inquiry in this industry. Inquiries may be for internal management purposes and may have a statutory and legal basis.

The degree of formality and the procedures required to be followed will be determined by the terms of reference, practices, location and legislative or statutory requirements, and purposes of inquiries conducted as part of the candidate's duties.

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 Prepare information. | <ul style="list-style-type: none">1.1 Determine the purpose and terms of <i>formal inquiries</i> and consider these in the selection of information to ensure relevance.1.2 Use a range of <i>reliable and authorised sources of information</i> in compiling reports.1.3 Collect and verify all relevant information for currency and accuracy.1.4 Identify and notify people required as witnesses or to provide evidence, of the inquiry and their need to attend. |
| 2 Present information. | <ul style="list-style-type: none">2.1 Follow the procedures and directions of the inquiry precisely and accurately.2.2 Present <i>information</i> in a format that complies with rules of evidence and the purpose and terms of reference of the inquiry.2.3 Present information that is clear, specific, relevant and factual.2.4 Ensure personal presentation, manner and language are consistent with the protocol of a formal inquiry.2.5 Use correct forms of address and observe formal protocol. |
| 3 Review and report. | <ul style="list-style-type: none">3.1 Check draft <i>reports</i>, remove all unnecessary material and edit content to meet the standards of the inquiry.3.2 Check that reports contain all relevant and valid information and are factual, complete and objective.3.3 Make recommendations that are clear and unambiguous, and consistent with the evidence and the constraints.3.4 Use language style and presentation appropriate for a formal legal document.3.5 Provide reports using the range of technology and media suitable and recommended for the context. |

Required Skills and Knowledge

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

Required skills:

- applying appropriate written and oral communication techniques to workplace situations
- researching and 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 the relevance and priority of the information
- 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 reports
- handling and storing information securely and safely
- using the organisation's information management system.

Required knowledge:

- organisation's policies, procedures, guidelines and practices regarding interviewing and recording
- organisation's environmental and sustainability practices
- 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
- 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 your state or territory justice system, including legal requirements of your 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 investigation and decision-making requirements encountered in the workplace. Some criteria for performance in this unit may have to be assessed in specially constructed exercises, such as simulations or projects.

The extent of the information and evidence required will depend on the requirements, protocol and reporting systems practised by different forms of inquiry.

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 report to a formal inquiry 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 when reporting to a formal inquiry, including coping with difficulties, irregularities and breakdowns in routine
- copies of legislation, policies, procedures and guidelines relating to planning, organising and presenting information to a formally constituted forum within the justice system
- access to appropriate learning and assessment support when required.

Method of assessment

The evidence will be largely document-based and will be able to make use of self/team assessment and individual evidence portfolios or logbooks. Evidence must include observation and information generated in the workplace as well as observation of performance in routine work functions or, where this is not possible, in a simulated exercise.

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
- case studies
- scenarios
- simulations or role plays.

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.

Formal inquiries should be:

- inquiries conducted by the organisation or its agent, such as:
 - internal discipline
 - classification
 - appeals
 - parole applications
 - probation
- inquiries conducted by the justice system through its courts
- inquiries conducted for the purpose of:
 - offender assessment and review
 - advising on offender management
 - advising on sentence management
 - advising on programs and services
 - review and evaluation of organisational activities and outcomes
 - review of administrative activities and services.

Reliable and authorised sources of information can include:

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

Information for presentation at formal inquiries may include:

- court papers
- formal reports to courts
- internal reports
- justice and police records
- medical and psychological reports
- offending history
- institutional records and files
- organisational records and reports
- reports from other agencies and services
- case notes

Reports may include a selection from:

- media reports
- independent research and reports.
- pre-sentence reports
- pre-release reports
- probation reports
- classification reviews
- breaches or orders
- parole board decisions and recommendations
- appeals
- disciplinary action reports
- specialist reports, including health, psychiatric, attitude and behaviour, education and training.

Unit Sector(s)

Organisational administration and management.

Competency field

Not applicable.

Co-requisite units

Not applicable.