



Australian Government

Department of Education, Employment and Workplace Relations

CSCSAS305A Supervise attendance at court

Revision Number: 2

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Modification History

CSCSAS305A Release 2: Layout adjusted. No changes to content.
CSCSAS305A Release 1: Primary release.

Unit Descriptor

This unit of competency describes the outcomes required to supervise the holding of persons in custody on court premises and supervising their appearance before a court.

Application of the Unit

This unit applies to all people working in justice agencies where individuals are held for court appearances. The performance of this unit includes both supervision as part of custodial care duties, community corrections roles and dedicated contract work. Variables will determine different applications of the standards depending on the nature and complexity of security requirements and defined work role and responsibilities. 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 Process reception at court. | <ul style="list-style-type: none">1.1 Consult reliable and authorised sources of information about individuals to confirm identification and the requirements and conditions of attendance at court.1.2 Provide information about the court process and conditions to persons in custody in a communication style that helps understanding and promotes cooperation.1.3 Use a range of communication strategies to determine risk indicators or special needs of the person in custody.1.4 Search persons in custody according to security requirements and procedures.1.5 Check and store property of persons in custody according to files and procedures.1.6 Document, record and report information required by the reception process according to security procedures, court protocol and the information management system. |
| 2 Maintain safety and security of persons in custody and the public. | <ul style="list-style-type: none">2.1 Organise the accommodation of persons in custody on court premises according to court practice, degree of risk and the facilities available.2.2 Supervise escorts and movements of persons in custody according to individual's information, procedures and court protocol.2.3 Provide information to persons in custody to help their understanding of and agreement to the requirements and conditions of court attendance and the consequences of their behaviour.2.4 Use security equipment according to procedures, court protocol and the assessment of risk.2.5 Monitor the behaviour and reactions of persons in custody using a range of observation and communication techniques.2.6 Respond to unacceptable behaviour promptly to minimise adverse or harmful consequences using methods appropriate for the degree of risk and according to court protocol. |
| 3 Comply with court requirements. | <ul style="list-style-type: none">3.1 Identify and verify details of the court requirements, protocols, building layout and special conditions.3.2 Identify court personnel and key people in the court |

ELEMENT**PERFORMANCE CRITERIA**

- system and establish communication and liaison.
- 3.3 Establish communication with legal representatives and coordinate their contact with their clients.
- 3.4 Complete reports required by procedures and the offender information system clearly, objectively and accurately.
- 3.5 Respond to magistrates/judges requests and instructions promptly and accurately and provide clear, accurate and relevant information.
- 3.6 Check, confirm and provide documentation and evidence required by the court in the designated format.

Required Skills and Knowledge

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

Required skills:

- checking and assessing information about persons in custody to confirm identification, requirements and conditions of attendance at court
- managing behaviour and cooperation of persons in custody
- searching persons in custody according to regulations and procedures
- using security equipment
- monitoring persons in custody for safety, security and welfare
- using a range of communication strategies to determine special needs, risks and concerns
- checking and storing the property of persons in custody according to regulations and procedures
- managing information that is needed for the reception process according to justice procedures, court protocol and processes, and the information management system
- managing the accommodation, supervision and movements of persons in custody in the court
- completing reports clearly and accurately
- providing information to judges/magistrates.

Required knowledge:

- organisation's policies, procedures and guidelines relating to supervision and management of persons in custody specific to the court environment, such as:
 - operating procedures for court supervision
 - court protocol
 - recording and reporting
 - offender information system
 - emergency response
 - preservation of evidence
 - code of conduct
 - duty of care
 - supervision of people at risk
 - OHS
 - court protocol and terminology
 - layout of the courts
 - security requirements.

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

Assessment of this unit should be based on evidence produced from routine work applications and performance. Assessment will require the candidate to be responsible for the supervision of offenders and detainees in either a specified court or in a range of courts served by the organisation's services.

Evidence needs to be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and/or apply the principles in a different situation or change of environment.

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 supervise attendance at court 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 supervising attendance at court, including coping with difficulties, irregularities and breakdowns in routine.
- copies of legislation, policies, procedures and guidelines relating to prisoner supervision and management in a court environment
- access to appropriate learning and assessment support when required.

Method of assessment

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 to confirm the transferability of the competencies.

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
- 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.

Reliable and authorised sources of information can include:

- offender information system
- warrants clerk
- official court documents
- court listings
- movement orders
- justice system reports
- managers, supervisors and colleagues
- clerk of the court.

Attendance at court may include:

- local courts
- Magistrates Court
- County Court
- District Court
- Supreme Court
- High Court
- Federal Court
- Family Court
- Coroner's Court
- tribunals
- Federal Magistrates Service.

Information about the court process may include:

- when to stand or be seated
- silence in court
- no eating or drinking
- not to approach dock.

Risk indicators may include:

- suicide
- effects of drugs and alcohol
- violent and uncooperative behaviour
- mental illness
- depression, anxiety and stress.

Unit Sector(s)

Safety and security.

Competency field

Not applicable.