



Australian Government

Department of Education, Employment and Workplace Relations

CSCTRA401A Plan and monitor escorts

Revision Number: 2

CSCTRA401A Plan and monitor escorts

Modification History

CSCTRA401A Release 2: Layout adjusted. No changes to content.
CSCTRA401A Release 1: Primary release.

Unit Descriptor

This unit of competency describes the outcomes required to escort prisoners to protect the safety and welfare of the prisoner and the public and to ensure that the prisoner has access to the services specified in the purpose of the journey. Escorts may be for the purpose of court attendance, medical treatment, compassionate and family visits, employment programs, attendance at specialist services, interstate transfers, location transfers, and attendance at hearings and inquiries.

Application of the Unit

This unit supports the attainment of skills and knowledge required by staff responsible for the planning and monitoring of escorts. These staff members may be from a range of occupational areas within correctional services and may include casual and contracted staff.

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 for an escort. | <ul style="list-style-type: none">1.1 Develop escort plans and duties from prisoner transfer information.1.2 Identify and assign resources, personnel and equipment needed for the escort according to escort purpose, escort plans and escort procedures.1.3 Ensure that vehicles and equipment are checked for availability and serviceability.1.4 Check information on the warrants or movement orders for specific requirements and for accuracy and consistency with escort plans.1.5 Confirm that route plans, itinerary and timetables ensure the safest and most time-effective movements.1.6 Provide prisoners and team members with information designed to promote cooperation and understanding, and reduce stress and mistakes. |
| 2 Supervise escorts. | <ul style="list-style-type: none">2.1 Confirm prisoner identity and information against documentation and according to procedures.2.2 Confirm that property is received and checked according to procedures.2.3 Complete the loading, search and restraint of prisoners according to procedures.2.4 Check and confirm itinerary and route against movement plans and special needs and adjustments.2.5 Maintain communication with base and locations using communication equipment.2.6 Complete reports and documentation clearly and accurately and in the format and time required.2.7 Delegate tasks required by the assignment in the time and manner required.2.8 Transfer prisoners, property and files to receiving agencies to ensure the continuation of care and security. |
| 3 Protect prisoners and the public. | <ul style="list-style-type: none">3.1 Monitor the safety and welfare of prisoners using vehicle surveillance equipment and dynamic security methods.3.2 Maintain supervision of prisoners during approved and authorised activities according to procedures.3.3 Monitor the health and safety of prisoners according to procedures and duty of care. |

ELEMENT**PERFORMANCE CRITERIA**

- 3.4 Anticipate and assess the impact of vehicle and equipment breakdowns and mechanical problems, and report incidents according to the urgency of problems and contingency plans.
- 3.5 Use conflict management strategies to minimise risk to safety and welfare, disruption to the itinerary and escalation of conflict.
- 3.6 Ensure that response to accidents, injuries, damage and incidents maintains the safety, security and welfare of staff, prisoners and the public.
- 3.7 Report incidents promptly according to the nature and urgency of the incident.

Required Skills and Knowledge

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

Required skills:

- applying organisation's policies and procedures related to escorting prisoners and using transport
- supervising escorts in both routine circumstances and in dealing with emergencies or contingencies
- analysing escort requirements, developing a plan and itinerary, and adapting the requirements of the plan for special needs when necessary
- applying organisation's policies and procedures related to duty of care to prisoners and the public
- providing information to prisoners and team members
- safely and effectively using transport and the safety and security equipment and technology used in escorting prisoners
- dealing with emergencies, breaches of regulations and conflict
- taking action to protect the welfare of prisoners and the public
- dealing with and reporting breakdowns and incidents
- transferring prisoners to receiving agencies

Required knowledge:

- organisational requirements, including:
 - sections of legislation, regulations, procedures and orders that influence the work of escorting prisoners
 - range of warrants, movement orders and court requirements relating to escorting prisoners
 - roles and responsibilities of team members and representatives of the justice system involved in the transport of prisoners
 - code of conduct
 - duty of care
 - organisation's reporting requirements and information management system
 - emergency procedures and first aid
- transport, including:
 - road rules
 - location of key destinations for escorts
 - interpretation of maps and timetables
 - general vehicle maintenance and mechanical knowledge to perform repairs on common breakdown parts

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
- ability to plan and monitor escort processes in a range of (two or more) contexts or occasions, over time.

Context of and specific resources for assessment

This unit contains a wide range of variables to reflect the diverse nature of escort 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 license to drive the vehicles used in prison escorts
- 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 planning and monitoring escorts as part of a coordinated team, including coping with difficulties, irregularities and changes to routine
- copies of legislation, policies, procedures and guidelines relating to planning and monitoring escorts
- 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.

Escort purpose covers a range of reasons an escort may be required and may include:

- prisoner transfers
- attendance at court
- compassionate visits
- interstate transfers
- inter-prison transfers
- inter-agency transfers
- hospitalisation
- special leave
- attendance at special services
- community work programs.

Unit Sector(s)

Transport and escort.

Competency field

Not applicable.