



Australian Government

Department of Education, Employment and Workplace Relations

CSCOFM405 Manage high risk offenders

Release: 1

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Modification History

CSCOFM405 Release 1: Primary release.

Unit Descriptor

This unit of competency describes the outcomes required for the complex supervision of high risk offenders. It also relates to reporting requirements of offenders to whom reporting legislation applies.

The unit is concerned with the specific and/or complex case management issues that may be encountered by correctional services staff and the complex community liaison role they may play.

Application of the Unit

This unit applies to correctional services staff working with high risk offenders in prisons, probation and parole and secure custodial centres.

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 performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

- | | |
|---|--|
| 1 Prepare to supervise high risk offenders | 1.1 Identify key <i>stakeholders</i> .
1.2 Determine appropriate strategies in the management of key stakeholder relationships. |
| 2 Supervise high risk offenders whilst maintaining personal safety | 2.1 Identify and apply <i>relevant procedures</i> to the case management of <i>high risk offenders</i> .
2.2 Identify <i>risks to self</i> associated with contact with high risk offenders.
2.3 Identify and incorporate a range of preventative strategies in the management of high risk offenders.
2.4 Recognise potential causes of personal stress so that immediate action can be taken to reduce or eliminate the stress
2.5 Adopt <i>strategies to manage personal stress</i> . |
| 3 Report on high risk offenders | 3.1 Prepare reports in accordance with organisational procedures.
3.2 Submit reports to approved stakeholders.
3.3 Maintain and adhere to legislative requirements in relation to privacy and confidentiality.
3.4 Provide information as required to stakeholders in accordance with organisational policy/procedure. |

Required Skills and Knowledge

Required skills:

- using offender intervention, treatment planning and monitoring strategies
- compiling written reports of a complex nature
- making recommendations and risk assessments based on offender reports
- using effective communication skills to enable management of high risk offenders and liaison with stakeholder groups
- managing relationships with stakeholder groups and sustaining the role of organisation whilst respecting individual job roles
- interpreting and applying legislation, procedures and statutory requirements related to the area of work
- working collaboratively with people from diverse backgrounds

Required knowledge:

- occupational health and safety policy and procedures relating to organisational environment
- factors and circumstances likely to cause personal stress in the work environment
- methods of controlling stress
- organisation support programs and other available resources

- organisation's roles, responsibilities, accountability and duties
- relevant policy, procedures, legislation and statutory requirements related to the area of work
- stakeholders in the government, public, community and media
- offender assessment intervention, treatment planning and monitoring strategies
- current research and practices specific to effective management of high risk and sex offenders
- cultural factors and awareness relevant to the organisation's clients, case or offender profiles within the community
- impact of working with high risk offenders and strategies to manage this
- political nature of high risk offenders
- how identified risks create stress that may influence own behaviour and reactions

Evidence Guide

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

Assessment and evidence must confirm ability to:

- identify stakeholders in the management of high risk offenders
- assess and control risks to self associated with dealing with high risk offenders
- minimise personal stress brought about by dealing with high risk offenders
- prepare written and oral reports on high risk offender management
- adhere to legislative and organisational requirements regarding offender and stakeholder privacy

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 case management 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 coordinating offender management processes 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 coordinating offender management processes
- access to appropriate learning and assessment

support when required.

The context of performance will depend on the candidates' roles and responsibility, the strategic objectives of the organisation, the focus of case management programs and processes and the conditions required by:

- different models of case management
- programmed intervention
- classification and review requirements
- need and risk assessment
- reporting and referring to specialists
- protective care
- high-risk offenders
- routine and special reports
- organisational policy and procedures
- relevant program standards
- service and professional standards, including code of professional ethics or code of practice
- case management models used in custodial environments
- case management models used in community-based programs

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

Stakeholders may include:

- reporting authorities within organisation
- media
- victims
- external authorities e.g. parole board

Relevant procedures may include:

- Commonwealth/State legislation
- court orders
- organisation's policies and procedures

High risk offenders may include:

- sex offenders
- violent offenders
- offenders against children
- offenders with complex supervision requirements
- offenders subject to media attention and/or who are high profile
- offenders likely to cause harm to individuals and the community, such as:
 - arsonists
 - terrorists, etc.

Risk to self may be:

- physical
- psychological

Risk may come in the form of:

- breaching conditions
- assault/harm of others
- physical/sexual abuse

Strategies to manage personal stress may include making use of:

- informal debriefings
- peer support programs
- formal support
- other organisational resources

Unit Sector(s)

Offender management