**Victorian Purchasing Guide**

**for**

**CSC Correctional Services  
Training Package**

**Release 3**

**February 2021**

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Victorian Purchasing Guide ⎯ Release History

**Note**: RTOs should refer to the National Register for the detail of changes made in each Release. (See [National Register](https://training.gov.au/Home/Tga) for more information)

| Training Package Release | **Date VPG Approved** | | Comments |
| --- | --- | --- | --- |
| CSC Correctional Services  Training Package  Release No 3 | | 16 February 2021 | This Victorian Purchasing Guide reflects a major release for the CSC Correctional Services Services Package which consists of:   * Qualifications: Three (3) revised equivalent. * Skills Sets: Four (4) new. * Units of competency: Two (2) new and ten (10) superseded of which three (3) were not equivalent and seven (7) equivalent. Two (2) deleted. |
| CSC Correctional Services  Training Package  Release No 2 | | 18/02/2020 | CSC Correctional Services Training Package Release 2 includes four (4) updated and one (1) new qualification. The new qualification is:   * CSC30219 – Certificate III in Immigration Detention Operations   Of the ninety eight (98) Units of Competency the following changes occurred:   * Three (3) new Units of Competency * Nine (9) updated Units of Competency of which two (2) were deemed non-equivalent and six (6) deemed equivalent.   Further details available [here.](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde) |
| CSC Correctional Services Training Package Release No 1 | | 29/10/2015 |  |

**CSC Correctional Services Training Package Release 3   
Victorian Purchasing Guide**

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INTRODUCTION

What is a Victorian Purchasing Guide?

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

* The maximum and minimum payable hours available for each qualification.
* Nominal hours for each unit of competency within the Training Package.

Registration

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and Statements of Attainment under the Australian Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

Transition

The relationship between new units and any superseded or replaced units from the previous version of **Correctional Services Training Package Release 3** is provided in theTraining PackageCompanionVolume Implementation Guide. (See [Companion Volumes](https://vetnet.education.gov.au/Pages/default.aspx) for more information).

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see Contacts and Links section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the **Correctional Services Training Package Release 3** is conducted against the Training Package units of competency and complies with the assessment requirements.

QUALIFICATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Title** | **Minimum Payable Hours** | **Maximum Payable Hours** |
| CSC20115 | Certificate II in Justice Services | 219 | 230 |
| CSC30120 | Certificate III in Correctional Practice | 523 | 550 |
| CSC30219 | Certificate III in Immigration Detention Operations | 470 | 495 |
| CSC40120 | Certificate IV in Correctional Practice | 551 | 580 |
| CSC50115 | Diploma of Correctional Administration | 371 | 390 |
| CSC60120 | Advanced Diploma of Correctional Management | 304 | 320 |

UNITS OF COMPETENCY AND NOMINAL HOURS

| Unit Code | Unit Title | Nominal Hours |
| --- | --- | --- |
| CSCDOG008 | Assess dogs for custodial purposes | 30 |
| CSCDOG009 | Maintain the health and welfare of dogs | 30 |
| CSCDOG010 | Manage detector dogs | 100 |
| CSCDOG011 | Manage dogs for security purposes | 30 |
| CSCDOG012 | Prepare stimulus aids for use with dogs | 30 |
| CSCDOG013 | Train dog handler teams | 100 |
| CSCIDO001 | Protect the safety and welfare of people in immigration detention | 20 |
| CSCIDO002 | Supervise people in immigration detention | 30 |
| CSCINT001 | Negotiate behaviour change | 40 |
| CSCINT002 | Assist offenders to change behaviour | 40 |
| CSCINT003 | Assist offenders to change drug and alcohol use | 70 |
| CSCINT004 | Assess offender risks and needs | 50 |
| CSCINT005 | Support group activities | 20 |
| CSCINT006 | Use therapeutic processes in groups to address offending behaviour | 60 |
| CSCINT007 | Use group processes to address offending behaviour | 40 |
| CSCINT009 | Manage intervention strategies for offenders | 50 |
| CSCITL001 | Manage human sources | 60 |
| CSCITL002 | Analyse information | 60 |
| CSCITL003 | Produce and review standard intelligence products | 60 |
| CSCOFM001 | Support offender services | 30 |
| CSCOFM002 | Monitor people in care or custody | 20 |
| CSCOFM003 | Maintain the health, safety and welfare of offenders | 20 |
| CSCOFM004 | Protect the safety and welfare of vulnerable offenders | 20 |
| CSCOFM008 | Supervise offenders | 30 |
| CSCOFM010 | Support offender to maintain positive relationships | 30 |
| CSCOFM012 | Process offender induction | 40 |
| CSCOFM013 | Provide responsible care to people with a mental health problem and/or condition | 30 |
| CSCOFM014 | Supervise female offenders | 30 |
| CSCOFM015 | Implement planned approach to offender management | 50 |
| CSCOFM017 | Supervise community work programs | 60 |
| CSCOFM018 | Provide guidance and counsel | 60 |
| CSCOFM019 | Manage complex supervision | 40 |
| CSCOFM020 | Coordinate offender management processes | 60 |
| CSCOFM021 | Plan and review services to offenders | 60 |
| CSCOFM022 | Supervise offender management practices | 60 |
| CSCOFM024 | Establish and maintain relationships with community agencies and offenders | 50 |
| CSCOFM025 | Promote cooperative behaviour | 30 |
| CSCOFM026 | Protect the safety and welfare of Aboriginal and Torres Strait Islander offenders | 30 |
| CSCOFM027 | Protect the safety and welfare of young people who have offended | 40 |
| CSCOFM028 | Provide support to offenders in Aboriginal and Torres Strait Islander communities | 30 |
| CSCOFM029 | Respond to offenders influenced by drugs or alcohol | 30 |
| CSCOFM030 | Support offender rehabilitation and reintegration in the community | 50 |
| CSCOFM031 | Establish partnership arrangements with service providers | 50 |
| CSCORG001 | Contribute to achieving the goals of the organisation | 20 |
| CSCORG002 | Communicate effectively | 30 |
| CSCORG003 | Prepare reports | 10 |
| CSCORG004 | Prepare reports for justice agencies | 20 |
| CSCORG007 | Contribute to work unit planning | 30 |
| CSCORG008 | Gather and report complex information | 20 |
| CSCORG009 | Report to a formal inquiry | 15 |
| CSCORG010 | Organise and chair meetings | 30 |
| CSCORG011 | Establish and maintain networks | 30 |
| CSCORG012 | Manage activities to meet client requirements | 40 |
| CSCORG013 | Coordinate a work team | 40 |
| CSCORG014 | Use information to make critical decisions | 40 |
| CSCORG015 | Represent and promote the organisation | 40 |
| CSCORG016 | Coordinate resource allocation and usage | 40 |
| CSCORG017 | Coordinate the implementation of change | 40 |
| CSCORG018 | Manage a work unit | 40 |
| CSCORG019 | Manage teamwork through delegations | 20 |
| CSCORG020 | Manage projects in justice and offender services | 40 |
| CSCORG021 | Determine the effective use of financial resources | 25 |
| CSCORG022 | Manage effective workplace relationships | 50 |
| CSCORG023 | Provide leadership in justice services | 30 |
| CSCORG025 | Manage the delivery of a quality correctional service | 60 |
| CSCORG026 | Establish strategic guidance for correctional services | 60 |
| CSCORG028 | Work effectively with culturally diverse offenders and colleagues | 30 |
| CSCORG029 | Conduct interviews | 15 |
| CSCORG030 | Manage gender diversity and identity needs in a correctional facility | 30 |
| CSCORG031 | Plan and implement changes in justice services | 50 |
| CSCORG032 | Undertake research and report findings within the correctional services environment | 50 |
| CSCSAS001 | Maintain security | 40 |
| CSCSAS002 | Screen access to and exit from premises | 30 |
| CSCSAS003 | Maintain the security of premises | 10 |
| CSCSAS004 | Maintain security of the environment | 10 |
| CSCSAS005 | Contain incidents that jeopardise safety and security | 30 |
| CSCSAS007 | Operate central monitoring station | 60 |
| CSCSAS008 | Maintain security system | 30 |
| CSCSAS009 | Control incidents using defensive tactics | 100 |
| CSCSAS011 | Monitor control room operations | 80 |
| CSCSAS012 | Supervise attendance at court | 25 |
| CSCSAS013 | Manage conflict through negotiation | 20 |
| CSCSAS014 | Monitor and review security systems | 40 |
| CSCSAS015 | Manage threatening behaviour | 20 |
| CSCSAS016 | Provide emergency response to dangerous incidents | 40 |
| CSCSAS017 | Use firearms | 120 |
| CSCSAS018 | Plan responses to incidents that jeopardise safety and security | 50 |
| CSCSAS019 | Determine response to security risks | 30 |
| CSCSAS020 | Manage security | 40 |
| CSCSAS021 | Participate in incident briefing, debriefing and analysis | 40 |
| CSCSAS022 | Conduct searches | 30 |
| CSCSAS023 | Support a response to medical emergencies | 40 |
| CSCTRA001 | Maintain security during escort | 30 |
| CSCTRA002 | Operate security vehicles | 10 |
| CSCTRA003 | Navigate transport | 20 |
| CSCTRA004 | Plan and monitor escorts | 30 |
| CSCWHS001 | Use safe work practices | 10 |
| CSCWHS002 | Supervise occupational health and safety practices | 20 |

CONTACTS AND LINKS

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| **Curriculum Maintenance Manager (CMM)** | | |
| CMM Business Industries | The CMM Service is provided on behalf of Higher Education and Skills.  CMM Service Executive Officers can assist with questions on payable and nominal hours. | Alan Daniel, Executive Officer  C/- Chisholm Institute  PO Box 684 Dandenong VIC 3175  Ph: (03) 9238 8501  Email: [Alan.Daniel@chisholm.edu.au](mailto:Alan.Daniel@chisholm.edu.au) |
| **Service Skills Organisation (SSO)** | | |
| Australian Industry Standards | This SSO is responsible for developing this **CSC Correctional Services Training Package** and can be contacted for further information. | Phone: [(03) 9604 7200](tel:(03)%209604%207200)  Email: [karen.thomson@aistnds.org.au](mailto:karen.thomson@aistnds.org.au)  See [Australian Industry Standards website](https://www.australianindustrystandards.org.au) for more information. |
| **National Register for VET in Australia** | | |
| Training.gov.au (TGA) | TGA is the Australian government’s official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. | See the [National Register](http://training.gov.au/) for more information. |
| **Australian Government** | | |
| Department of Education, Skills and Employment | The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training. | See the [Commonwealth Department of Education, Skills and Employment](https://www.dese.gov.au/) website for more information. |
| **State Government** | | |
| Department of Education and Training (DET) | DET is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria. | (03) 9637 2000  See the [Victorian Department of Education and Training website](http://www.education.vic.gov.au/) for more information. |
| **National VET Regulatory Authority** | | |
| Australian Skills Quality Authority (ASQA) | ASQA is the national regulator for Australia’s VET sector. | Info line: 1300 701 801  See the [ASQA website](http://www.asqa.gov.au/) for more information. |
| **Victorian State VET Regulatory Authority** | | |
| Victorian Registration and Qualifications Authority (VRQA) | The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria. | (03) 9637 2806  See the [VRQA website](http://www.vrqa.vic.gov.au/) for more information. |

GLOSSARY

|  |  |
| --- | --- |
| **Code** | Nationally endorsed Training Package qualification code. |
| **Title** | Nationally endorsed Training Package qualification title. |
| **Unit Code** | Nationally endorsed Training Package unit code. |
| **Unit Title** | Nationally endorsed Training Package unit title. |
| **Maximum Payable Hours** | The maximum number of hours the Victorian Government will subsidise under Skills First funding for the achievement of the minimum realistic vocational outcome of the qualification, as determined by the qualification packaging rules.  The Maximum Payable Hours do not cover every possible combination of core and elective units available for a specific qualification.  Minimum payable hours reflect a calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration. |
| **Scope of Registration** | Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide. |
| **Nominal Hours** | Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DET) and are primarily developed for funding purposes in Victoria. |