

**Victorian Purchasing Guide**  
**for**  
**CSC Correctional Services**  
**Training Package**  
**Release 2**

**February 2020**

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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](#) for more information)

Training Package Release	Date VPG Approved	Comments
CSC Correctional Services Training Package Release No 2	18/02/2020	<p>CSC Correctional Services Training Package Release 2 includes four (4) updated and one (1) new qualification. The new qualification is:</p> <ul style="list-style-type: none"><li>• CSC30219 – Certificate III in Immigration Detention Operations</li></ul> <p>Of the ninety eight (98) Units of Competency the following changes occurred:</p> <ul style="list-style-type: none"><li>• Three (3) new Units of Competency</li><li>• Nine (9) updated Units of Competency of which two (2) were deemed non-equivalent and six (6) deemed equivalent.</li></ul> <p>Further details available <a href="#">here</a>.</p>
CSC Correctional Services Training Package Release No 1	29/10/2015	

# CSC Correctional Services Training Package Release 2 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 **CSC Correctional Services Training Package Release 2** is provided in the Training Package Companion Volume Implementation Guide. (See [Companion Volumes](#) 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 **CSC Correctional Services Training Package Release 2** 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
CSC30119	Certificate III in Correctional Practice	523	550
CSC30219	Certificate III in Immigration Detention Operations	470	495
CSC40115	Certificate IV in Correctional Practice	551	580
CSC50115	Diploma of Correctional Administration	371	390
CSC60115	Advanced Diploma of Correctional Management	304	320

\* Important Note re: CSC20115 Certificate II in Justice Services. The unit of competency PSPGOV208A *Write routine workplace materials* remains a named unit in the core of the Certificate II in Justice Services and must be delivered until this qualification is revised. It is not the usual practice to include an imported unit into the Victorian Purchasing Guide but this is occurring on this occasion to ensure the nominal hours are available. This content will be replaced when the superseded unit is endorsed within this qualification.

## UNITS OF COMPETENCY AND NOMINAL HOURS

Unit Code	Unit Title	Nominal Hours
CSCDOG001	Manage dogs for security purposes	30
CSCDOG002	Maintain the health and welfare of dogs	30
CSCDOG003	Prepare stimulus aids for use with dogs	30
CSCDOG004	Select dogs	30
CSCDOG005	Train detector dogs	100
CSCDOG006	Train dogs for response and control	100
CSCDOG007	Train dogs in agility work	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
CSCINT008	Coordinate intervention strategies for offenders	50
CSCITL001	Manage human sources	60
CSCITL002	Analyse information	60

Unit Code	Unit Title	Nominal Hours
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
CSCOFM023	Establish offender management practices	60
CSCOFM024	Establish and maintain relationships with community agencies and offenders	50
CSCOFM025	Promote cooperative behaviour	30



Unit Code	Unit Title	Nominal Hours
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
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
CSCORG005	Conduct interviews	15
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

Unit Code	Unit Title	Nominal Hours
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
CSCORG024	Plan and implement changes in justice services	50
CSCORG025	Manage the delivery of a quality correctional service	60
CSCORG026	Establish strategic guidance for correctional services	60
CSCORG027	Research issues of concern in correctional services	50
CSCORG028	Work effectively with culturally diverse offenders and colleagues	30
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



Unit Code	Unit Title	Nominal Hours
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
PSPGOV208A*	Write routine workplace materials	30
<p>* Please note, the unit of competency PSPGOV208A <i>Write routine workplace materials</i> remains a named unit in the core of the Certificate II in Justice Services and must be delivered until this qualification is revised. It is not the usual practice to include an imported unit into the Victorian Purchasing Guide but this is occurring on this occasion to ensure the nominal hours are available. This content will be replaced when the superseded unit is endorsed within this qualification.</p>		

## CONTACTS AND LINKS

<b>Curriculum Maintenance Manager (CMM)</b>		
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
<b>Service Skills Organisation (SSO)</b>		
Australian Industry Standards	This SSO is responsible for developing this <b>CSC Correctional Services Training Package</b> and can be contacted for further information.	Phone: (03) 9604 7200 Email: <a href="mailto:katherine.white@australianindustrystandards.org.au">katherine.white@australianindustrystandards.org.au</a> See <a href="#">Australian Industry Standards website</a> for more information.
<b>National Register for VET in Australia</b>		
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 <a href="#">National Register</a> for more information.
<b>Australian Government</b>		
Department of Employment, Skills, Small and Family Business	The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training.	See the <a href="#">Commonwealth Department of Employment, Skills, Small and Family Business website</a> for more information.
<b>State Government</b>		
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 <a href="#">Victorian Department of Education and Training website</a> for more information.
<b>National VET Regulatory Authority</b>		
Australian Skills Quality Authority (ASQA)	ASQA is the national regulator for Australia's VET sector.	Info line: 1300 701 801 See the <a href="#">ASQA website</a> for more information.
<b>Victorian State VET Regulatory Authority</b>		
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 <a href="#">VRQA website</a> for more information.

## GLOSSARY

<b>Code</b>	Nationally endorsed Training Package qualification code.
<b>Title</b>	Nationally endorsed Training Package qualification title.
<b>Unit Code</b>	Nationally endorsed Training Package unit code.
<b>Unit Title</b>	Nationally endorsed Training Package unit title.
<b>Maximum Payable Hours</b>	<p>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.</p> <p>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.</p>
<b>Scope of Registration</b>	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.
<b>Nominal Hours</b>	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.