

**Victorian Purchasing Guide
for
CSC Correctional Services
Release 1**

October 2015



**Department of
Education & Training**



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Victorian Purchasing Guide - Version History

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CSC Correctional Services Training Package Victorian Purchasing Guide

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INTRODUCTION

What is a Victorian Purchasing Guide?

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

Specifically, the VPG provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

- maximum and minimum payable hours available for each qualification.
- nominal hours for each unit of competency within the Training Package.

They also contain sample training programs which reflect a vocational outcome for the particular qualification it has been developed for.

Victorian Government subsidised training

To deliver government subsidised training in Victoria, an RTO must have an approved VET funding contract with the Department of Education and Training (DET).

The VET funding contract and related guidelines set out the requirements that RTOs must abide by to maintain compliance as contracted providers in receipt of government subsidy. The contract and guidelines set standards of behaviour, as well as prescribing minimum requirements with regard to provider practice in the delivery of training services.

For further information relating to obtaining a VET funding contract, please visit the Skills Victoria Training System (SVTS) website: <http://www.education.vic.gov.au/svts>

QUALIFICATIONS

Code	Title	Minimum Payable Hours	Maximum Payable Hours
CSC20115	Certificate II in Justice Services	219	230
CSC30115	Certificate III in Correctional Practice	480	505
CSC40115	Certificate IV in Correctional Practice	551	580
CSC50115	Diploma of Correctional Administration	371	390
CSC60115	Advanced Diploma of Correctional Management	304	320

UNITS OF COMPETENCY

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
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
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
CSCOFM005	Protect the safety and welfare of Aboriginal and Torres Strait offenders	30
CSCOFM006	Respond to offenders influenced by drugs or alcohol	30
CSCOFM007	Protect the safety and welfare of young offenders	40
CSCOFM008	Supervise offenders	30
CSCOFM009	Supervise offenders in the community	50
CSCOFM010	Support offender to maintain positive relationships	30

Unit Code	Unit Title	Nominal Hours
CSCOFM011	Promote cooperative behaviour	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
CSCOFM016	Provide support to offenders in Aboriginal and Torres Strait communities	30
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
CSCWHS001	Use safe work practices	10
CSCWHS002	Supervise occupational health and safety practices	20
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
CSCORG006	Work effectively with culturally diverse offenders and colleagues	30
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

Unit Code	Unit Title	Nominal Hours
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
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
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
CSCSAS006	Respond to medical emergencies	40
CSCSAS007	Operate central monitoring station	60
CSCSAS008	Maintain security system	30
CSCSAS009	Control incidents using defensive tactics	100
CSCSAS010	Conduct searches	30
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

Unit Code	Unit Title	Nominal Hours
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 an incident briefing and debriefing	40
CSCTRA001	Maintain security during escort	30
CSCTRA002	Operate security vehicles	10
CSCTRA003	Navigate transport	20
CSCTRA004	Plan and monitor escorts	30

SAMPLE TRAINING PROGRAMS

The following pages list a range of Sample Training Programs across the different qualification levels within the **CSC Correctional Services Training Package** to demonstrate how units might be packaged to meet a particular vocational outcome.

Occupation	Community Probation Officer	
Qualification Title	Certificate II in Justice Services	
Qualification Code	CSC20115	
Description	This sample training program is appropriate for a person working in the Correctional Services industry as a Community Probation Officer	
Unit Code	Unit Title	Hours
Core		
CSCWHS001	Use safe work practices	10
CSCORG001	Contribute to achieving the goals of the organisation	20
CSCORG002	Communicate effectively	30
CSCSAS001	Maintain security	40
PSPGOV208A	Write routine workplace materials	30
Electives		
CSCTRA002	Contain incidents that jeopardise safety and security	30
HLTAID001	Respond to medical emergencies	40
HLTAID002	Maintain security during escort	30
Total		230

Occupation	Prison Officer	
Qualification Title	Certificate III in Correctional Practice	
Qualification Code	CSC30115	
Description	This sample training program is appropriate for a person working in the Correctional Services industry as a Prison Officer	
Unit Code	Unit Title	Hours
Core		
CSCORG001	Contribute to achieving the goals of the organisation	20
CSCORG002	Communicate effectively	30
CSCORG003	Prepare reports	10
CSCSAS001	Maintain security	40
PSPOHS301A	Contribute to workplace safety	30
Electives		
CHCCM401D	Undertake case management	20
CSCOFM003	Maintain the health, safety and welfare of offenders	20
CSCOFM011	Promote cooperative behaviour	30
CSCOFM012	Process offender induction	40
CSCORG005	Conduct interviews	15
CSCOFM008	Supervise offenders	30
CSCSAS001	Maintain security	40
CSCSAS009	Control incidents using defensive tactics	100
CSCSAS010	Conduct searches	30
CSCSAS013	Manage conflict through negotiation	20
PSPGOV308B	Work effectively with diversity	30
Total		505

Occupation	Senior Officer or Supervisor (Accommodation Unit)	
Qualification Title	Certificate IV in Correctional Practice	
Qualification Code	CSC40115	
Description	This sample training program is appropriate for a person working in the Correctional Services industry as a Senior Officer or Supervisor in an Accommodation Unit.	
Unit Code	Unit Title	Hours
CSCORG006	Work effectively with culturally diverse offenders and colleagues	30
CSCORG008	Gather and report complex information	20
CSCSAS020	Manage security	40
BSBLDR402	Lead effective workplace relationships	50
Group A		
CSCWHS002	Supervise occupational health and safety practices	20
Electives		
Group B: Case Management specialisation		
CSCOFM010	Support offender to maintain positive relationships	30
CSCOFM015	Implement planned approach to offender management	50
CSCOFM018	Provide guidance and counsel	60
CHCCM401D	Undertake case management	20
CHCCM402E	Establish and monitor a case plan	50
Electives		
CSCSAS015	Manage threatening behaviour	20
CSCOFM019	Manage complex supervision	40
Total		430

Occupation	Manager Offender Development or Assistant General Manager	
Qualification Title	Diploma of Correctional Administration	
Qualification Code	CSC50115	
Unit Code	Unit Title	Hours
Core		
CSCORG014	Use information to make critical decisions	40
CSCORG022	Manage effective workplace relationships	50
Electives		
BSBMGT516	Facilitate continuous improvement	60
BSBRSK401	Identify risk and apply risk management processes	50
BSBWOR501	Manage personal work priorities and professional development	60
CSCORG017	Coordinate the implementation of change	40
PSPGOV505A	Promote diversity	50
CSCORG015	Represent and promote the organisation	40
Total		390

Occupation	Prison General Manager	
Qualification Title	Advanced Diploma of Correctional Management	
Qualification Code	CSC60115	
Unit Code	Unit Title	Hours
Core		
CSCORG023	Provide leadership in justice services	30
CSCORG024	Plan and implement changes in justice services	50
Elective units		
CSCORG025	Manage the delivery of a quality correctional service	60
PSPMNGT602B	Manage resources	60
PSPMNGT615A	Influence workforce effectiveness	60
CSCORG026	Establish strategic guidance for correctional services	60
Total:		320

CONTACTS AND LINKS

Curriculum Maintenance Manager (CMM)		
Business Industries	The CMM Service is provided by Executive Officers, across all industry areas covered by Training Packages. They can assist with questions on payable and nominal hours.	Alan Daniel Address: Chisholm Institute P O Box 684 Dandenong VIC 3175 Phone: 03 9238 8501 Email: Alan.Daniel@chisholm.edu.au
Industry Skills Council (ISC)		
Government Skills Australia	This ISC is responsible for developing this Correctional Services Training Package , companion volumes and support material and can be contacted for further information.	Address: Level 11, 147 Pirie Street, Adelaide, SA, 5000 Phone: +61 8 8100 7400 Email: info@governmentskills.com.au
National Register for VET in Australia		
Training.gov.au (TGA)	TGA is the Australian governments' official National Register of information on Training Packages, Accredited Courses, qualifications, units of competency and RTOs.	http://training.gov.au
Australian Government		
Department of Education and Training	The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training.	https://education.gov.au/
Victorian State Government		
Department of Education and Training (DET)	DET is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships policy.	(03) 9637 2000 www.education.vic.gov.au
National VET Regulatory Authority		
Australian Skills Quality Authority (ASQA)	ASQA is the national regulator for Australia's VET sector.	Info line: 1300 701 801 www.asqa.gov.au
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 www.vrqa.vic.gov.au

GLOSSARY

Code	Nationally endorsed Training Package qualification code.
Title	Nationally endorsed Training Package qualification title.
Unit Code	Nationally endorsed Training Package unit of competency code.
Unit Title	Nationally endorsed Training Package unit of competency title.
Payable Hours	The maximum number of hours the Victorian Government will subsidise under the Victorian Training Guarantee for the achievement of the minimum realistic vocational outcome of any 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.
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.