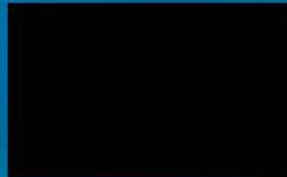


Training Timetable Group 6
Queensland Corrective Services Academy
Custodial Officer Entry Program
03/04/2018 – 08/06/2018 (10 Weeks)



Executive Director
Principle Advisor, Custodial Operations
Training Coordinator
Training Officer
Training Officer

Mr. Alan Butler



CCC EXHIBIT

Custodial Officer Entry Program		03rd April – 08th June 2018		QCS Academy Group 6	
Week 1	Monday 02/04/2018	Tuesday 03/04/2018	Wednesday 04/04/2018	Thursday 05/04/2018	Friday 06/04/2018
0745-0755			Parade	Parade	Parade
0800-0900	HOLIDAYS	QCS Site Orientation Intro to COEP, Admin and Training Teams Official Opening	Corrections in the Criminal Justice System (1)	Introduction to Legislation (1)	Fire Awareness (1)
0900-1000			Code of Conduct (1)		
1000-1015	Morning Tea				
1015-1115	HOLIDAYS	Administration, Class Rules, Registers, Cert III Overview, Organisational Overview	Code of Conduct (1)	Network assess and Uniforms	Note Books (1)
1115-1210				Introduction to Accoutrements and Handcuffs (30 mins)	Observation Skills (1)
1210-1240	Lunch				
1240-1345	HOLIDAYS	Ice Breaker	Professional Boundaries (1)	Powers to Manage (1)	Observation Skills (1)
1345-1445		Goals and Concerns			Log Books & Registers (1)
1445-1500	Afternoon Tea				
Green State					
1500-1600	HOLIDAYS	Roles and Qualities of a CCO	Professional Boundaries (1)	Radios (1)	Headcounts and Musters (1)
1600-1645			Study Skills Awareness		

CCC EXHIBIT

Custodial Officer Entry Program			03rd April – 08th June 2018			QCS Academy Group 6		
Week 2	Monday 09/04/2018		Tuesday 10/04/2018		Wednesday 11/04/2018	Thursday 12/04/2018	Friday 13/04/2018	
0745-0755	Parade		Parade		Parade	Parade	No Parade	
0800-0900	Rights to Information - Evolve		IOMS	QCS Network (1)	Work Health and Safety (1)	Intelligence (2)	EXAM 1	
0900-1000	Information Privacy - Evolve					Illegal Substances (2)		
1000-1015	Morning tea							
1015-1115	QCS Network (1)	IOMS	IOMS	QCS Network Intranet activity and testing	Key Control (1)	Illegal Substances (2)	Security in a Correctional Centre (2)	
1115-1210					Report Writing (2)	Crime Scene Preservation (2)	CERT III Overview	
1210-1240	Lunch							
1240-1345	QCS Network (1)	IOMS	IOMS	QCS Network Intranet activity and testing	Report Writing (2)	Crime Scene Preservation (2)	Case Management (2)	
1345-1445						Substance Testing (Urine) (2)		
1445-1500	Afternoon Tea							
Green State								
1500-1600	QCS Network Intranet activity and testing	IOMS	Obligations - Evolve		Report Writing (2)	Substance Testing (Urine) (2)	Officer Safety	
1600-1645			Domestic Violence - Evolve		Powers of a CSO (Delegations/ Limitations	Substance Testing (Breath) (2)		
1700-2000					Exam 1 Study Group (optional)	Exam 1 Study Group (optional)		

CCC EXHIBIT

Custodial Officer Entry Program		03rd April – 08th June 2018		QCS Academy Group 6	
Week 3	Monday 16/04/2018	Tuesday 17/04/2018	Wednesday 18/04/2018	Thursday 19/04/2018	Friday 20/04/2018
0745-0755	Parade	Parade/ Exam 1 Resit	Parade	Parade	Parade
0800-0830	Situational and Behavioural Awareness (2)	Incident Management	Union	Offender Programs	Cross Cultural Understanding
0830-1000		Recovery Phase (2)	Dog Squad	CCO Role in Rehabilitation	
1000-1015	Morning Tea				
1015-1115	Threat Assessment (2)	Multi-Cultural Understanding	Searches (2)	Breaches (2)	Cross Cultural Understanding
1115-1210	Situational Communication (2)				
1210-1240	Lunch				
1240-1345	First Officer Response (FOR) (2)	CSA Offences (2)	Searches (2)	Breaches (2)	Murri Court
1345-1445					Cross Cultural Understanding (Custodial Operations)
1445-1500	Afternoon Tea				
Green State					
1500-1600	Discrimination (2) ©	Blood Bourne Viruses (BBV) plus assessment	Searches plus case Notes (2)	Breaches (2)	Cross Cultural Understanding Assessment
1600-1645					
1700-2000				Exam 2 Study Group (optional)	Exam 2 Study Group (optional)

CCC EXHIBIT

Custodial Officer Entry Program		03rd April – 08th June 2018		QCS Academy Group 6	
Week 4	Monday 23/04/2018	Tuesday 24/04/2018	Wednesday 25/04/2018	Thursday 26/04/2018	Friday27/04/2018
0745-0755	Parade	Parade	Parade	Exam 2 resit/Parade	No Parade
0800-0900	EXAM 2	C&R	HOLIDAYS	C&R	C&R
0900-1000					
100-1015	Morning tea				
1015-1115	S&R	C&R	HOLIDAYS	C&R	C&R
1115-1210					
1210-1240	Lunch				
1240-1345	S&R	C&R	HOLIDAYS	C&R	C&R
1345-1445					
1445-1500	Afternoon tea				
	Green State				
1500-1600	S&R	C&R	HOLIDAYS	C&R	C&R
1600-1645					Week 5 Placement Brief

CCC EXHIBIT

Custodial Officer Entry Program		03rd April – 08th June 2018	QCS Academy Group 6
Week 5	Centre Placement and Centre Search		
Week 5 of the COEP is designed as a centre placement activity that provides an opportunity for course participants to contextualise the theory component of the program delivered during weeks 1 through 4 in a correctional environment. Along with the chance to observe and participate in the safety and security aspects of the program put into practice by Custodial Correctional Officers on the job.			
Monday 30/04/2018	Duties as per schedule supplied by STC Week 5 Placement briefing conducted at Centre by COEP Training staff		
Tuesday 01/05/2018	Duties as per schedule supplied by STC		
Wednesday 02/05/2018	Duties as per schedule supplied by STC		
Thursday 03/05/2018	Duties as per schedule supplied by STC		
Friday 04/05/2018	Duties as per schedule supplied by STC Week 5 Placement debrief conducted at Centre by COEP Training staff		
It is a requirement that course participants attend the Week 5 Placement in full QCS uniform inclusive of QCS ID, name tag and Officer Note Book. All instructions given by Centre staff are to be followed. If there is a legitimate reason for not being able to attend a Week 5 placement day it is imperative that contact be made with the STC or minder.			

CCC EXHIBIT

Custodial Officer Entry Program		03rd April – 08th June 2018		QCS Academy Group 6	
Week 6	Monday 07/05/2018	Tuesday 08/05/2018	Wednesday 09/05/2018	Thursday 10/05/2018	Friday 11/05/2018
0745-0755	Parade	Parade	Parade	Parade	No Parade
0800-0900	Priority Groups (Special Needs) (3)	Communication (3)	Situational Skills 1	Working effectively with challenging behaviour	EXAM 3
0900-1000	Class Photo				
100-1015	Morning tea				
1015-1115	Suicide Awareness (3)	Assertiveness (3)	Situational Skills 1	Working effectively with challenging behaviour	Assisting Vulnerable Prisoners - SAAT
1115-1215			Unit Management (3)		
1215-1245	Lunch				
1245-1345	Suicide Awareness (3)	Conduct Interviews (3)	Unit Management (3) plus Reporting Services	Working effectively with challenging behaviour	Situational Skills 2
1345-1445					
1445-1500	Afternoon tea				
	Green state				
1500-1600	Scenario: Code Blue/Cut Down Knife NoC and Case Notes	Resilience/Stress Management (3)	Unit Management Role Play	Working effectively with challenging behaviour	Situational Skills 2
1600-1645					Exam 3 Feedback

CCC EXHIBIT

Custodial Officer Entry Program			03rd April – 08th June 2018			QCS Academy Group 6			
Week 7	Monday 14/05/2018	Tuesday 15/05/2018	Wednesday 16/05/2018	Thursday 17/05/2018			Friday 18/05/2018		
0745-0755	Parade	Exam 3 Resit		G1	G2	G3	G1	G2	G3
0800-0900	Scenario Training including Code & CPR (Avalanche)	Situational Skills 3 Assessment	EXAM – Report, Case Note, Breach	FA1 Theory Only	Control Room COPD	Food Safety	FA Prac	WCC Centre Search	COEP Centre Based Activities book
0900-1000						Low Custody			
1000-1015		Situational Skills 3 Assessment	Morning Tea						
1015-1115	Scenario Training including Code & CPR (Avalanche)	Situational Skills 3 Assessment	Sentence Management	FA1 Theory Only	Control room	Hostage plus (FOR) Practical	FA Prac	WCC Centre Search	COEP Centre based cont.
1115-1215									CCO Decision Making
1215-1245	Lunch								
1245-1345	Report, Breach, NoC, Case Notes	Situational Skill 3 if required (Chemical Agents)	Role of Parole Board	FA1 Theory Only	Control room	COPD/ Procedure Research (PPT)	FA Prac	WCC Centre Control Rooms	CCO's IOMS Activities
1345-1445		Chemical Agents	Victims Register						
1445-1500	Afternoon tea								
1500-1600	Report, Breach, NoC, Case Notes	Chemical Agents	Role of P & P	FA1 Theory Only	Control room	COPD/ Procedure Research (PPT)	FA Prac	WCC Centre Control Rooms	CCO's IOMS Activities
1600-1645	Women Offenders								

CCC EXHIBIT

Custodial Officer Entry Program				03rd April – 08th June 2018						QCS Academy Group 6					
Week 8	Monday 21/05/2018			Tuesday 22/05/2018			Wednesday 23/05/2018			Thursday 24/05/2018			Friday 25/05/2018		
0745-0755	G1	G2	G3	G1	G2	G3	G1	G2	G3	G1	G2	G3	G1	G2	G3
0800-0900	FA Qual	FA1 Theory	Control Room COPD	Control Room COPD	FA Prac	WCC Centre Search	WCC Centre Search	FA Qual	FA Theory	COEP Centre Based Activities book	FA3 Prac	Food Safety		FA3 Prac	
0900-1000												Low Custody			
1000-1015	Morning Tea									Morning Tea		Morning Tea			
1015-1115	FA Qual	FA1 Theory	Control room	Control room	FA2 Prac	WCC Centre Search	WCC Centre Search	FA Qual	FA Theory	COEP Centre Based Activities cont.	FA3 Prac	Hostage plus (FOR) Practical		FA3 Prac	
1115-1215										CCO Decision Exercise					
1215-1245	Lunch														
1245-1345	FA Qual	FA1 Theory	Control room	Control room	FA2 Prac	WCC Centre Control Rooms	WCC Centre Control Rooms	FA Qual	FA Theory	CCO's IOMS Activities	FA3 Prac	COPD/ Procedure Research (PPT)		FA3 Prac	
1345-1445															
1445-1500	Afternoon Tea														
Green State															
1500-1520	FA Qual	FA1 Theory	Control room	Control room	FA2 Prac	WCC Centre Control Rooms	WCC Centre Control Rooms	FA Qual	FA Theory	CCO's IOMS Activities	FA3 Prac	COPD/ Procedure Research (PPT)		FA3 Prac	
1520-1645															
1700-2000															

CCC EXHIBIT

Custodial Officer Entry Program		03rd April – 08th June 2018		QCS Academy Group 6	
Week 9	Monday 28/05/2018	Tuesday 29/05/2018	Wednesday 30/05/2018	Thursday 31/05/2018	Friday 01/06/2018
0745-0755	Parade	Parade	Parade	Parade	Parade
0800-0900	Graduation Practice	Graduation Practice	Graduation Practice	Domestic Violence	REAP (Radicalisation and Extremism Awareness Program) DCSIG
0900-1000	External Escorts				
1000-1015	Morning Tea				
1015-1115	External Escorts	Cert III Theory and Practical Exercises	Graduation Preparation	Domestic Violence	Social Media DCSIG
1115-1215			Graduation (11.45 line up)		
1200-1245	Lunch		Graduation (1200)	Lunch	
1300-1400	External Escorts	Graduation Practice (Police Bagpipe Band)	Graduation (Light Refreshments)	Q Bank	Course Closure
1400-1445			Graduation/Gym Clean up	Your Q Super	
1445-1500	Afternoon Tea				
Green State					
1500-1600	External Escorts Contingency	Course Evaluation		Rem Serve	
1600-1645	External Escorts Assessment			Chaplains Address	

CCC EXHIBIT

Custodial Officer Entry Program		03rd April – 08th June 2018	QCS Academy Group 6
Week 10	On-the-Job-Orientation		
<p>Week 10 of the COEP is designed as the first opportunity for course participants to work as a custodial officer. Participants are expected to put into practice everything learned over the previous 9 weeks and attend training about their specific environment and receive a workplace orientation, preparing them for their first shift.</p> <p>The Staff Training Coordinator (STC) of the centre is responsible for coordinating the one week on-the-job activities.</p>			
Monday 04/06/2018	Meet with the Centre's Staff Training Coordinator (STC) or minder. Duties as per schedule supplied by STC.		
Tuesday 05/06/2018	Duties as per schedule supplied by STC.		
Wednesday 06/06/2018	Duties as per schedule supplied by STC.		
Thursday 07/06/2018	Duties as per schedule supplied by STC.		
Friday 08/06/2018	Duties as per schedule supplied by STC. Attend sign off meeting with COEP Training Officer, STC, Human Resources Manager and Supervisor.		
<p>It is a requirement that course participants attend the Week 10 Placement wearing full QCS uniform inclusive of QCS ID, name tag and be in possession of their Officer Note Book.</p> <p>If there is a legitimate reason for not being able to attend a Week 10 placement day it is imperative that contact be made with the STC or assigned minder.</p>			