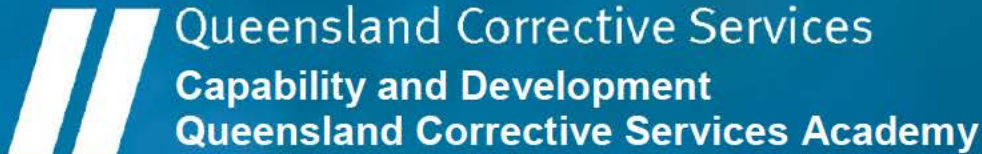


Growing leaders
Building skills
Shaping careers

CERTIFICATE III IN CORRECTIONAL PRACTICE CUSTODIAL CSC30115

Workplace Assessment Record

RTO CODE: 5292



Name of Learner: _____

Unique Student Identifier (USI): _____

Workplace: _____

Course Offer: _____

CCC EXHIBIT

Used for training and assessment purposes by the Queensland Corrective Services Registered Training Organisation (5292)

For information regarding this material contact the Manager Operational Training, Queensland Corrective Services Academy, LMB 1000, Archerfield Bris Qld 4108.

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Workplace Content Expert Signatures List

Workplace Content Experts (WCE) who are conducting the whole or any part of activity assessments in this instrument must place their name, signature and date of signature below.

Name of Workplace Content Expert /Supervisor: (Please Print)	Signature	Initials	Location

Performance Review (PR)		
PR Schedule	Date Completed	Signature
1 st PR (3 month) QCSA Attendance		
2 nd PR (9 month)		
	13 tasks of the Certificate III Workplace Assessment record must be completed by 9 month performance review	

Acronyms List	
PR	Performance Review
COEP	Custodial Officer Entry Program
STC	Staff Training Coordinator
QCSA	Queensland Corrective Services Academy
IOMS	Integrated Offender Management System
QCS	Queensland Corrective Services
CSU	Safety Unit
MSU	Maximum Security Unit
DU	Detention Unit
DCS	Department of Community Safety
PPE	Personal Protective Equipment
NOC	Notification Of Concern
PAHSU	Princess Alexandra Hospital Secure Unit
WCE	Workplace Content Expert (have trainer and assessor competencies)

INFORMATION FOR LEARNERS

CERTIFICATE III IN CORRECTIONAL PRACTICE (CUSTODIAL) STRUCTURE

For the Certificate III in Correctional Practice (Custodial) (CSC30115) packaged within the *Correctional Services Training Package* (CSC15), learners are required to achieve competence in sixteen (17) units.

The Queensland Corrective Services Academy has structured its delivery of the Certificate III program utilising seventeen (17) units of competence as follows:

1	CSCORG005	Conduct interviews
2	CSCOFM008	Supervise offenders
3	CSCOFM004	Protect the safety and welfare of vulnerable offenders
4	CHCCM401D	Undertake case management
5	CSCOFM005	Protect the safety and welfare of Aboriginal and Torres Strait offenders
6	CSCOFM011	Promote cooperative behaviour
7	CSCORG002	Communicate effectively
8	CSCORG001	Contribute to achieving the goals of the organisation
9	CSCSAS001	Maintain security
10	CSCSAS008	Maintain security system
11	CSCSAS009	Control incidents using defensive tactics
12	CSCSAS010	Conduct searches
13	CSCSAS006	Respond to medical emergencies
14	CSCSAS007	Operate central monitoring station
15	PSPOHS301A	Contribute to workplace safety
16	CSCORG003	Prepare reports
17	CSCSAS005	Contain incidents that jeopardise safety and security

At the completion of the COEP, learners have approximately ten months on-the-job to expand on the skills and knowledge taught, demonstrate competence and to complete the Certificate III in Correctional Practice (Custodial).

Purpose

The Certificate III in Correctional Practice has been endorsed by Queensland Corrective Services as the minimum requirement for Custodial Correctional Officers to work within this agency.

Employees must complete their Certificate III in Correctional Practice within 12 months from the day they were appointed (commencement date with QCS).

Assessment

This record book has been developed to be used by the learner and a workplace content expert, to assess whether the learner has achieved competency against the units of competence within the Correctional Services Training package.

This booklet is used to record the evidences provided for workplace assessment and the assessment outcome decided by a workplace content expert. The booklet is also to record how assessment was conducted and provides a place for the Staff Training Coordinator to confirm the assessment process.

Learners are required to have a Correctional Supervisor complete the third party reports in this booklet and it is also a requirement that **2 formal probationary period Performance Review (PR) meetings**

must be held. The Staff Training Coordinator (STC) will monitor your progress throughout the probationary period and is required to sign in the PR section of this booklet to acknowledge they have met as part of this process.

Following the completion of this booklet, you must keep all evidences for a *minimum of fifty days after the assessment result*. Reports and case notes will be accessed in IOMS; Staff Training Coordinators and Workplace Content Experts will assess these records to ensure they meet the agency standards and RTO requirements. The Lead Assessor at the QCSA will ensure that the assessment and evidences meets all requirements and the Queensland Corrective Services Registered Training Organisation's standards. This booklet will be kept at the Academy as per RTO retention policy.

Holistic Assessment

Holistic assessment focuses on the assessment of whole work activities rather than specific units of competency. In conducting a holistic assessment for the Certificate III in Correctional Practice the whole work tasks have been designed around 17 key tasks.

Key Task Sections	Units of Competence Achieved
Offender Management <ol style="list-style-type: none"> 1. Conduct Interviews 2. Assess background of offenders for indicators of special needs 3. Monitor, supervise and respond to needs of prisoners 4. Monitor, supervise and respond to needs of Indigenous prisoners 5. Seek specialist advice and make referrals 6. Manage Conflict 7. Participate in briefings, debriefings and meetings to support prisoner needs 8. Produce written material consistent with offender management policies and procedures 	CSCORG005 Conduct interviews CSCOFM008 Supervise offenders CSCOFM004 Protect the safety and welfare of vulnerable offenders CHCCM401D Undertake case management CSCOFM005 Protect the safety and welfare of Aboriginal and Torres Strait offenders CSCOFM011 Promote cooperative behaviour CSCORG002 Communicate effectively CSCORG003 Prepare reports
Safety and Security <ol style="list-style-type: none"> 9. Conduct searches of the environment and property 10. Conduct searches of people 11. Operate Central Monitoring Stations and Security Equipment 12. Conduct Headcounts, Musters and Security Observations 13. Secure and preserve unauthorised items in accordance with procedures 14. Manage movement, transfers and inductions of prisoners 15. Identify, interpret and respond to incidents/emergencies in accordance with procedures 16. Participate in briefings and debriefings 17. Provide documents/reports in accordance with safety and security procedures 	CSCSAS001 Maintain security CSCSAS008 Maintain security system CSCSAS009 Control incidents using defensive tactics CSCSAS010 Conduct searches CSCSAS006 Respond to medical emergencies CSCSAS007 Operate central monitoring station PSPHOS301A Contribute to workplace safety CSCORG003 Prepare reports CSCSAS005 Contain incidents that jeopardise safety and security

To achieve the Certificate III in Correctional Practice you must complete and be assessed as competent in all 17 key tasks. If the you leave the Agency prior to fully completing all key tasks, Statements of Attainment may be provided if the you have completed the entire key tasks section as demonstrated above.

Assessment Plan and Schedule

The tasks for Offender Management and Safety and Security have been sequenced to assist you in completing key tasks, 1 through to 17. You can commence the Certificate III assessment process by following either the Offender Management Key Tasks starting at 1; or Safety or Security Key Tasks starting at 9 and following the sequence from that point.

You should meet with the Staff Training Coordinator to provide you with a list of registered workplace content experts within your workplace. The STC may wish to nominate a workplace content expert for you.

Officers must clearly demonstrate that they are completing their Certificate III **prior** to 9 month PR. It is a requirement that officers demonstrate evidences are being listed in their Evidence Portfolios as this will assist you in completing the qualification within the 12 month timeframe. Thirteen (13) tasks **MUST** be assessed prior to the 9 month Performance Review

Offender Management Activities	Assessment Plan			
	Start Date	Third Party Evidence Report	9 month Performance Review	Planned Assessment Date
Demonstration- how to complete	<i>(Date commenced at Centre) 16 March 2018</i>	<i>(Completed in consultation with supervisor) Jan 2019</i>	<i>(Write 9 month date due) 16 Sept 2018</i>	<i>(Date that is negotiated with WCE)</i>
Task 1 Conduct interviews				
Task 2 Assess background of offenders for indicators of special needs				
Task 3 Monitor, supervise and respond to needs of prisoners				
Task 4 Monitor, supervise and respond to needs of Indigenous prisoners				
Task 5 Seek specialist advice and make referrals				
Task 6 Manage Conflict				
Task 7 Participate in briefings, debriefings and meetings to support prisoner needs				
Task 8 Produce written material consistent with policies and procedures				

Assessment Plan and Schedule

Safety and Security Activities	Assessment Plan			
	Start Date	Third Party Evidence Report	9 month Performance Review	Planned Assessment Date
Demonstration- how to complete	<i>(Date commenced at Centre) 16 March 2018</i>	<i>(Completed in consultation with supervisor) Jan 2019</i>	<i>(Write 9 month date due) 16 Sept 2018</i>	<i>(Date that is negotiated with WCE)</i>
Task 9 Conduct searches of the environment and property				
Task 10 Conduct searches of people				
Task 11 Operate Central Monitoring Stations and Security Equipment				
Task 12 Conduct Headcounts, Musters and Security Observations				
Task 13 Secure and preserve unauthorised items in accordance with procedures				
Task 14 Manage movement, transfers and inductions of prisoners				
Task 15 Identify, interpret and respond to incidents/emergencies in accordance with procedures				
Task 16 Participate in briefings and debriefings				
Task 17 Provide documents/reports in accordance with safety and security procedures				

Effective Assessment

To assist you in preparing and undertaking assessment it is required you:

- **LIST YOUR TASKS IN THE EVIDENCE PORTFOLIO FIRST (on pages 21 and 38)**
- organise what evidences in the portfolio to identify what task they relate to
- organise sufficient time to do task
- look for a time so there are no distractions or interruptions during the assessment
- ask your STC to identify a workplace content expert who may be on a similar roster
- be prepared to receive constructive feedback and adjust where necessary to develop your skills and knowledge
- be prepared to ask your supervisor to provide Third Party Reports
- be prepared for an workplace content expert to observe you undertaking a range of tasks. For each key task you will be required to be assessed a minimum of three different times
- be prepared to provide copies of products that will be sighted by the workplace content expert such as reports that you have written and copies of logs that you have kept
- also, be prepared to respond to oral or written questions to confirm your knowledge

Assessment Methods

The assessment method is the way a learner is assessed – the way they provide evidence of competence.

1. Demonstration

Any practical form of display that happens can be termed a demonstration. This includes simulation and performance of a task or skill.

2. Interview

A standard set of questions is agreed across workplace content expert beforehand, then these are answered orally by the learner. This method of assessment works well where there is no 'right' answer and the workplace content expert is looking to see capacity to make a professional judgement.

3. Report

A report provides information about something that has happened. Formal reports have a specific structure. Informal reports may be case notes, log books, hand over logs, registers, note books etc.

4. Work documents

A learner may be asked to present documents that have been completed as part of their work routine.

5. Work observation

When the workplace content expert observes the learner doing their job to see that they are completing the tasks appropriately, this is workplace observation.

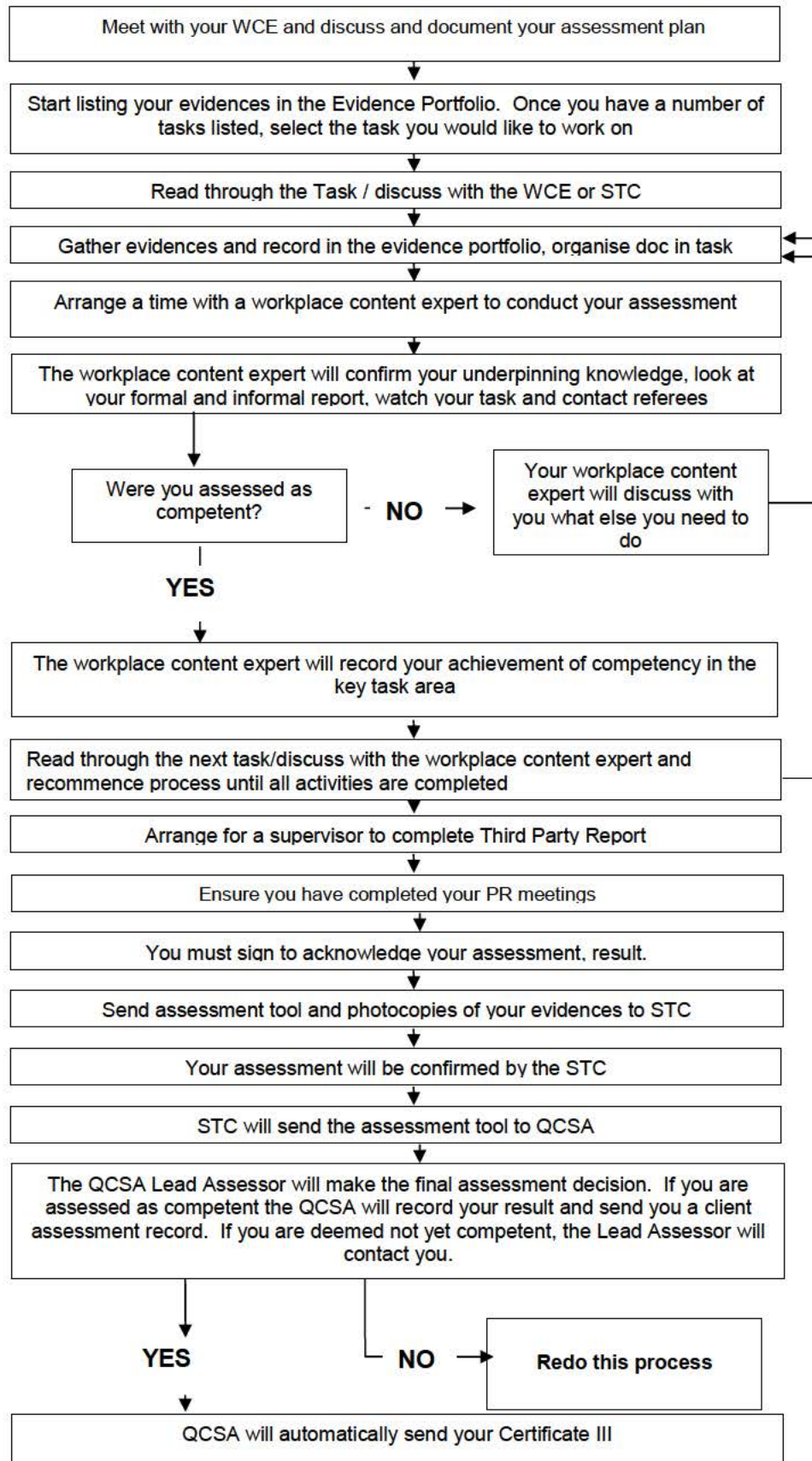
6. Simulation

Simulations can be conducted as a last option when learners have not been provided with the opportunity to demonstrate skills and knowledge. Refer to the Certificate III in Correctional Practice - Exemplar for further information.

Assessment Process

It is recommended that learners meet with the Staff Training Coordinator as soon as practicable on arrival in the workplace. The Staff Training Coordinator will take the you through the following processes and the rules of evidence.

Assessment Process



Rules of Evidence**1. Valid**

Content validity means the assessment instrument is representative of the skills that it is supposed to measure. The instrument covers the knowledge and skills that are essential to competent performance as set out in the unit of competency.

2. Sufficient

Sufficiency relates to the quality and quantity of evidence presented for assessment. It requires collection of enough appropriate evidence as set out in the critical aspects of evidence for the unit of competency.

3. Authentic

The instrument allows an workplace content expert to be assured that the evidence presented for assessment is the learner's own work.

4. Current

The assessment allows enough current evidence to be collected to make a decision of competent/not yet competent.

Offender Management

Instructions

This section is for recording of activities and tasks, observed, verbal and written that you have undertaken in the workplace.

You are to be observed participating / fulfilling responsibilities and duties according to Queensland Corrective Services procedures.

Important

Within each task section you must perform one of the listed tasks on three (3) separate occasions.

Reports

For each key task area, a formal report or an informal report which evidences the specific task area is required. For example 'Conduct Searches of People' – written formal report that clearly indicates the facts: location, what occurred, time and date and who was involved. **Hardcopies are not required (unless specified), please provide Prisoner ID number or Incident/breach number from IOMS.**

It is acceptable to provide case notes as formal reports if this product is the actual workplace document required and it meets the agency standards.

Your workplace content expert will assess, record and date competency for the task or duties demonstrated or observed in the key task section for each task. You will be required to provide workplace samples of evidence for the defined tasks.

Listed below are the Offender Management units that will be assessed in the section:

CSCOFM004 Protect the safety and welfare of vulnerable offenders
CHCCM401D Undertake Case Management
CSCOFM005 Protect the safety and welfare of Aboriginal and Torres Strait offenders
CSCORG001 Contribute to achieving the goals of the organisation

CSCORG003 Prepare reports
CSCOFM011 Promote cooperative behaviour
CSCOFM008 Supervise offenders
CSCORG005 Conduct interviews
CSCORG002 Communicate Effectively

Key activity areas

On the following pages record workplace evidence that demonstrate your satisfactory performance in the following Offender Management Key Tasks, as documented by you.

1. Conduct Interviews
2. Assess background of offenders for indicators of special needs
3. Monitor, supervise and respond to needs of prisoners
4. Monitor, supervise and respond to needs of Indigenous prisoners
5. Seek specialist advice and make referrals
6. Manage Conflict
7. Participate in briefings, debriefings and meetings to support prisoner needs
8. Produce written material consistent with policies and procedures

This Certificate III booklet must have evidences within it that have been transcribed/documentated Only by the learner whose name is found on the front cover of this booklet.

Offender Management Performance Evidence Checklist		
Tasks 1: CONDUCT INTERVIEWS		
Conduct Interviews, analyse and report:		
Tasks: (Must indicate what task number you use for each assessment)		
1. Induction/reception 2. Behavioural/breaches of Discipline 3. Work placements/employment	4. Case management 5. Inappropriate relationships 6. Accommodation application interviews	
Assessment 1.1 - Task No _____		
Date: _____	Location/Post: _____	Conduct interview with Prisoner IOMS Number: _____
Overview situation: _____		Observed by: _____ (WCE/Supervisor Print Name)
Assessment 1.2 - Task No _____		
Date: _____	Location/Post: _____	Conduct interview with Prisoner IOMS Number: _____
Overview situation: _____		Observed by: _____ (WCE/Supervisor Print Name)
Assessment 1.3 - Task No _____		
Date: _____	Location/Post: _____	Conduct interview with Prisoner IOMS Number: _____
Overview situation: _____		Observed by: _____ (WCE/Supervisor Print Name)
Observation Checklist: (all assessment criteria must be met on each occasion)		
<u>Learner has demonstrated competence in:</u> <input type="checkbox"/> <u>planning an interview</u> <input type="checkbox"/> checks and confirms all relevant information for interview <input type="checkbox"/> organises appropriate time, location for interview and considers any resource requirements <input type="checkbox"/> considers safety requirements/prepared for possible contingency <input type="checkbox"/> <u>conducting an interview</u> <input type="checkbox"/> logically explains purpose and objectives interview <input type="checkbox"/> clarifies information about conditions and compliance with correctional centre requirements <input type="checkbox"/> outlines environmental sustainability requirements e.g. food, water and energy practices <input type="checkbox"/> observes and questions prisoner in relation to recognised needs or assesses change in behaviours and responds to risk <input type="checkbox"/> communicates effectively to individuals and groups and encourages them to deal with issues or concerns <input type="checkbox"/> communicates appropriately to Indigenous people and persons from other cultures <input type="checkbox"/> deals with conflict, lack of cooperation and resistance <input type="checkbox"/> prepared for possible conflict and has contingency for such situations <input type="checkbox"/> <u>implementing decisions</u> <input type="checkbox"/> identifies key issues and takes action <input type="checkbox"/> confirms direction and reinforces options for positive progression <input type="checkbox"/> makes referrals as required and/or provides feedback to key people <input type="checkbox"/> documents outcomes of interview as per procedure		
Reports and Case Notes: – You cannot use the example from this task in another task area		
<u>Actual</u> case management report or case note that was identified in Tasks 1.1, 1.2 or 1.3 Item/Title _____ Date: _____		Work Sample Prisoner IOMS Number/or IOMS Incident Number: _____
<u>Actual</u> case management report or case note that was identified in Tasks 1.1, 1.2 or 1.3 Item/Title _____ Date: _____		Work Sample Prisoner IOMS Number/or IOMS Incident Number: _____
Confirmed all tasks and work samples provided meet observation/assessment criteria and agency standards		
Workplace Content Expert Name: _____		Satisfactory / NY Satisfactory
Workplace Content Expert Signature: _____		Date: _____

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Learner:

Task 2: ASSESS BACKGROUND OF OFFENDERS FOR INDICATORS OF SPECIAL NEEDS		
Assess background of offenders for indicators of special needs in relation to:		
Tasks: (Must indicate what task number you use for each assessment)		
1. Aboriginal and Torres Strait Islander cultural needs	4. Mental illness conditions	
2. Disabilities	5. Female specific needs	
3. Health conditions	6. Multicultural specific needs	
Assessment 2.1 - Task No _____		
Date:	Location/Post:	Assess & respond to Prisoner IOMS Number:
Overview situation:		Observed by: (WCE/Supervisor Print Name)
Assessment 2.2 - Task No _____		
Date:	Location/Post:	Assess & respond to Prisoner IOMS Number:
Overview situation:		Observed by: (WCE/Supervisor Print Name)
Assessment 2.3 - Task No _____		
Date:	Location/Post:	Assess & respond to Prisoner IOMS Number:
Overview situation:		Observed by: (WCE/Supervisor Print Name)
Observation Checklist: (all assessment criteria must be met on each occasion)		
<u>Learner has demonstrated competence in:</u>		
<input type="checkbox"/> <u>using prisoner information to determine needs</u> <input type="checkbox"/> checks handover logs and consults with staff <input type="checkbox"/> checks IOMS and case notes <input type="checkbox"/> <u>identifying risks to the safety and welfare prisoners</u> <input type="checkbox"/> observes/monitors prisoners for changes in behaviour/routines <input type="checkbox"/> questions prisoner to determine mood, emotions and areas of concern <input type="checkbox"/> communicates in a non-discriminatory way <input type="checkbox"/> <u>responding to prisoners at risk</u> <input type="checkbox"/> assesses security, safety and welfare and responds following agency procedures relevant to the situation <input type="checkbox"/> communicates clearly to prisoner to promote awareness situation and to bring about positive progress <input type="checkbox"/> takes action and reports information promptly to authorised staff <input type="checkbox"/> <u>present information within formal and informal settings</u> <input type="checkbox"/> liaises with support services and other relevant parties <input type="checkbox"/> communicates information accurately <input type="checkbox"/> follow-up and implement agreed actions from case plan <input type="checkbox"/> writes up case notes and provides written reports as per agency requirement		
Reports and Case Notes: – You cannot use the example from this task in another activity area		
<u>Actual</u> formal officer/breach/incident/ behaviour report/NOC/case note that was identified in Tasks 2.1,2.2 or 2.3		Work Sample
Item/Title _____ Date: _____		Prisoner IOMS Number/or IOMS Incident Number:
<u>Actual</u> case management report or case note that was identified in Tasks 2.1,2.2 or 2.3		Work Sample
Item/Title _____ Date: _____		Prisoner IOMS Number/or IOMS Incident Number:
Confirmed all tasks and work samples provided meet observation/assessment criteria and agency standards		
Workplace Content Expert Name:		Satisfactory / NY Satisfactory
Workplace Content Expert Signature:		Date:

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Learner:

Task 3: MONITOR, SUPERVISE AND RESPOND TO NEEDS OF PRISONERS	
Tasks: (Must indicate what task number you use for each assessment)	
1. Inductions and receptions 2. Work and sporting activities 3. Supervise accommodation blocks and detention units	4. Workshops, stores, kitchen, medical, education, visits 5. Escorts 6. Courts
Assessment 3.1 - Task No _____	
Date: _____	Location/Post: _____ Manage needs of Prisoner IOMS Number: _____
Overview situation: _____ Observed by: (WCE/Supervisor Print Name)	
Assessment 3.2 - Task No _____	
Date: _____	Location/Post: _____ Manage needs of Prisoner IOMS Number: _____
Overview situation: _____ Observed by: (WCE/Supervisor Print Name)	
Assessment 3.3 - Task No _____	
Date: _____	Location/Post: _____ Manage needs of Prisoner IOMS Number: _____
Overview situation: _____ Observed by: (WCE/Supervisor Print Name)	
Observation Checklist: (all assessment criteria must be met on each occasion)	
<u>Learner has demonstrated competence in:</u>	
<input type="checkbox"/> <u>monitoring security and behaviour</u> <input type="checkbox"/> conducts security audits and checks <input type="checkbox"/> conducts headcounts and musters <input type="checkbox"/> observes behaviour and responses using questioning to determine areas of concern <input type="checkbox"/> checks accuracy of information <input type="checkbox"/> <u>monitoring needs and concerns</u> <input type="checkbox"/> promotes confidence and trust and takes positive approach to addressing concerns <input type="checkbox"/> maintains health and hygiene of prisoners <input type="checkbox"/> encourages attendance to recommended programs <input type="checkbox"/> confirms the services and support required to assist prisoners address court orders or centre requirements <input type="checkbox"/> <u>supervising offenders</u> <input type="checkbox"/> interviews prisoner as part of case plan and makes appropriate case notes <input type="checkbox"/> raises issues with prisoners and assists them to address concerns <input type="checkbox"/> responds to potential risks and implements intervention strategies as per procedure <input type="checkbox"/> monitors movements and transfers of prisoners to ensure healthy environment <input type="checkbox"/> supervises work/routine activities <input type="checkbox"/> seeks specialist advice and makes referrals and provides reports promptly were required <input type="checkbox"/> uses advice from support specialists to manage prisoner as per case plan	
Reports and Case Notes: – You cannot use the example from this task in another task area	
<u>Actual</u> formal officer/breach/incident/ behaviour report/case note that was identified in Tasks 3.1,3.2 or 3.3	Work Sample
Item/Title _____ Date: _____	Prisoner IOMS Number/or IOMS Incident Number: _____
<u>Actual</u> case management report or case note that was identified in Tasks 3.1,3.2 or 3.3	Work Sample
Item/Title _____ Date: _____	Prisoner IOMS Number/or IOMS Incident Number: _____
Confirmed all tasks and work samples provided meet observation/assessment criteria and agency standards	
Workplace Content Expert Name: _____	Satisfactory / NY Satisfactory
Workplace Content Expert Signature: _____	Date: _____

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Learner:

Task 4: MONITOR, SUPERVISE AND RESPOND TO NEEDS OF INDIGENOUS PRISONERS			
Tasks: (Must indicate what task number you use for each assessment)			
1. Inductions and receptions	4. Workshops, stores, kitchen, medical, education, visits		
2. Work and sporting activities	5. Escorts		
3. Supervise accommodation blocks and detention units	6. Courts		
Assessment 4.1 - Task No _____			
Date:	Location/Post:	Manage Indigenous Prisoner IOMS Number:	
Overview situation:		Observed by: (WCE/Supervisor Print Name)	
Assessment 4.2 - Task No _____			
Date:	Location/Post:	Manage Indigenous Prisoner IOMS Number:	
Overview situation:		Observed by: (WCE/Supervisor Print Name)	
Assessment 4.3 - Task No _____			
Date:	Location/Post:	Manage Indigenous Prisoner IOMS Number:	
Overview situation:		Observed by: (WCE/Supervisor Print Name)	
Observation Checklist: (all assessment criteria must be met on each occasion)			
<u>Learner has demonstrated competence in:</u>			
<input type="checkbox"/> <u>monitoring and responding to changes in prisoner behaviour and potential risks</u> <ul style="list-style-type: none"> <input type="checkbox"/> maintains standards of security and ensures safe and healthy environment <input type="checkbox"/> checks accuracy of information received to determine response required <input type="checkbox"/> uses interpersonal strategies to build rapport and professional relationship of trust and confidence with indigenous prisoners <input type="checkbox"/> adapts communication to reflect and respect cultural values <input type="checkbox"/> makes informed decisions based on knowledge and impact of cultural and personal values <input type="checkbox"/> assists prisoner to understand conditions <input type="checkbox"/> provides advice to supervisor/support staff in relation to prisoner dynamics including transfer or movement of prisoners <input type="checkbox"/> responds to concerns and incidents according to risk and as per procedure <input type="checkbox"/> reports any breaches of security or safety promptly 			
<input type="checkbox"/> <u>seeks advice and support from Indigenous staff to manage prisoners</u> <ul style="list-style-type: none"> <input type="checkbox"/> recognises roles of support services <input type="checkbox"/> discusses individual plans with prisoner and participates in development of individual plans <input type="checkbox"/> raises issues with prisoner and provides appropriate encouragements to meet agreed outcomes <input type="checkbox"/> implements and monitors individual plans 			
Reports and Case Notes: – You cannot use the example from this task in another task area			
<u>Actual</u> formal officer/breach/incident/ behaviour report/NOC/case note that was identified in Tasks 4.1,4.2 or 4.3		Work Sample	
Item/Title_____ Date:_____		Prisoner IOMS Number/or IOMS Incident Number:	
<u>Actual</u> case management report or case note that was identified in Tasks 4.1,4.2 or 4.3		Work Sample	
Item/Title_____ Date:_____		Prisoner IOMS Number/or IOMS Incident Number:	
Confirmed all tasks and work samples provided meet observation/assessment criteria and agency standards			
Workplace Content Expert Name:		Satisfactory / NY Satisfactory	
Workplace Content Expert Signature:		Date:	

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Learner:

Task 5: SEEK SPECIALIST ADVICE AND MAKE REFERRALS		
Tasks: (Must indicate what task number you use for each assessment)		
1. Special needs e.g. Aboriginal and Torres Strait Islander prisoners	5. Family and personal trauma	
2. Multicultural specific needs,	6. Cultural and social alienation	
3. Health conditions	7. Drug and substance abuse	
4. Sentence Management	8. Programs and Education	
Assessment 5.1 - Task No _____		
Date:	Location/Post:	Identify & refer Prisoner IOMS Number:
Overview situation:		Observed by: (WCE/Supervisor Print Name)
Assessment 5.2 - Task No _____		
Date:	Location/Post:	Identify & refer Prisoner IOMS Number:
Overview situation:		Observed by: (WCE/Supervisor Print Name)
Assessment 5.3 - Task No _____		
Date:	Location/Post:	Identify & refer Prisoner IOMS Number:
Overview situation:		Observed by: (WCE/Supervisor Print Name)
Observation Checklist: (all assessment criteria must be met on each occasion)		
<u>Learner has demonstrated competence in:</u>		
<input type="checkbox"/> <u>Identifying issues and concerns</u> <ul style="list-style-type: none"> <input type="checkbox"/> Checks and assesses all information on prisoner to confirm appropriate action <input type="checkbox"/> Monitors security and prisoner behaviour and responds to risk <input type="checkbox"/> Raises issues with prisoner to assist in addressing issues <input type="checkbox"/> clarifies and provides accurate information on prisoner <input type="checkbox"/> reports information promptly according to agreed practice <input type="checkbox"/> refers/liases with support services 		
<input type="checkbox"/> <u>uses advice from specialists</u> <ul style="list-style-type: none"> <input type="checkbox"/> liaises with support services <input type="checkbox"/> provides clear and accurate information to support services/team members <input type="checkbox"/> participates in case plan and encourages prisoner to address concerns and remove any barriers <input type="checkbox"/> provides prisoner with feedback on progress <input type="checkbox"/> implements and monitors individual plans 		
Reports and Case Notes: – You cannot use the example from this task in another task area		
<u>Actual</u> case management report or case note that was identified in Tasks 5.1,5.2 or 5.3		Work Sample
Item/Title: _____ Date: _____		Prisoner IOMS Number/or IOMS Incident Number:
<u>Actual</u> case management report or case note that was identified in Tasks 5.1,5.2 or 5.3		Work Sample
Item/Title: _____ Date: _____		Prisoner IOMS Number/or IOMS Incident Number:
Confirmed all tasks and work samples provided meet observation/assessment criteria and agency standards		
Workplace Content Expert Name:		Satisfactory / NY Satisfactory
Workplace Content Expert Signature:		Date:

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Certificate III in Correctional Practice Assessment Tool

Learner:

Task 6: MANAGE CONFLICT		
Tasks: (Must indicate what task number you use for each assessment)		
1. Self harm	4. Assaulting/harming others e.g. physical violence	
2. Physical injury	5. Inappropriate relationships/behaviours	
3. Illness	6. Sexual behaviour	
Assessment 6.1 - Task No _____		
Date:	Location/Post:	Manage situation with Prisoner IOMS Number:
Overview situation:		Observed by: (WCE/Supervisor Print Name)
Assessment 6.2 - Task No _____		
Date:	Location/Post:	Manage situation with Prisoner IOMS Number:
Overview situation:		Observed by: (WCE/Supervisor Print Name)
Assessment 6.3 - Task No _____		
Date:	Location/Post:	Manage situation with Prisoner IOMS Number:
Overview situation:		Observed by: (WCE/Supervisor Print Name)
Observation Checklist: (all assessment criteria must be met on each occasion)		
<u>Learner has demonstrated competence in:</u>		
<input type="checkbox"/> Assess the situation, observes prisoners body language, surrounds for potential threats <input type="checkbox"/> responding to incidents and breaches of rules/procedures <input type="checkbox"/> maintains standards of security, safety, health and hygiene of prisoners <input type="checkbox"/> negotiates and uses defusing strategies to minimise effects on prisoner/unit/location <input type="checkbox"/> uses negotiation to examine cause and effect and assists prisoner to express concerns <input type="checkbox"/> challenges unacceptable behaviour <input type="checkbox"/> encourages appropriate responsibility and the consequences of inappropriate behaviour <input type="checkbox"/> remains calm and confident in difficult and uncertain situations <input type="checkbox"/> responds to emergencies immediately and according to risk and as per procedure <input type="checkbox"/> incidents are reported to relevant staff and management <input type="checkbox"/> written reports provided promptly and stored in accordance with security requirements <input type="checkbox"/> case notes are added to prisoner case plan		
Reports and Case Notes: – You cannot use the example from this task in another task area		
<u>Actual</u> formal officer/breach/incident/ behaviour report/NOC/case note that was identified in Tasks 6.1,6.2 or 6.3		Work Sample
Item/Title:	Date:	Prisoner IOMS Number/or IOMS Incident Number:
<u>Actual</u> case management report or case note that was identified in Tasks 6.1,6.2 or 6.3		Work Sample
Item/Title:	Date:	Prisoner IOMS Number/or IOMS Incident Number:
Confirmed all tasks and work samples provided meet observation/assessment criteria and agency standards		
Workplace Content Expert Name:		Satisfactory / NY Satisfactory
Workplace Content Expert Signature:		Date:

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Learner:

Task 7: PARTICIPATE IN BRIEFINGS, DEBRIEFINGS AND MEETINGS TO SUPPORT PRISONER NEEDS		
Tasks: (Must indicate what task number you use for each assessment)		
1. Offender Management Plan Reviews 2. Individual Management Plans 3. Unit Management/Group prisoner dynamics 4. Managing external/internal transfers		
Assessment 7.1 - Task No _____		
Date:	Location/Post:	Attend review meeting Prisoner IOMS Number:
Overview situation:		Observed by: (WCE/Supervisor Print Name)
Assessment 7.2 - Task No _____		
Date:	Location/Post:	Attend review meeting Prisoner IOMS Number:
Overview situation:		Observed by: (WCE/Supervisor Print Name)
Assessment 7.3 - Task No _____		
Date:	Location/Post:	Attend review meeting Prisoner IOMS Number:
Overview situation:		Observed by: (WCE/Supervisor Print Name)
Observation Checklist: (all assessment criteria must be met on each occasion)		
<u>Learner has demonstrated competence in:</u>		
<input type="checkbox"/> <u>participating in team briefings and debriefings</u> <input type="checkbox"/> actively participates in team meetings <input type="checkbox"/> communicates effectively and respectfully in team meetings <input type="checkbox"/> responses and feedback help achieve the purpose of the meeting <input type="checkbox"/> negotiate and maintain standards, including building trust and positive relationships <input type="checkbox"/> provide written reports promptly <input type="checkbox"/> <u>participating in prisoner meetings</u> <input type="checkbox"/> participate in review meetings to ensure prisoners meet planned objectives <input type="checkbox"/> clarifies information about conditions and compliance with correctional centre requirements <input type="checkbox"/> identify, investigate breaches/concerns <input type="checkbox"/> assess prisoners progress against identified goals and activities <input type="checkbox"/> checks responses and provides encouragement and direction to reinforce appropriate options <input type="checkbox"/> reports information about individual prisoner needs <input type="checkbox"/> uses advice from specialists to manage prisoners <input type="checkbox"/> case notes written to agreed standard		
Reports and Case Notes: – You cannot use the example from this task in another task area		
<u>Actual</u> case management report or case note that was identified in Tasks 7.1,7.2 or 7.3		Work Sample
Item/Title: _____ Date: _____		Prisoner IOMS Number/or IOMS Incident Number:
<u>Actual</u> case management report or case note that was identified in Tasks 7.1,7.2 or 7.3		Work Sample
Item/Title: _____ Date: _____		Prisoner IOMS Number/or IOMS Incident Number:
Confirmed all tasks and work samples provided meet observation/assessment criteria and agency standards		
Workplace Content Expert Name:		Satisfactory / NY Satisfactory
Workplace Content Expert Signature:		Date:

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Learner:

Task 8: PRODUCE WRITTEN MATERIAL CONSISTENT WITH POLICIES AND PROCEDURES			
Tasks: (Must indicate what task number you use for each assessment)			
1. Written reports that demonstrate managing aggressive behaviour or unacceptable behaviour 2. Case Notes 3. Log Books/Registers/Handover logs			
Assessment 8.1 -		Task No ____1____	
Date:	Location/Post:	Manage situation with Prisoner IOMS Number:	
Overview situation:		Observed by: (WCE/Supervisor Print Name)	
Assessment 8.2 -		Task No ____2____	
Date:	Location/Post:	Manage situation with Prisoner IOMS Number:	
Overview situation:		Observed by: (WCE/Supervisor Print Name)	
Assessment 8.3 -		Task No ____3____	
Date:	Location/Post:	Logbook/register or handover log - location:	
Overview situation:		Observed by: (WCE/Supervisor Print Name)	
Observation Checklist: (all assessment criteria must be met on each occasion)			
<u>Learner has demonstrated competence in:</u>			
<input type="checkbox"/> <u>providing reports/documents to agency standards</u> <input type="checkbox"/> information is accurate <input type="checkbox"/> information is clear and concise <input type="checkbox"/> collects and analyses information and taken appropriate action <input type="checkbox"/> information is in correct format, language and to the agreed standard <input type="checkbox"/> uses technology to document information and ensures security of records <input type="checkbox"/> communicates confidential and sensitive information appropriately <input type="checkbox"/> reports/documents are complete and submitted promptly to relevant people <input type="checkbox"/> takes into account the requirements and needs of different audiences			
Reports and Case Notes: – You cannot use the example from this task in another task area			
<u>Actual</u> formal officer/breach/incident/ behaviour report/case note that was identified in Tasks 8.1		Work Sample	
Item/Title: _____ Date: _____		Prisoner IOMS Number/or IOMS Incident Number:	
<u>Actual</u> case management report or case note that was identified in Task 8.2		Work Sample	
Item/Title: _____ Date: _____		Prisoner IOMS Number/or IOMS Incident Number:	
Confirmed all tasks and work samples provided meet observation/assessment criteria and agency standards			
Workplace Content Expert Name:		Satisfactory / NY Satisfactory	
Workplace Content Expert Signature:		Date:	

Certificate III in Correctional Practice Portfolio Evidences for Offender Management (OFM)

The following table **MUST BE COMPLETED**. This is used to collate and manage your evidences e.g. activities, reports and case notes etc. you produce as part of your custodial officer duties. A minimum of 3 evidences is required for each task; therefore a minimum of 24 evidences is required for the 8 tasks in the offender management section.

You should meet with the Staff Training Coordinator to provide you with a list of registered workplace content expert (previously called assessors) within your workplace. The STC may wish to nominate a workplace content expert for you.

It is a requirement that all your workplace activities used as evidence has been observed by either a workplace content expert, Correctional Supervisor or an experienced officer that has been endorsed by General Manager to perform this observation role. The STC must keep documentation for audit demonstrating the experienced officer has been signed off to perform this role.

Evidence item number	Activity Completed (Where, What, When)	Who observed the completion of the activity? (Must be a WCE or Supervisor or approved CCO)	This item is: (e.g. self-created document, email, IOMS workplace reports, IOMS Case notes, third party evidence)	This shows evidence related to: (add Cert III task number)
<i>E.g. 1</i>	<i>Wfd Residential, raises issues and referred indigenous prisoner to cultural liaison officer, 27 June 2017</i>	<i>CS Jones</i>	<i>Case note IOMS 65712</i>	<i>Task 4</i>
<i>E.g. 2</i>	<i>Wfd Secure, refused to clean cell, 27 July 2017</i>	<i>CS Bell</i>	<i>Case note Inappropriate behaviour Pris IOMS 23671</i>	<i>Task 6</i>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

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Learner:

Evidence item number	Activity Completed (Where, What, When)	Who observed the completion of the activity? (Must be a WCE or Supervisor or approved CCO)	This item is: (e.g. self-created document, email, IOMS workplace reports, IOMS Case notes, third party evidence)	This shows evidence related to: (add Cert III task number)
11				
12				
13				
14				
15				
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18				
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21				
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26				
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28				
29				
30				
31				
32				

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Certificate III in Correctional Practice Assessment Tool

Learner:

Evidence item number	Activity Completed (Where, What, When)	Who observed the completion of the activity? (Must be a WCE or Supervisor or approved CCO)	This item is: (e.g. self-created document, email, IOMS workplace reports, IOMS Case notes, third party evidence)	This shows evidence related to: (add Cert III task number)
33				
34				
35				
36				
37				
38				
39				
40				
41				
42				
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54				

Offender Management Third Party Evidence Report

As part of the assessment for Offender Management, we seek evidence about this learner's continued performance from a supervisor or acting supervisor who works closely with him/her. **(NOT THE WORKPLACE CONTENT EXPERT)**

We value your contribution and thank you for taking the time to complete this report.

Name of Learner:	
Units of Competence for Certificate III in Correctional Practice - Offender Management	
Name, Position and Contact No of Third Party Reporter	Print name clearly for reference purposes:

Please answer the questions in this report honestly and accurately report on the learner's continued performance.

Return the completed report to the learner who will provide it to their workplace content expert.

Q1	Yes	No
Does the officer check, analyse information to assess risks, special needs and cultural issues of offenders and implement actions and where required clearly and accurately communicate these requirements to prisoners? <i>Please comment</i>		
Q2	Yes	No
Does the officer provide clear, accurate and relevant reports and documents in relation to identifying and managing prisoner concerns and are these reports promptly presented to relevant people? <i>Please comment</i>		
Q3	Yes	No
Does the officer use a range of interpersonal strategies to establish, promote and build rapport with prisoners to maintain their rights and cultural identity? <i>Please comment</i>		
Q4	Yes	No
Does the officer maintain a safe and protected environment and when required respond to incidents immediately according to procedures and in a manner designed to protect the safety and welfare of the people involved? <i>Please comment</i>		

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Q5	Yes	No
Does the officer make decisions based on his/her knowledge of the impact of cultural and personal values and seek advice and support, including Aboriginal and Torres Strait staff and advisers where needs are identified? Please comment		
Q6	Yes	No
Does the officer identify and provide clear and reassuring information to vulnerable prisoners at risk or with special needs and report changes promptly to support staff and then closely monitor them according to procedures? Please comment		
Q7	Yes	No
Does the officer demonstrate non-discriminatory behaviour at all times and encourage colleagues and offenders to respect differences and values and to be fair and tolerant with people from different cultures and experiences? Please comment		
Q8	Yes	No
Can the officer conduct routine and non-routine interviews with individuals, groups, alone or part of a team? Please comment		
Q9	Yes	No
Does the officer adapt communication approaches to interview prisoners from different cultural backgrounds and deal with conflict, lack of cooperation or resistance? Please comment		
Q10	Yes	No
Does the officer disclose information only to those who have a right and need to know it, and alerts appropriate persons when security of information is not being maintained or information is being misused? Please comment		

Third Party Reporter Declaration	
I declare and confirm this to be a true and accurate record of the learner's performance in this workplace.	
Signature:	
Date:	

Safety and Security

Instructions

This section is for recording of activities and tasks, observed, verbal and written that you have undertaken in the workplace.

You are to be observed participating / fulfilling responsibilities and duties according to Queensland Corrective Services procedures.

Important

Each page contains 3 activity sections. Within each task section, you must perform one of the listed tasks on three (3) separate occasions, completing one section each time until all three are completed. **Note: exemption to this rule, refer to task 15.**

Reports

For each key task area, a formal report or an informal report which evidences the specific task area is required. For example: 'Conduct searches of people' – written formal report that clearly indicates the facts: location, what occurred, time and date and who was involved. **Hardcopies are not required (unless specified), please provide Prisoner ID number or Incident/breach number from IOMS.**

It is acceptable to provide case notes as formal reports if this product is the actual workplace document required to meet agency standards.

Your workplace content expert will assess record and date competency for the task or duty demonstrated or observed in the key activity section for each activity. You will also be required to provide workplace samples as evidence for defined activities.

Listed below are the Safety and Security Units that will be assessed in the section:

CSCSAS001 Maintain security	CSCSAS006 Respond to medical emergencies
CSCSAS008 Maintain security system	CSCSAS007 Operate central monitoring station
CSCSAS009 Control incidents using defensive tactics	PSPOHS301A Contribute to workplace safety
CSCSAS010 Conduct searches	CSCORG001 Contribute to achieving the goals of the organisation
CSCORG003 Prepare reports	CSCSAS005 Contain incidents that jeopardise safety and security

Key activity areas

On the following pages record workplace evidence that demonstrate your satisfactory performance in the following Safety and Security Key Tasks, as documented by you.

1. Conduct searches of the environment and property
2. Conduct searches of people
3. Operate Central Monitoring Stations and Security Equipment
4. Conduct Headcounts, Musters and Security Observations
5. Secure and preserve unauthorised items in accordance with procedures
6. Manage movement, transfers of prisoners, and all other dynamic security activities
7. Identify, interpret and respond to incidents/emergencies in accordance with procedures
8. Participate in briefings and debriefings
9. Provide documents/reports in accordance with safety and security procedures

This Certificate III booklet must have evidences within it that have been transcribed/documentated Only by the learner whose name is found on the front cover of this booklet.

Safety and Security Performance Evidence Checklist

Period of Assessment

Task 9: CONDUCT SEARCHES OF THE ENVIRONMENT AND PROPERTY

Tasks: (Must indicate what task number you use for each assessment)

- | | |
|--|----------------------------------|
| 1. Vehicles
2. Building and grounds
3. Accommodation areas | 4. Discrete areas
5. Property |
|--|----------------------------------|

Assessment 9.1 - Task No _____

Date:	Location/Post:	Conduct search Prisoner IOMS Number:
-------	----------------	--------------------------------------

Overview situation:	Observed by: (WCE/Supervisor Print Name)
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Assessment 9.2 - Task No _____

Date:	Location/Post:	If applicable IOMS Number:
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Overview situation:	Observed by: (WCE/Supervisor Print Name)
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Assessment 9.3 - Task No _____

Date:	Location/Post:	If applicable IOMS Number:
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Overview situation:	Observed by: (WCE/Supervisor Print Name)
---------------------	---

Observation Checklist: (all assessment criteria must be met on each occasion)

Learner has demonstrated competence in:

- ☐ searching conducted as per agency requirements
 - ☐ uses information and defines the search operation and specific tasks
 - ☐ uses safe, thorough and systematic search techniques
 - ☐ uses appropriate PPE
 - ☐ identifies all prohibited objects and substances
 - ☐ identifies all possible containment areas
 - ☐ potential hazards in work area identified and preventative action taken
 - ☐ uses ethical and humane interactions with all people involved in searches
 - ☐ use the correct handling of evidence
 - ☐ records and reports outcomes of searches

Reports and Case Notes: – You cannot use the example from this task in another task area

Actual formal officer/breach/incident report/case note that was identified in Task 9.1

Item/Title: _____ Date: _____

Work Sample

Prisoner IOMS Number/or
IOMS Incident Number:

Actual report or search register that demonstrates searching environment or property from Task 9.2 or 9.3

Item/Title: _____ Date: _____

Work Sample
Search Register

Page Number:
or
Report IOMS Incident Number:

Confirmed all tasks and work samples provided meet observation/assessment criteria and agency standards

Workplace Content Expert Name:

Satisfactory / NY Satisfactory

Workplace Content Expert Signature:

Date:

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Learner:

Task 10: CONDUCT SEARCHES OF PEOPLE		
Tasks: (Must indicate what task number you use for each assessment)		
1. Visitors 2. Agency employees 3. Personal searches 4. Search requiring the removal of clothing		
Assessment 10.1 - Task No _____		
Date:	Location/Post:	Conduct search Prisoner IOMS Number:
Overview situation:		Observed by: (WCE/Supervisor Print Name)
Assessment 10.2 - Task No _____		
Date:	Location/Post:	If applicable IOMS Number:
Overview situation:		Observed by: (WCE/Supervisor Print Name)
Assessment 10.3 - Task No _____		
Date:	Location/Post:	If applicable IOMS Number:
Overview situation:		Observed by: (WCE/Supervisor Print Name)
Observation Checklist: (all assessment criteria must be met on each occasion)		
Learner has demonstrated competence in:		
<input type="checkbox"/> <u>searching conducted as per agency requirements</u> <input type="checkbox"/> uses information and defines the search operation and specific tasks <input type="checkbox"/> informs relevant people/prisoner purpose and search process <input type="checkbox"/> accurately and clearly provides instructions <input type="checkbox"/> uses safe, thorough and systematic search techniques <input type="checkbox"/> uses appropriate PPE <input type="checkbox"/> identifies all prohibited objects and substances <input type="checkbox"/> identifies all possible containment areas <input type="checkbox"/> potential hazards in work area identified and preventative action taken <input type="checkbox"/> uses ethical and humane interactions with all people involved in searches <input type="checkbox"/> use the correct handling of evidence <input type="checkbox"/> records and reports outcomes of searches		
Reports and Case Notes: – You cannot use the example from this task in another task area		
<u>Actual</u> formal officer/breach/incident report/case note that was identified in Task 10.1 Item/Title: _____ Date: _____		Work Sample Prisoner IOMS Number/or IOMS Incident Number:
<u>Actual</u> report or search register that demonstrates searching people from Task 10.2 or 10.3 Item/Title: _____ Date: _____		Work Sample Search Register Page Number: or Report IOMS Incident Number:
Confirmed all tasks and work samples provided meet observation/assessment criteria and agency standards		
Workplace Content Expert Name:		Satisfactory / NY Satisfactory
Workplace Content Expert Signature:		Date:

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Certificate III in Correctional Practice Assessment Tool

Learner:

Task 11 (1): OPERATE CENTRAL MONITORING STATIONS AND SECURITY EQUIPMENT			
Tasks: (Must indicate what task number you use for each assessment)			
<u>Check, operate equipment and report any faults#1:</u>			
Minimum evidence of operating control room on three occasions			
1. Master/Movement Control Points			
2. Farm Officer Control Stations (Farm Officers ONLY)			
3. Trade Instructor Control Stations (TI's ONLY)			
Assessment 11.1 -		Task No _____	
Date:	Location/Post:	Manage situation during emergency/alarm -code:	
Overview situation:		Observed by: (WCE/Supervisor Print Name)	
Assessment 11.2 -		Task No _____	
Date:	Location/Post:	Manage situation during emergency/alarm -code:	
Overview situation:		Observed by: (WCE/Supervisor Print Name)	
Assessment 11.3 -		Task No _____	
Date:	Location/Post:	Manage situation during emergency/alarm -code:	
Overview situation:		Observed by: (WCE/Supervisor Print Name)	
Observation Checklist: (all assessment criteria must be met on each occasion)			
<u>Learner has demonstrated competence in:</u>			
<input type="checkbox"/> <u>operating equipment as per manufacturer standards or agency requirements</u> <ul style="list-style-type: none"> <input type="checkbox"/> uses equipment for the purpose and manner intended <input type="checkbox"/> conducts routine activities with equipment as per requirements <input type="checkbox"/> identifies faults/changes with equipment and report issues <input type="checkbox"/> identify and confirm security access level for visitors and staff <input type="checkbox"/> provide accurate information to staff members <input type="checkbox"/> updates information on prisoners either electronically or in log books/registers <input type="checkbox"/> verify incoming telephone callers and provide clear appropriate advice <input type="checkbox"/> remains calm and confident in difficult and uncertain situations <input type="checkbox"/> conduct thorough debrief at shift handover 			
<input type="checkbox"/> <u>operates equipment during emergencies</u> <ul style="list-style-type: none"> <input type="checkbox"/> uses decision-making skills when evaluating and responding to alarms <input type="checkbox"/> verify and deploy staff to emergency situations promptly <input type="checkbox"/> ability to prioritise issues and allocate resources as required <input type="checkbox"/> log incidents and responses as per agency procedure 			
Work Samples: – You cannot use the example from this task in another task area			
The work samples for this activity are not required to be forwarded to the Academy			
<u>Actual</u> log book that demonstrates managing emergency response from a control room from Task 11.1, 11.2 or 11.3		Work Sample Hardcopy Control Room Log Book #	
Item/Title: _____ Date: _____		Page Number:	
<u>Actual</u> log book that demonstrates managing emergency response from a control room from Task 11.1, 11.2 or 11.3		Work Sample Hardcopy Control Room Log Book #	
Item/Title: _____ Date: _____		Page Number:	
Confirmed all tasks and work samples provided meet observation/assessment criteria and agency standards			
Workplace Content Expert Name:		Satisfactory / NY Satisfactory	
Workplace Content Expert Signature:		Date:	

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Learner:

Task 11 (2): OPERATE CENTRAL MONITORING STATIONS AND SECURITY EQUIPMENT		
Tasks: (Must indicate what task number you use for each assessment)		
<u>Check, operate equipment and report any faults#2:</u>		
<ol style="list-style-type: none"> 1. Radios 2. Intercoms/public address systems/Duress alarms 3. Use of force equipment 4. Gate/X-ray equipment 5. Perimeter/Escort Vehicles 		
Assessment 11.4 - Task No _____		
Date:	Location/Post:	Operate equipment and reports faults: <input type="checkbox"/> Yes
Overview situation:		Observed by: (WCE/Supervisor Print Name)
Assessment 11.5 - Task No _____		
Date:	Location/Post:	Operate equipment and reports faults: <input type="checkbox"/> Yes
Overview situation:		Observed by: (WCE/Supervisor Print Name)
Assessment 11.6 - Task No _____		
Date:	Location/Post:	Operate equipment and reports faults: <input type="checkbox"/> Yes
Overview situation:		Observed by: (WCE/Supervisor Print Name)
Observation Checklist: (all assessment criteria must be met on each occasion)		
<u>Learner has demonstrated competence in:</u>		
<input type="checkbox"/> <u>operating equipment as per manufacturer standards or agency requirements</u> <ul style="list-style-type: none"> <input type="checkbox"/> uses equipment for the purpose and manner intended <input type="checkbox"/> conducts routine activities with equipment as per requirements <input type="checkbox"/> identifies faults with equipment and report issues as per agency procedure and format <input type="checkbox"/> remains calm and confident in difficult and uncertain situations <input type="checkbox"/> uses decision-making skills 		
Work Samples: – You cannot use the example from this task in another task area		
The work samples for this activity are not required to be forwarded to the Academy		
<u>Actual</u> hardcopy of one of your reports in relation to identifying and reporting faults with equipment from Tasks 11.4, 11.5 or 11.6		Work Sample Hardcopy Report
Item/Title _____		Date:
Confirmed all tasks and work samples provided meet observation/assessment criteria and agency standards		
Workplace Content Expert Name:		Satisfactory / NY Satisfactory
Workplace Content Expert Signature:		Date:

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Learner:

Task 12: CONDUCT HEADCOUNTS, MUSTERS AND SECURITY OBSERVATIONS			
Tasks: (Must indicate what task number you use for each assessment)			
<u>When conducting the tasks below, routinely assess and respond to safety and welfare of prisoners:</u>			
<ol style="list-style-type: none"> 1. Headcounts 2. Musters 3. Night duty headcounts 4. Safety prisoner observations 			
Assessment 12.1 -		Task No _____	
Date:	Location/Post:	Manage situation with Prisoner IOMS Number:	
Overview situation:		Observed by: (WCE/Supervisor Print Name)	
Assessment 12.2 -		Task No _____	
Date:	Location/Post:	Manage situation with Prisoner IOMS Number:	
Overview situation:		Observed by: (WCE/Supervisor Print Name)	
Assessment 12.3 -		Task No _____	
Date:	Location/Post:	Manage situation with Prisoner IOMS Number:	
Overview situation:		Observed by: (WCE/Supervisor Print Name)	
Observation Checklist: (all assessment criteria must be met on each occasion)			
<u>Learner has demonstrated competence in:</u>			
<input type="checkbox"/> <u>conducting headcounts and musters</u> <ul style="list-style-type: none"> <input type="checkbox"/> complies with agency procedures in relation to ensuring safety and welfare of prisoners <input type="checkbox"/> reports information promptly and accurately according to agreed practice <input type="checkbox"/> responds appropriately when a discrepancy is detected <input type="checkbox"/> <u>conducting prisoner safety and security observations</u> <ul style="list-style-type: none"> <input type="checkbox"/> identifies potential hazards and risks <input type="checkbox"/> documentation of activities/movements as per requirements <input type="checkbox"/> responds appropriately to hazards/risks/incidents or non compliant situations <input type="checkbox"/> assesses safety and welfare of prisoners according to procedures e.g. safe and well being <input type="checkbox"/> uses IOMS to access information on prisoners and to report behaviours <input type="checkbox"/> provides written reports that demonstrate preventative action <input type="checkbox"/> provides reports to incidents 			
Reports and Case Notes: – You cannot use the example from this task in another task area			
<u>Actual</u> formal officer/ incident report/ NOC/case note that demonstrates the ability to supervise the safety and welfare of prisoners from Task 12.1, 12.2 or 12.3		Work Sample	
Item/Title: _____ Date: _____		Prisoner IOMS Number/or IOMS Incident Number:	
<u>Actual</u> case management report or case note that demonstrates the ability to supervise the safety and welfare of prisoners from Tasks 12.1, 12.2 or 12.3		Work Sample	
Item/Title: _____ Date: _____		Prisoner IOMS Number/or IOMS Incident Number:	
Confirmed all tasks and work samples provided meet observation/assessment criteria and agency standards			
Workplace Content Expert Name:		Satisfactory / NY Satisfactory	
Workplace Content Expert Signature:		Date:	

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Certificate III in Correctional Practice Assessment Tool

Learner:

Task 13: SECURE AND PRESERVE UNAUTHORISED ITEMS		
Tasks: (Must indicate what task number you use for each assessment)		
<u>Secure and preserve unauthorised items#1:</u>		
1. Contraband 2. Prohibited articles 3. Preserving a crime scene		
Assessment 13.1 - Task No _____		
Date:	Location/Post:	Secure scene IOMS Incident/Prisoner Number:
Overview situation:		Observed by: (WCE/Supervisor Print Name)
Assessment 13.2 - Task No _____		
Date:	Location/Post:	Preserve evidence Prisoner IOMS Number:
Overview situation:		Observed by: (WCE/Supervisor Print Name)
Assessment 13.3 - Task No _____		
Date:	Location/Post:	Preserve evidence Prisoner IOMS Number:
Overview situation:		Observed by: (WCE/Supervisor Print Name)
Observation Checklist: (all assessment criteria must be met on each occasion)		
<u>Learner has demonstrated competence in:</u>		
<input type="checkbox"/> using correct procedure for securing a crime scene <input type="checkbox"/> uses appropriate methods of securing the scene <input type="checkbox"/> records details in notebook <input type="checkbox"/> establishes a safe area <input type="checkbox"/> records and reports outcomes as per agreed procedure <input type="checkbox"/> preserving evidence <input type="checkbox"/> identifies all prohibited objects and substances and can use the correct handling and securing of evidence <input type="checkbox"/> records and reports outcomes as per agreed procedure		
Reports and Case Notes: – You can use products or examples from task 9,10 & 15 in this task if applicable to meet the observation criteria		
<u>Actual</u> formal officer/ incident report/case note that demonstrates the ability to secure a crime scene from Tasks 13.1, 13.2 or 13.3 Task 3 Item/Title: _____ Date: _____		Work Sample Prisoner IOMS Number/or IOMS Incident Number:
<u>Actual</u> case management report or case note that demonstrates the ability to secure evidence from Tasks 13.2 or 13.3 Item/Title: _____ Date: _____		Work Sample Prisoner IOMS Number/or IOMS Incident Number:
Confirmed all tasks and work samples provided meet observation/assessment criteria and agency standards		
Workplace Content Expert Name:		Satisfactory / NY Satisfactory
Workplace Content Expert Signature:		Date:

CCC EXHIBIT

Certificate III in Correctional Practice Assessment Tool

Learner:

Task 14: MANAGE MOVEMENT, TRANSFER AND INDUCTIONS OF PRISONERS			
Tasks: (Must indicate what task number you use for each assessment)			
1. Residential accommodation blocks	4. External Escorts		
2. Secure accommodation blocks	5. Courts		
3. CSU/MSU/DU	6. PAHSU		
Assessment 14.1 - Task No _____			
Date:	Location/Post:	Manage & inducts Prisoner IOMS Number:	
Overview situation:		Observed by: (WCE/Supervisor Print Name)	
Assessment 14.2 - Task No _____			
Date:	Location/Post:	Manage & inducts Prisoner IOMS Number:	
Overview situation:		Observed by: (WCE/Supervisor Print Name)	
Assessment 14.3 - Task No _____			
Date:	Location/Post:	Manage & inducts Prisoner IOMS Number:	
Overview situation:		Observed by: (WCE/Supervisor Print Name)	
Observation Checklist: (all assessment criteria must be met on each occasion)			
<u>Learner has demonstrated competence in:</u>			
<input type="checkbox"/> <u>Managing the movement or transfer of prisoner</u> <input type="checkbox"/> prisoners and property searched as per procedure <input type="checkbox"/> complies with security procedures <input type="checkbox"/> movements and transfers occur on approved times <input type="checkbox"/> uses appropriate security equipment <input type="checkbox"/> monitors, supervises and records movements of prisoners <input type="checkbox"/> <u>Monitors and inducts prisoner to unit/location</u> <input type="checkbox"/> prisoner induction conducted as required <input type="checkbox"/> communicates clearly when managing concerns or situations <input type="checkbox"/> prisoner documentation and property transferred <input type="checkbox"/> security information provided to all relevant staff <input type="checkbox"/> observes/identifies risk and responds to prisoner concerns <input type="checkbox"/> identifies risk and provides advice to others in relation to safety and security <input type="checkbox"/> provides clear and accurate advice to relevant staff on the how the prisoner has settled into the unit or location <input type="checkbox"/> logbooks, registers etc completed to required standard <input type="checkbox"/> reports any breaches of security or issues of prisoner safety <input type="checkbox"/> case notes completed as per procedure <input type="checkbox"/> participate in briefing staff at shift handovers on new prisoners			
Reports and Case Notes: – You cannot use the example from this task in another task area			
<u>Actual</u> case management report or case note that was identified in Tasks 14.1, 14.2 or 14.3		Work Sample	
Item/Title: _____ Date: _____		Prisoner IOMS Number/or IOMS Incident Number:	
<u>Actual</u> case management report or case note that was identified in Tasks 14.1, 14.2 or 14.3		Work Sample	
Item/Title: _____ Date: _____		Prisoner IOMS Number/or IOMS Incident Number:	
Confirmed all tasks and work samples provided meet observation/assessment criteria and agency standards			
Workplace Content Expert Name:		Satisfactory / NY Satisfactory	
Workplace Content Expert Signature:		Date:	

CCC EXHIBIT

Certificate III in Correctional Practice Assessment Tool

Learner:

Task 15 (1): IDENTIFY, INTERPRET AND RESPOND TO INCIDENTS/EMERGENCIES			
Tasks: (Must indicate what task number you use for each assessment)			
To complete Activity 15(1or 2), learners must demonstrate competency in:			
<input type="checkbox"/> At a minimum demonstrate responding to a code blue on two occasions <input type="checkbox"/> Using control and restraint techniques on minimum of two occasions (MUST indicate where techniques have been used).			
Note: Once you met these criteria you will not be required to provide any further examples for 15 (1) or (2)			
<u>Identify, interpret and respond to incidents/emergencies#1:</u>			
1. Code Blue 2. Code Blue 3. Code Blue or Code Yellow (Circle Code)			
Assessment 15.1 -		Task No _____	C&R performed Circle Yes / No
Date:	Location/Post:	Responds code Prisoner IOMS Number:	
Overview situation:		Observed by: (WCE/Supervisor Print Name)	
Assessment 15.2 -		Task No _____	C&R performed Circle Yes / No
Date:	Location/Post:	Responds code Prisoner IOMS Number:	
Overview situation:		Observed by: (WCE/Supervisor Print Name)	
Assessment 15.3 -		Task No _____	C&R performed Circle Yes / No
Date:	Location/Post:	Responds code Prisoner IOMS Number:	
Overview situation:		Observed by: (WCE/Supervisor Print Name)	
Observation Checklist: (all assessment criteria must be met on each occasion)			
<u>Learner has demonstrated competence in:</u>			
<input type="checkbox"/> responding to incidents <input type="checkbox"/> takes into consideration safety and welfare of all prisoners / team members /public <input type="checkbox"/> communicates effectively when responding to incident e.g. operates radio clearly <input type="checkbox"/> assesses risk and changes circumstances or conditions and provides immediate response <input type="checkbox"/> remains calm and takes appropriate action to reduce escalation <input type="checkbox"/> ability to adjust or discontinue response as circumstances change <input type="checkbox"/> uses appropriate level of force <input type="checkbox"/> deploys and operates defensive equipment according to situations & as per agency standards <input type="checkbox"/> identifies and implements safety and security precautions <input type="checkbox"/> where required, applies first aid <input type="checkbox"/> uses appropriate methods of securing the scene and establishes a safe area <input type="checkbox"/> records details in notebook <input type="checkbox"/> records and reports incident as per procedure			
Reports: – You can use the examples from this task in task 13 if applicable to meet observation checklist			
<u>Actual</u> formal officer/ incident report that demonstrates the ability to respond to an incident from Tasks 15.1, 15.2 or 15.3		Work Sample	
Item/Title: _____ Date: _____		IOMS Incident Number:	
<u>Actual</u> formal officer/ incident report that demonstrates the ability to respond to an incident from Tasks 15.1, 15.2 or 15.3		Work Sample	
Item/Title: _____ Date: _____		IOMS Incident Number:	
Confirmed all tasks and work samples provided meet observation/assessment criteria and agency standards			
Workplace Content Expert Name:		Satisfactory / NY Satisfactory	
Workplace Content Expert Signature:		Date:	
<i>Note: Control and restraint techniques can be handcuffing, applying pressure points, joint locks, defensive counter strikes, open hand techniques, communication, presence, containment and cell extractions</i>			

CCC EXHIBIT

Certificate III in Correctional Practice Assessment Tool

Learner:

Task 15 (2): IDENTIFY, INTERPRET AND RESPOND TO INCIDENTS/EMERGENCIES			
Tasks: (Must indicate what task number you use for each assessment)			
To complete Activity 15 (1 or 2), learners must demonstrate competency in:			
<input type="checkbox"/> At a minimum demonstrate responding to a code blue on two occasions <input type="checkbox"/> Using control and restraint techniques on minimum of two occasions (MUST indicate where techniques have been used).			
Note: Once you met these criteria you will not be required to provide any further examples for 15 (1) or (2)			
<u>Identify, interpret and respond to incidents/emergencies#2:</u>			
4. Specify Code or Incident 5. Specify Code or Incident 6. Specify Code or Incident			
Assessment 15.4 -		Task No _____	C&R performed Circle Yes / No
Date:	Location/Post:	Responds incident Prisoner IOMS Number:	
Overview situation:		Observed by: (WCE/Supervisor Print Name)	
Assessment 15.5 -		Task No _____	C&R performed Circle Yes / No
Date:	Location/Post:	Responds incident Prisoner IOMS Number:	
Overview situation:		Observed by: (WCE/Supervisor Print Name)	
Assessment 15.6 -		Task No _____	C&R performed Circle Yes / No
Date:	Location/Post:	Responds incident Prisoner IOMS Number:	
Overview situation:		Observed by: (WCE/Supervisor Print Name)	
Observation Checklist: (all assessment criteria must be met on each occasion)			
<u>Learner has demonstrated competence in:</u>			
<input type="checkbox"/> <u>responding to incidents</u> <input type="checkbox"/> takes into consideration safety and welfare of all prisoners / team members /public <input type="checkbox"/> communicates effectively when responding to incident e.g. operates radio clearly <input type="checkbox"/> assesses risk and changes circumstances or conditions and provides immediate response <input type="checkbox"/> remains calm and takes appropriate action to reduce escalation <input type="checkbox"/> ability to adjust or discontinue response as circumstances change <input type="checkbox"/> uses appropriate level of force <input type="checkbox"/> deploys and operates defensive equipment according to situations & as per agency standards <input type="checkbox"/> identifies and implements safety and security precautions <input type="checkbox"/> where required, applies first aid <input type="checkbox"/> uses appropriate methods of securing the scene and establishes a safe area <input type="checkbox"/> records details in notebook <input type="checkbox"/> records and reports incident as per procedure			
Reports: – You can use the examples from this task in task 13 if applicable to meet observation checklist			
<u>Actual</u> formal officer/ incident report that demonstrates the ability to respond to an incident from Tasks 15.4, 15.5 or 15.6		Work Sample	
Item/Title:	Date:	IOMS Incident Number:	
<u>Actual</u> formal officer/ incident report that demonstrates the ability to respond to an incident from Tasks 15.4, 15.5 or 15.6		Work Sample	
Item/Title:	Date:	IOMS Incident Number:	
Confirmed all tasks and work samples provided meet observation/assessment criteria and agency standards			
Workplace Content Expert Name:		Satisfactory / NY Satisfactory	
Workplace Content Expert Signature:		Date:	
Date:			
Note: Control and restraint techniques can be handcuffing, applying pressure points, joint locks, defensive counter strikes, open hand techniques, communication, presence, containment and cell extractions			

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Certificate III in Correctional Practice Assessment Tool

Learner:

Task 16: PARTICIPATE IN BRIEFINGS AND DEBRIEFINGS			
Tasks: <i>(Must indicate what task number you use for each assessment)</i>			
<u>Participate in briefings and debriefings:</u>			
<ol style="list-style-type: none"> 1. Evaluate responses to incidents 2. Review and evaluate responses to managing difficult prisoner behaviour 3. Evaluate use of force options and techniques 4. Evaluate the effectiveness of safety and security procedures 			
Assessment 16.1 -		Task No _____	
Date:	Location/Post:	Participated meeting re debriefing situation: Yes <input type="checkbox"/>	
Overview situation:		Observed by: (WCE/Supervisor Print Name)	
Assessment 16.2 -		Task No _____	
Date:	Location/Post:	Participated team meeting: Yes <input type="checkbox"/>	
Overview situation:		Observed by: (WCE/Supervisor Print Name)	
Assessment 16.3 -		Task No _____	
Date:	Location/Post:	Participated briefing alternate shifts: Yes <input type="checkbox"/>	
Overview situation:		Observed by: (WCE/Supervisor Print Name)	
Observation Checklist: <i>(all assessment criteria must be met on each occasion)</i>			
<u>Learner has demonstrated competence in:</u>			
<input type="checkbox"/> <u>participating in briefings and debriefings</u> <ul style="list-style-type: none"> <input type="checkbox"/> actively participates in meetings <input type="checkbox"/> negotiates issues within the work group to achieve goals <input type="checkbox"/> briefings occur with alternate shift <input type="checkbox"/> communicates effectively and respectfully in team meetings <input type="checkbox"/> responds to requests for information promptly <input type="checkbox"/> responses and feedback help achieve the purpose of the meeting and development of skills and knowledge <input type="checkbox"/> responses to incidents address OHS issues and any information provided is accurate, relevant and complete <input type="checkbox"/> manages the effects of stress using appropriate techniques <input type="checkbox"/> where required reports submitted with recommendations 			
Reports or Case Notes are not required for this task			
Confirmed all tasks and work samples provided meet observation/assessment criteria and agency standards			
Workplace Content Expert Name:		Satisfactory / NY Satisfactory	
Workplace Content Expert Signature:		Date:	

CCC EXHIBIT

Certificate III in Correctional Practice Assessment Tool

Learner:

Task 17: PROVIDE DOCUMENTS/REPORTS IN ACCORDANCE WITH SAFETY AND SECURITY PROCEDURES		
Tasks: (Must indicate what task number you use for each assessment)		
1. Incident log	3. Hazard report	
2. Safety and security report		
Assessment 17.1 - Task No _____		
Date: _____	Location/Post: _____	Reports/documents meet agency standards: Yes <input type="checkbox"/>
Overview situation: _____		Observed by: _____ (WCE/Supervisor Print Name)
Assessment 17.2 - Task No _____		
Date: _____	Location/Post: _____	Reporting hazard or security report: Yes <input type="checkbox"/>
Overview situation: _____		Observed by: _____ (WCE/Supervisor Print Name)
Assessment 17.3 - Task No _____		
Date: _____	Location/Post: _____	Incident log, reporting hazard or security report: Yes <input type="checkbox"/>
Overview situation: _____		Observed by: _____ (WCE/Supervisor Print Name)
Observation Checklist: (all assessment criteria must be met on each occasion)		
<u>Learner has demonstrated competence in:</u>		
<input type="checkbox"/> <u>providing reports/documents to agency standards</u> <ul style="list-style-type: none"> <input type="checkbox"/> information is accurate <input type="checkbox"/> information is clear and concise <input type="checkbox"/> collects and analyses information and taken appropriate action <input type="checkbox"/> information is in correct format, language and to the agreed standard <input type="checkbox"/> uses technology to record information and maintains records to approved agency standards <input type="checkbox"/> communicates confidential and sensitive information appropriately <input type="checkbox"/> reports/documents are complete and submitted promptly to relevant people <input type="checkbox"/> takes into account the requirements and needs of different audiences 		
Work Samples: – You cannot use the example from this task in another task area		
The work samples for this task are not required to be forwarded to the Academy		
<u>Actual</u> Incident log that demonstrates recording an emergency/alarm from Task 17.1 Item/Title: _____ Date: _____		Work Sample Hardcopy Incident Log Page Number: _____
<u>Actual</u> report that demonstrates either reporting a hazard or safety and security report from Task 17.2 or 17.3 Item/Title: _____ Date: _____		Work Sample Hardcopy
Confirmed all tasks and work samples provided meet observation/assessment criteria and agency standards		
Workplace Content Expert Name:		Satisfactory / NY Satisfactory
Workplace Content Expert Signature:		Date:

Certificate III in Correctional Practice Portfolio Evidences for Safety and Security (S&S)

The following table **MUST BE COMPLETED**. This is used to collate and manage your evidences e.g. activities, reports and case notes etc. you produce as part of your custodial officer duties. A minimum of 3 evidences is required for each task; therefore a minimum of 30 evidences is required for the 10 tasks in the safety and security section.

You should meet with the Staff Training Coordinator to provide you with a list of registered workplace content expert (previously called assessors) within your workplace. The STC may wish to nominate a workplace content expert for you.

It is a requirement that all your workplace activities used as evidence has been observed by either a workplace content expert, Correctional Supervisor or an experienced officer that has been endorsed by General Manager to perform this observation role. The STC must keep documentation for audit demonstrating the experienced officer has been signed off to perform this role.

Evidence item number	Activity Completed (Where, What, When)	Who observed the activity? (Must be a WCE or Supervisor or approved CCO)	This item is: (e.g. self-created document, email, IOMS workplace reports, IOMS Case notes, third party evidence)	This shows evidence related to: (add Cert III Task number)
<i>E.g. 1</i>	<i>Wfd Residential, Respond code blue, 27 July 2017</i>	<i>CS Jones</i>	<i>Incident report IOMS 65712</i>	<i>Task 15</i>
<i>E.g. 2</i>	<i>Wfd Secure, secured crime scene, 27 July 2017</i>	<i>CS Bell</i>	<i>Incident report Pris IOMS 23671</i>	<i>Task 13</i>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

CCC EXHIBIT

Certificate III in Correctional Practice Assessment Tool

Learner:

Evidence item number	Activity Completed (Where, What, When)	Who observed the activity? (Must be a WCE or Supervisor or approved CCO)	This item is: (e.g. self-created document, email, IOMS workplace reports, IOMS Case notes, third party evidence)	This shows evidence related to: (add Cert III Task number)
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				

CCC EXHIBIT

Certificate III in Correctional Practice Assessment Tool

Learner:

Evidence item number	Activity Completed (Where, What, When)	Who observed the activity? (Must be a WCE or Supervisor or approved CCO)	This item is: (e.g. self-created document, email, IOMS workplace reports, IOMS Case notes, third party evidence)	This shows evidence related to: (add Cert III Task number)
34				
35				
38				
39				
40				
41				
42				
43				
44				
45				
46				
47				
48				
49				
50				
51				
52				
53				
54				
55				

Safety and Security Third Party Evidence Report

As part of the assessment for safety and security, we seek evidence about this learner's continued performance from a supervisor who works closely with him/her. **(NOT THE WORKPLACE CONTENT EXPERT)**

We value your contribution and thank you for taking the time to complete this report.

Name of Learner:	
Units of Competence for Certificate III in Correctional Practice – Safety and Security	
Name, Position and Contact No of Third Party Reporter	

Please answer the questions in this report honestly and accurately report on the learner's continued performance.

Return the completed report to the learner who will provide it to their workplace content expert.

Q1	Yes	No
Does the officer check, verify changes in prisoner behaviour and the environment and follow security procedures', including reporting in accordance with organisational policies, procedures and legislation? Please comment		
Q2	Yes	No
Does the officer assess the risk of escalation of incidents and take appropriate action, including calling for specialist help in accordance to the urgency of the situation? Please comment		
Q3	Yes	No
Does the officer assess the degree of risk, evaluate situation, and communicate effectively to team members using appropriate equipment and terminology in accordance with emergency procedures? Please comment		
Q4	Yes	No
Does the officer check, observe and interpret information systems and respond to requests promptly ensuring security files and information is accurate, relevant and complete? Please comment		

CCC EXHIBIT

Q5	Yes	No
Does the officer monitor and check the effective working of equipment and report inaccuracies and malfunctions? <i>Please comment</i>		
Q6	Yes	No
Does the officer tailor communication to suit different audiences and refer disputed verifications and information to authorised personnel? <i>Please comment</i>		
Q7	Yes	No
Does the officer routinely assess the safety and welfare of all individuals; monitoring prisoner's movement and unauthorised concealments; and identify possible hazards in accordance procedures? <i>Please comment</i>		
Q8	Yes	No
Does the officer challenge unprofessional attitudes and behaviours and maintain relationships with colleagues, prisoners and the public? <i>Please comment</i>		
Q9	Yes	No
Does the officer collect and analyse information and then provide clear, accurate and relevant reports and documents of all concerns promptly to relevant people? <i>Please comment</i>		
Q10	Yes	No
Does the officer assess incidents to determine the need for defensive techniques in accordance with policy and procedure? <i>Please comment</i>		

Third Party Reporter Declaration	
I declare and confirm this to be a true and accurate record of the learner's performance in this workplace.	
Signature:	
Date:	

Probationary Year Performance Review Plan

Instructions

The initial Performance Review meeting will be held with the appointed Correctional Supervisor, Academy Representative and HR Manager.

At the nine (9) month Performance Review meetings a HR delegate, Supervisor and Learner will discuss CCO's performance indicators, measures and document any specific requirements.

It is a QCS requirement that thirteen (13) Certificate III tasks be completed by the 9 month Performance Review.

COMPLETION OF COEP PERFORMANCE REVIEW

PERFORMANCE DECISION
PLEASE COMMENT

PROGRESSING SATISFACTORILY ☐ YES ☐ NO

RECOMMENDED IMPROVEMENT AREAS

OFFICER SIGNATURE: _____ DATE: / /

QCSA REPRESENTATIVE: _____ DATE: / /

STAFF TRAINING COORDINATOR: _____ DATE: / /

SUPERVISOR: _____ DATE: / /

OTHER PANEL MEMBERS: _____ DATE: / /

(MUST BE SIGNED AT PERFORMANCE REVIEW)

CCC EXHIBIT

Certificate III in Correctional Practice Assessment Tool

Learner:

9 MONTH PERFORMANCE REVIEW		DUE DATE: / /	
Accountability and Compliance		Employer assessment	
		Below	Meets
Is punctual, well presented and has a good attendance record			
Is productive, enthusiastic and can be relied upon to follow through with tasks			
Willingly accepts direction and acts promptly when needed			
Demonstrates good team work in conduct of duties			
Is proactive in seeking additional information when required			
Demonstrates a commitment to knowledge sharing with other team members			
Prisoner Management		Employer assessment	
		Below	Meets
Initiates positive interaction with prisoners and role models pro-social behaviour			
Displays sensitivity when dealing with prisoners from diverse cultures			
Ensures prisoners receive their legislative entitlements			
NUMBER OF CCO TASKS COMPLETED (Minimum number of 13 tasks to be completed)		Number of actual tasks completed	No.
PERFORMANCE DECISION PROGRESSING SATISFACTORILY <input type="checkbox"/> YES			
PERFORMANCE DECISION PROGRESSING SATISFACTORILY <input type="checkbox"/> NO (UNSATISFACTORY PERFORMANCE REVIEW MUST BE REFERRED TO HUMAN RESOURCES MANAGER OF THE OFFICER'S CENTRE FOR FURTHER ACTION) E MAIL SENT TO HUMAN RESOURCES MANAGER ON THIS DATE: / / PLEASE COMMENT			
OFFICER SIGNATURE _____ PRINT NAME _____ DATE / / HUMAN RESOURCES DELEGATE SIGNATURE _____ PRINT NAME _____ DATE / / SUPERVISOR SIGNATURE _____ PRINT NAME _____ DATE / / (MUST BE SIGNED AT PERFORMANCE REVIEW)			

CCC EXHIBIT

Certificate III in Correctional Practice Assessment Tool

Learner:

Final Workplace Content Expert

I have seen the evidences listed and confirm that the learner meets all criteria and is:

SATISFACTORY ☐ **Yes** ☐ **No**

Last name:

First Name:

Date of Final Assessment

/ /

Signature

Learner Confirmation

I have been informed of the result

Learner Last Name:

Learner First Name:

DECLARATION

I am aware of the Academy requirement in regards to Academic Ethical Behaviour as stated and explained in the QCS RTO DOCUMENT 'Learner Information'(page 5). I confirm that this work represents my individual effort and does not contain plagiarised material and evidences are from factual events.

Date

/ /

Signature

Assessment Confirmation

I have confirmed the result

Staff Training Coordinator Last Name:

Staff Training Coordinator First Name:

Confirmation Date:

/ /

Staff Training Coordinator Signature:

Posted Cert III to Academy, indicate date sent:

Date: / /

If a simulation was conducted as part of the assessment process, the simulation document and report is required to be sent with this tool to the Academy

Note: No other hardcopy evidence is required to be submitted, unless requested by QCSA

QCSA Processing

Lead Assessor Print Name_____

COMPETENT ☐ **Yes** ☐ **No**

Lead Assessor Signature_____

Date

/ /

Recorded on Wise.NET _____