

# **CSC12 CORRECTIONAL SERVICES TRAINING PACKAGE**

## **Version 1.1**

# **WA NOMINAL HOURS GUIDE**

**Western Australian Department of Training and Workforce  
Development**

**Updated July 2013**

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## Introduction

This Implementation Guide has been generated to enable the stakeholders in the Correctional Services Industry in Western Australia to participate in the managed implementation of the National CSC12 Correctional Services Training Package.

This Guide is designed to aid Registered Training Organisations (RTOs) to convert from existing Training Package qualifications to new Training Package qualifications within the scope of their training delivery.

The Guide should be read in conjunction with the **endorsed components** of the Training Package

**Version 1.1** of the CSC12 Correctional Services Training Package was released by Training.Gov.Au (TGA) on the **2 November 2012**.

**Version 1** of the CSC12 Correctional Services Training Package was released by Training.Gov.Au (TGA) on the **30 April 2012**.

## Obtaining the Training Package

The CSC12 Correctional Services Training Package can be purchased from:



Office: Level 11, 147 Pirie Street  
Adelaide SA 5000  
Postal: PO Box 347  
Rundle Mall SA 5000  
T: (08) 8100 7400 | F: (08) 8232 7444  
E: [info@governmentskills.com.au](mailto:info@governmentskills.com.au)  
W: [www.governmentskills.com.au](http://www.governmentskills.com.au)

Information on National Training Packages is also available through Training.Gov (TGA), which can be located on the Internet at: [www.training.gov.au](http://www.training.gov.au)

**All RTOs who have Training Package qualifications on their Scope of Delivery must have access to the relevant Training Package.**

## Transition Arrangements

Registered Training Organisations (RTOs) are required to deliver Training Package qualifications within 12 months of the release date of the Training Package on to Training.gov.au (TGA).

Students currently enrolled in an existing version of the Training Package qualification should be permitted to complete the program they enrolled in initially, unless the move to the related qualification from a Training Package can be made without disadvantage to a student.

## Nominal Hours

The Commonwealth Department of Employment, Education and Workplace Relations' definition of nominal hours states:

***“The value assigned to a structured program of study that nominally represents the anticipated hours of supervised learning and/or training deemed necessary to conduct training/learning and assessment activities associated with the program of study”***

Source: National Quality Council Training Package Glossary Version V2.1  
17/03/2010

<http://www.deewr.gov.au/Skills/Overview/Policy/TPDH/Downloads/Documents/TrainingPackageGlossary.pdf>

Nominal hours are identified for each Training Package qualification. Total nominal hours may vary within a qualification depending on the units of competency.

In Western Australia, nominal hours are used as a mechanism for funding allocation.

## Version Modification History

The version details of this endorsed Training Package are in the table below.  
The latest information is at the top of the table.

Version	TGA Release Date	Modification History
1.1	02 November 2012	ISC upgrade updating equivalent imported units and fixing editorial errors.
1	30 April 2012	Primary release (replacing CSC07 Correctional Services Training Package).

## Qualifications and Nominal Hours

The following table provides a summary of the qualifications and nominal hours in the CSC12 Correctional Services Training Package

<b>National ID</b>	<b>Qualification Title</b>	<b>Nominal Hours</b>
CSC20112	Certificate II in Justice Services	210
CSC30112	Certificate III in Correctional Practice	520
CSC40112	Certificate IV in Correctional Practice	550
CSC50112	Diploma of Correctional Administration	360
CSC60112	Advanced Diploma of Correctional Management	285

## Units of Competency and Nominal Hours

The following table provides a summary of the units of competency and nominal hours in the CSC12 Correctional Services Training Package

National ID	Unit Title	Nominal Hours
CSCDH401A	Manage dogs for security purposes	30
CSCDH402A	Maintain the health and welfare of dogs	30
CSCDH403A	Prepare stimulus aids for use with dogs	30
CSCDH404A	Select dogs	30
CSCDH405A	Train detector dogs	40
CSCDH406A	Train dogs for response and control	40
CSCDH407A	Train dogs in agility work	40
CSCINT401A	Negotiate behaviour change	40
CSCINT402A	Assist offenders to change behaviour	40
CSCINT403A	Assist offenders to change drug and alcohol use	70
CSCINT404A	Assess offender risks and needs	50
CSCINT405A	Support group activities	20
CSCINT501A	Use therapeutic processes in groups to address offending behaviour	60
CSCINT502A	Use group processes to address offending behaviour	40
CSCINT601A	Coordinate intervention strategies for offenders	50
CSCITL501	Manage human sources	50
CSCITL502	Analyse information	30
CSCITL503	Produce and review standard intelligence products	60
CSCOFM201A	Support offender services	30
CSCOFM202A	Monitor people in care or custody	20
CSCOFM203A	Maintain the health, safety and welfare of offenders	20
CSCOFM301A	Protect the safety and welfare of vulnerable offenders	20
CSCOFM302A	Protect the safety and welfare of Aboriginal and Torres Strait offenders	30
CSCOFM303A	Respond to offenders influenced by drugs or alcohol	30
CSCOFM304A	Protect the safety and welfare of young offenders	40
CSCOFM305A	Supervise offenders	30
CSCOFM306A	Supervise offenders in the community	50
CSCOFM307A	Support offender to maintain positive relationships	30
CSCOFM308A	Promote cooperative behaviour	30
CSCOFM309A	Process offender induction	40
CSCOFM310	Provide responsible care to people with a mental health problem and or condition	60
CSCOFM311	Supervise female offenders	50
CSCOFM401A	Implement planned approach to offender management	50
CSCOFM402A	Provide support to offenders in Aboriginal and Torres Strait communities	30
CSCOFM403A	Supervise community work programs	60
CSCOFM404A	Provide guidance and counsel	60
CSCOFM405	Manage high risk offenders	70
CSCOFM501A	Coordinate offender management processes	60
CSCOFM502A	Plan and review services to offenders	60
CSCOFM503A	Supervise offender management practices	60
CSCOFM601A	Establish offender management practices	60
CSCOHS201A	Use safe work practices	10
CSCOHS401A	Supervise occupational health and safety practices	20
CSCORG201A	Contribute to achieving the goals of the organisation	20
CSCORG202A	Communicate effectively	30



National ID	Unit Title	Nominal Hours
CSCORG301A	Prepare reports	10
CSCORG302A	Prepare reports for justice agencies	20
CSCORG303A	Conduct interviews	15
CSCORG304	Work effectively with culturally diverse offenders and colleagues	30
CSCORG401A	Contribute to work unit planning	30
CSCORG402A	Gather and report complex information	20
CSCORG403A	Report to a formal inquiry	15
CSCORG404A	Organise and chair meetings	30
CSCORG405A	Establish and maintain networks	30
CSCORG406A	Manage activities to meet client requirements	40
CSCORG407A	Coordinate a work team	40
CSCORG501A	Use information to make critical decisions	40
CSCORG502A	Represent and promote the organisation	40
CSCORG503A	Coordinate resource allocation and usage	40
CSCORG504A	Coordinate the implementation of change	40
CSCORG505A	Manage a work unit	40
CSCORG506A	Manage teamwork through delegations	20
CSCORG507A	Manage projects in justice and offender services	40
CSCORG508A	Determine the effective use of financial resources	25
CSCORG509	Manage effective workplace relationships	50
CSCORG601A	Provide leadership in justice services	50
CSCORG602A	Plan and implement changes in justice services	60
CSCORG603A	Manage the delivery of a quality correctional service	60
CSCORG604A	Establish strategic guidance for correctional services	50
CSCORG605A	Research issues of concern in correctional services	30
CSCSAS201A	Maintain security	40
CSCSAS202A	Screen access to and exit from premises	30
CSCSAS203A	Maintain the security of premises	10
CSCSAS204A	Maintain security of the environment	10
CSCSAS205A	Contain incidents that jeopardise safety and security	30
CSCSAS206A	Respond to medical emergencies	40
CSCSAS207A	Operate central monitoring station	60
CSCSAS301A	Maintain security system	30
CSCSAS302A	Control incidents using defensive tactics	100
CSCSAS303A	Conduct searches	15
CSCSAS304A	Monitor control room operations	80
CSCSAS305A	Supervise attendance at court	25
CSCSAS306A	Manage conflict through negotiation	20
CSCSAS401A	Monitor and review security systems	40
CSCSAS402A	Manage threatening behaviour	20
CSCSAS403A	Provide emergency response to dangerous incidents	40
CSCSAS404A	Use firearms	120
CSCSAS501A	Plan responses to incidents that jeopardise safety and security	50
CSCSAS502A	Determine response to security risks	30
CSCTRA201A	Maintain security during escort	30
CSCTRA202A	Operate security vehicles	10
CSCTRA203A	Navigate transport	20
CSCTRA401A	Plan and monitor escorts	30

## Mapping Qualifications

The following table provides an overview of the qualifications from the CSC12 Correctional Services Training Package which replaces qualifications from the existing version of the CSC07 Correctional Service Training Package

CSC07 Current Qualification			CSC12 Replacement Qualification		
National ID	Qualification Title	Hours	National ID	Qualification Title	Hours
CSC20107	Certificate II in Justice Services	210	CSC20112	Certificate II in Justice Services	210
CSC30107	Certificate III in Correctional Practice	400	CSC30112	Certificate III in Correctional Practice	520
CSC30207	Certificate III in Correctional Practice (Custodial)	520	CSC30112	Certificate III in Correctional Practice	520
CSC30307	Certificate III in Correctional Practice (Community)	455	CSC30112	Certificate III in Correctional Practice	520
CSC40107	Certificate IV in Correctional Practice	550	CSC40112	Certificate IV in Correctional Practice	550
CSC50107	Diploma of Correctional Administration	360	CSC50112	Diploma of Correctional Administration	360
CSC60107	Advanced Diploma of Correctional Management	285	CSC60112	Advanced Diploma of Correctional Management	285

## Mapping Units of Competency

The following table provides an overview of the units of competency from the CSC07 Correctional Service which are replaced by the units of competency from the CSC12 Correctional Services Training Package

Please note: The units that are in highlighted in green have been moved across from CSC07 with no change in code/title

CSC07			CSC12		
National ID	Units of Competency Title	Hours	National ID	Units of Competency Title	Hours
CSCDH401A	Manage dogs for security purposes	30	CSCDH401A	Manage dogs for security purposes	30
CSCDH402A	Maintain the health and welfare of dogs	30	CSCDH402A	Maintain the health and welfare of dogs	30
CSCDH403A	Prepare stimulus aids for use with dogs	30	CSCDH403A	Prepare stimulus aids for use with dogs	30
CSCDH404A	Select dogs	30	CSCDH404A	Select dogs	30
CSCDH405A	Train detector dogs	40	CSCDH405A	Train detector dogs	40
CSCDH406A	Train dogs for response and control	40	CSCDH406A	Train dogs for response and control	40
CSCDH407A	Train dogs in agility work	40	CSCDH407A	Train dogs in agility work	40
CSCINT401A	Negotiate behaviour change	40	CSCINT401A	Negotiate behaviour change	40
CSCINT402A	Assist offenders to change behaviour	40	CSCINT402A	Assist offenders to change behaviour	40
CSCINT403A	Assist offenders to change drug and alcohol use	70	CSCINT403A	Assist offenders to change drug and alcohol use	70
CSCINT404A	Assess offender risks and needs	50	CSCINT404A	Assess offender risks and needs	50
CSCINT405A	Support group activities	20	CSCINT405A	Support group activities	20
CSCINT501A	Use therapeutic processes in groups to address offending behaviour	60	CSCINT501A	Use therapeutic processes in groups to address offending behaviour	60
CSCINT502A	Use group processes to address offending behaviour	40	CSCINT502A	Use group processes to address offending behaviour	40
CSCINT601A	Coordinate intervention strategies for offenders	50	CSCINT601A	Coordinate intervention strategies for offenders	50
	No previous equivalent		CSCITL501	Manage human sources	50
	No previous equivalent		CSCITL502	Analyse information	30
	No previous equivalent		CSCITL503	Produce and review standard intelligence products	60
CSCOFM201A	Support offender services	30	CSCOFM201A	Support offender services	30
CSCOFM202A	Monitor people in care or custody	20	CSCOFM202A	Monitor people in care or custody	20
CSCOFM203A	Maintain the health, safety and welfare of offenders	20	CSCOFM203A	Maintain the health, safety and welfare of offenders	20
CSCOFM301A	Protect the safety and welfare of vulnerable offenders	20	CSCOFM301A	Protect the safety and welfare of vulnerable offenders	20

CSC07			CSC12		
National ID	Units of Competency Title	Hours	National ID	Units of Competency Title	Hours
CSCOFM302A	Protect the safety and welfare of Aboriginal and Torres Strait offenders	30	CSCOFM302A	Protect the safety and welfare of Aboriginal and Torres Strait offenders	30
CSCOFM303A	Respond to offenders influenced by drugs or alcohol	30	CSCOFM303A	Respond to offenders influenced by drugs or alcohol	30
CSCOFM304A	Protect the safety and welfare of young offenders	40	CSCOFM304A	Protect the safety and welfare of young offenders	40
CSCOFM305A	Supervise offenders	30	CSCOFM305A	Supervise offenders	30
CSCOFM306A	Supervise offenders in the community	50	CSCOFM306A	Supervise offenders in the community	50
CSCOFM307A	Support offender to maintain positive relationships	30	CSCOFM307A	Support offender to maintain positive relationships	30
CSCOFM308A	Promote cooperative behaviour	30	CSCOFM308A	Promote cooperative behaviour	30
CSCOFM309A	Process offender induction	40	CSCOFM309A	Process offender induction	40
	No previous equivalent		CSCOFM310	Provide responsible care to people with a mental health problem and or condition	60
	No previous equivalent		CSCOFM311	Supervise female offenders	50
CSCOFM401A	Implement planned approach to offender management	50	CSCOFM401A	Implement planned approach to offender management	50
CSCOFM402A	Provide support to offenders in Aboriginal and Torres Strait communities	30	CSCOFM402A	Provide support to offenders in Aboriginal and Torres Strait communities	30
CSCOFM403A	Supervise community work programs	60	CSCOFM403A	Supervise community work programs	60
CSCOFM404A	Provide guidance and counsel	60	CSCOFM404A	Provide guidance and counsel	60
	No previous equivalent		CSCOFM405	Manage high risk offenders	70
CSCOFM501A	Coordinate offender management processes	60	CSCOFM501A	Coordinate offender management processes	60
CSCOFM502A	Plan and review services to offenders	60	CSCOFM502A	Plan and review services to offenders	60
CSCOFM503A	Supervise offender management practices	60	CSCOFM503A	Supervise offender management practices	60
CSCOFM601A	Establish offender management practices	60	CSCOFM601A	Establish offender management practices	60
CSCOHS201A	Use safe work practices	10	CSCOHS201A	Use safe work practices	10
CSCOHS401A	Supervise occupational health and safety practices	20	CSCOHS401A	Supervise occupational health and safety practices	20
<b>CSCOHS601A</b>	<b>Maintain occupational health and safety system</b>	<b>30</b>		<b>Deleted</b>	
CSCORG201A	Contribute to achieving the goals of the organisation	20	CSCORG201A	Contribute to achieving the goals of the organisation	20
CSCORG202A	Communicate effectively	30	CSCORG202A	Communicate effectively	30
CSCORG301A	Prepare reports	10	CSCORG301A	Prepare reports	10
CSCORG302A	Prepare reports for justice agencies	20	CSCORG302A	Prepare reports for justice agencies	20
CSCORG303A	Conduct interviews	15	CSCORG303A	Conduct interviews	15
	No previous equivalent		CSCORG304	Work effectively with culturally diverse	30

CSC07			CSC12		
National ID	Units of Competency Title	Hours	National ID	Units of Competency Title	Hours
				offenders and colleagues	
CSCORG401A	Contribute to work unit planning	30	CSCORG401A	Contribute to work unit planning	30
CSCORG402A	Gather and report complex information	20	CSCORG402A	Gather and report complex information	20
CSCORG403A	Report to a formal inquiry	15	CSCORG403A	Report to a formal inquiry	15
CSCORG404A	Organise and chair meetings	30	CSCORG404A	Organise and chair meetings	30
CSCORG405A	Establish and maintain networks	30	CSCORG405A	Establish and maintain networks	30
CSCORG406A	Manage activities to meet client requirements	40	CSCORG406A	Manage activities to meet client requirements	40
CSCORG407A	Coordinate a work team	40	CSCORG407A	Coordinate a work team	40
CSCORG501A	Use information to make critical decisions	40	CSCORG501A	Use information to make critical decisions	40
CSCORG502A	Represent and promote the organisation	40	CSCORG502A	Represent and promote the organisation	40
CSCORG503A	Coordinate resource allocation and usage	40	CSCORG503A	Coordinate resource allocation and usage	40
CSCORG504A	Coordinate the implementation of change	40	CSCORG504A	Coordinate the implementation of change	40
CSCORG505A	Manage a work unit	40	CSCORG505A	Manage a work unit	40
CSCORG506A	Manage teamwork through delegations	20	CSCORG506A	Manage teamwork through delegations	20
CSCORG507A	Manage projects in justice and offender services	40	CSCORG507A	Manage projects in justice and offender services	40
CSCORG508A	Determine the effective use of financial resources	25	CSCORG508A	Determine the effective use of financial resources	25
	No previous equivalent		CSCORG509	Manage effective workplace relationships	50
CSCORG601A	Provide leadership in justice services	50	CSCORG601A	Provide leadership in justice services	50
CSCORG602A	Plan and implement changes in justice services	60	CSCORG602A	Plan and implement changes in justice services	60
CSCORG603A	Manage the delivery of a quality correctional service	60	CSCORG603A	Manage the delivery of a quality correctional service	60
CSCORG604A	Establish strategic guidance for correctional services	50	CSCORG604A	Establish strategic guidance for correctional services	50
CSCORG605A	Research issues of concern in correctional services	30	CSCORG605A	Research issues of concern in correctional services	30
CSCSAS201A	Maintain security	40	CSCSAS201A	Maintain security	40
CSCSAS202A	Screen access to and exit from premises	30	CSCSAS202A	Screen access to and exit from premises	30
CSCSAS203A	Maintain the security of premises	10	CSCSAS203A	Maintain the security of premises	10
CSCSAS204A	Maintain security of the environment	10	CSCSAS204A	Maintain security of the environment	10
CSCSAS205A	Contain incidents that jeopardise safety and security	30	CSCSAS205A	Contain incidents that jeopardise safety and security	30
CSCSAS206A	Respond to medical emergencies	40	CSCSAS206A	Respond to medical emergencies	40
CSCSAS207A	Operate central monitoring station	60	CSCSAS207A	Operate central monitoring station	60
CSCSAS301A	Maintain security system	30	CSCSAS301A	Maintain security system	30

CSC07			CSC12		
National ID	Units of Competency Title	Hours	National ID	Units of Competency Title	Hours
CSCSAS302A	Control incidents using defensive tactics	100	CSCSAS302A	Control incidents using defensive tactics	100
CSCSAS303A	Conduct searches	15	CSCSAS303A	Conduct searches	15
CSCSAS304A	Monitor control room operations	80	CSCSAS304A	Monitor control room operations	80
CSCSAS305A	Supervise attendance at court	25	CSCSAS305A	Supervise attendance at court	25
CSCSAS306A	Manage conflict through negotiation	20	CSCSAS306A	Manage conflict through negotiation	20
CSCSAS401A	Monitor and review security systems	40	CSCSAS401A	Monitor and review security systems	40
CSCSAS402A	Manage threatening behaviour	20	CSCSAS402A	Manage threatening behaviour	20
CSCSAS403A	Provide emergency response to dangerous incidents	40	CSCSAS403A	Provide emergency response to dangerous incidents	40
CSCSAS404A	Use firearms	120	CSCSAS404A	Use firearms	120
CSCSAS501A	Plan responses to incidents that jeopardise safety and security	50	CSCSAS501A	Plan responses to incidents that jeopardise safety and security	50
CSCSAS502A	Determine response to security risks	30	CSCSAS502A	Determine response to security risks	30
CSCTRA201A	Maintain security during escort	30	CSCTRA201A	Maintain security during escort	30
CSCTRA202A	Operate security vehicles	10	CSCTRA202A	Operate security vehicles	10
CSCTRA203A	Navigate transport	20	CSCTRA203A	Navigate transport	20
CSCTRA401A	Plan and monitor escorts	30	CSCTRA401A	Plan and monitor escorts	30

## Traineeships

The following table provides a summary of the qualifications in the CSC12 Correctional Services Training Package and the accredited traineeship courses they will replace.

CSC07 Current Qualification				CSC12 Replacement Qualification		
National ID	Qualification Title	TRAINEESHIP	Hours	National ID	Qualification Title	Hours
CSC30107	Certificate III in Correctional Practice	Correctional Practice (Level 3)	400	CSC30112	Certificate III in Correctional Practice	520
CSC30207	Certificate III in Correctional Practice (Custodial)	Correctional Practice (Custodial) (Level 3)	520	CSC30112	Certificate III in Correctional Practice	520
CSC40107	Certificate IV in Correctional Practice	Correctional Practice (Level 4)	550	CSC40112	Certificate IV in Correctional Practice	550
CSC40107	Certificate IV in Correctional Practice	Correctional Practice (Custodial) (Level 4)	550	CSC40112	Certificate IV in Correctional Practice	550