

# **CSC CORRECTIONAL SERVICES TRAINING PACKAGE**

**Versions 1 and 1.1**

**WA NOMINAL HOURS GUIDE**

## Introduction

This 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 CSC 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 CSC Correctional Services Training Package was released by Training.Gov.Au (TGA) on the 15 October 2015.

Version 1 of the CSC Correctional Services Training Package was released by Training.Gov.Au (TGA) on the 3 August 2015.

## Transition Arrangements

Registered Training Organisations (RTOs) are required to deliver Training Package qualifications in accordance with the Standards for RTOs. For further information visit the Training Accreditation Council website [www.tac.wa.gov.au](http://www.tac.wa.gov.au)

## Nominal Hours

Nominal hours are the hours of training notionally required to achieve the outcomes of units of competency.

Nominal hours are identified for nationally endorsed qualifications. Nominal hours may vary for a qualification depending on the selection of units of competency.

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

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## Qualifications and Nominal Hours

The following table provides a summary of the qualifications and nominal hours in Version 1.1 of the CSC Correctional Services Training Package.

National Code	National Title	Nominal Hours
CSC20115	Certificate II in Justice Services	210
CSC30115	Certificate III in Correctional Practice	520
CSC40115	Certificate IV in Correctional Practice	415
CSC50115	Diploma of Correctional Administration	360
CSC60115	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 Version 1.1 of the CSC Correctional Services Training Package.

National Code	National Title	Nominal Hours
CSCDOG001	Manage dogs for security purposes	30
CSCDOG002	Maintain the health and welfare of dogs	30
CSCDOG003	Prepare stimulus aids for use with dogs	30
CSCDOG004	Select dogs	30
CSCDOG005	Train detector dogs	40
CSCDOG006	Train dogs for response and control	40
CSCDOG007	Train dogs in agility work	40
CSCINT001	Negotiate behaviour change	40
CSCINT002	Assist offenders to change behaviour	40
CSCINT003	Assist offenders to change drug and alcohol use	70
CSCINT004	Assess offender risks and needs	50
CSCINT005	Support group activities	20
CSCINT006	Use therapeutic processes in groups to address offending behaviour	60
CSCINT007	Use group processes to address offending behaviour	40
CSCINT008	Coordinate intervention strategies for offenders	50
CSCITL001	Manage human sources	50
CSCITL002	Analyse information	30
CSCITL003	Produce and review standard intelligence products	60
CSCOFM001	Support offender services	30
CSCOFM002	Monitor people in care or custody	20
CSCOFM003	Maintain the health, safety and welfare of offenders	20
CSCOFM004	Protect the safety and welfare of vulnerable offenders	20
CSCOFM005	Protect the safety and welfare of Aboriginal and Torres Strait offenders	30
CSCOFM006	Respond to offenders influenced by drugs or alcohol	30
CSCOFM007	Protect the safety and welfare of young offenders	40
CSCOFM008	Supervise offenders	30
CSCOFM009	Supervise offenders in the community	50
CSCOFM010	Support offender to maintain positive relationships	30
CSCOFM011	Promote cooperative behaviour	30
CSCOFM012	Process offender induction	40
CSCOFM013	Provide responsible care to people with a mental health problem and/or condition	60
CSCOFM014	Supervise female offenders	50
CSCOFM015	Implement planned approach to offender management	50
CSCOFM016	Provide support to offenders in Aboriginal and Torres Strait communities	30
CSCOFM017	Supervise community work programs	60
CSCOFM018	Provide guidance and counsel	60

National Code	National Title	Nominal Hours
CSCOFM019	Manage complex supervision	70
CSCOFM020	Coordinate offender management processes	60
CSCOFM021	Plan and review services to offenders	60
CSCOFM022	Supervise offender management practices	60
CSCOFM023	Establish offender management practices	60
CSCORG001	Contribute to achieving the goals of the organisation	20
CSCORG002	Communicate effectively	30
CSCORG003	Prepare reports	10
CSCORG004	Prepare reports for justice agencies	20
CSCORG005	Conduct interviews	15
CSCORG006	Work effectively with culturally diverse offenders and colleagues	30
CSCORG007	Contribute to work unit planning	30
CSCORG008	Gather and report complex information	20
CSCORG009	Report to a formal inquiry	15
CSCORG010	Organise and chair meetings	30
CSCORG011	Establish and maintain networks	30
CSCORG012	Manage activities to meet client requirements	40
CSCORG013	Coordinate a work team	40
CSCORG014	Use information to make critical decisions	40
CSCORG015	Represent and promote the organisation	40
CSCORG016	Coordinate resource allocation and usage	40
CSCORG017	Coordinate the implementation of change	40
CSCORG018	Manage a work unit	40
CSCORG019	Manage teamwork through delegations	20
CSCORG020	Manage projects in justice and offender services	40
CSCORG021	Determine the effective use of financial resources	25
CSCORG022	Manage effective workplace relationships	50
CSCORG023	Provide leadership in justice services	50
CSCORG024	Plan and implement changes in justice services	60
CSCORG025	Manage the delivery of a quality correctional service	60
CSCORG026	Establish strategic guidance for correctional services	50
CSCORG027	Research issues of concern in correctional services	30
CSCSAS001	Maintain security	40
CSCSAS002	Screen access to and exit from premises	30
CSCSAS003	Maintain the security of premises	10
CSCSAS004	Maintain security of the environment	10
CSCSAS005	Contain incidents that jeopardise safety and security	30
CSCSAS006	Respond to medical emergencies	40
CSCSAS007	Operate central monitoring station	60

National Code	National Title	Nominal Hours
CSCSAS008	Maintain security system	30
CSCSAS009	Control incidents using defensive tactics	100
CSCSAS010	Conduct searches	15
CSCSAS011	Monitor control room operations	80
CSCSAS012	Supervise attendance at court	25
CSCSAS013	Manage conflict through negotiation	20
CSCSAS014	Monitor and review security systems	40
CSCSAS015	Manage threatening behaviour	20
CSCSAS016	Provide emergency response to dangerous incidents	40
CSCSAS017	Use firearms	120
CSCSAS018	Plan responses to incidents that jeopardise safety and security	50
CSCSAS019	Determine response to security risks	30
CSCSAS020	Manage security	35
CSCSAS021	Participate in incident briefing, debriefing and analysis	35
CSCTRA001	Maintain security during escort	25
CSCTRA002	Operate security vehicles	10
CSCTRA003	Navigate transport	20
CSCTRA004	Plan and monitor escorts	25
CSCWHS001	Use safe work practices	10
CSCWHS002	Supervise occupational health and safety practices	20

## Qualification Mappings

The following table provides an overview of the qualifications from Version 1 which replace qualifications from the existing version of the CSC12 Correctional Services Training Package.

CSC12 Current Qualification				CSC v1 Replacement Qualification		
National Code	National Title	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
CSC20112	Certificate II in Justice Services	210	E	CSC20115	Certificate II in Justice Services	210
CSC30112	Certificate III in Correctional Practice	520	E	CSC30115	Certificate III in Correctional Practice	520
CSC40112	Certificate IV in Correctional Practice	550	NE	CSC40115	Certificate IV in Correctional Practice	415
CSC50112	Diploma of Correctional Administration	360	E	CSC50115	Diploma of Correctional Administration	360
CSC60112	Advanced Diploma of Correctional Management	285	E	CSC60115	Advanced Diploma of Correctional Management	285

## Unit of Competency Mappings

The following table provides an overview of the Units of Competency from Version 1 which replaces units of competency from the existing version of the CSC12 Correctional Services Training Package.

CSC12 Current Unit				CSC Replacement Unit		
National Code	National Title	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
CSCDH401A	Manage dogs for security purposes	30	E	CSCDOG001	Manage dogs for security purposes	30
CSCDH402A	Maintain the health and welfare of dogs	30	E	CSCDOG002	Maintain the health and welfare of dogs	30
CSCDH403A	Prepare stimulus aids for use with dogs	30	E	CSCDOG003	Prepare stimulus aids for use with dogs	30
CSCDH404A	Select dogs	30	E	CSCDOG004	Select dogs	30
CSCDH405A	Train detector dogs	40	E	CSCDOG005	Train detector dogs	40
CSCDH406A	Train dogs for response and control	40	E	CSCDOG006	Train dogs for response and control	40
CSCDH407A	Train dogs in agility work	40	E	CSCDOG007	Train dogs in agility work	40
CSCINT401A	Negotiate behaviour change	40	E	CSCINT001	Negotiate behaviour change	40
CSCINT402A	Assist offenders to change behaviour	40	E	CSCINT002	Assist offenders to change behaviour	40
CSCINT403A	Assist offenders to change drug and alcohol use	70	E	CSCINT003	Assist offenders to change drug and alcohol use	70
CSCINT404A	Assess offender risks and needs	50	E	CSCINT004	Assess offender risks and needs	50
CSCINT405A	Support group activities	20	E	CSCINT005	Support group activities	20
CSCINT501A	Use therapeutic processes in groups to address offending behaviour	60	E	CSCINT006	Use therapeutic processes in groups to address offending behaviour	60
CSCINT502A	Use group processes to address offending behaviour	40	E	CSCINT007	Use group processes to address offending behaviour	40
CSCINT601A	Coordinate intervention strategies for offenders	50	E	CSCINT008	Coordinate intervention strategies for offenders	50
CSCITL501	Manage human sources	50	E	CSCITL001	Manage human sources	50
CSCITL502	Analyse information	30	E	CSCITL002	Analyse information	30
CSCITL503	Produce and review standard intelligence products	60	E	CSCITL003	Produce and review standard intelligence products	60
CSCOFM201A	Support offender services	30	E	CSCOFM001	Support offender services	30
CSCOFM202A	Monitor people in care or custody	20	E	CSCOFM002	Monitor people in care or custody	20



CSCOFM203A	Maintain the health, safety and welfare of offenders	20	E	CSCOFM003	Maintain the health, safety and welfare of offenders	20
CSCOFM301A	Protect the safety and welfare of vulnerable offenders	20	E	CSCOFM004	Protect the safety and welfare of vulnerable offenders	20
CSCOFM302A	Protect the safety and welfare of Aboriginal and Torres Strait offenders	30	E	CSCOFM005	Protect the safety and welfare of Aboriginal and Torres Strait offenders	30
CSCOFM303A	Respond to offenders influenced by drugs or alcohol	30	E	CSCOFM006	Respond to offenders influenced by drugs or alcohol	30
CSCOFM304A	Protect the safety and welfare of young offenders	40	E	CSCOFM007	Protect the safety and welfare of young offenders	40
CSCOFM305A	Supervise offenders	30	E	CSCOFM008	Supervise offenders	30
CSCOFM306A	Supervise offenders in the community	50	E	CSCOFM009	Supervise offenders in the community	50
CSCOFM307A	Support offender to maintain positive relationships	30	E	CSCOFM010	Support offender to maintain positive relationships	30
CSCOFM308A	Promote cooperative behaviour	30	E	CSCOFM011	Promote cooperative behaviour	30
CSCOFM309A	Process offender induction	40	E	CSCOFM012	Process offender induction	40
CSCOFM310	Provide responsible care to people with a mental health problem and or condition	60	E	CSCOFM013	Provide responsible care to people with a mental health problem and/or condition	60
CSCOFM311	Supervise female offenders	50	E	CSCOFM014	Supervise female offenders	50
CSCOFM401A	Implement planned approach to offender management	50	E	CSCOFM015	Implement planned approach to offender management	50
CSCOFM402A	Provide support to offenders in Aboriginal and Torres Strait communities	30	E	CSCOFM016	Provide support to offenders in Aboriginal and Torres Strait communities	30
CSCOFM403A	Supervise community work programs	60	E	CSCOFM017	Supervise community work programs	60
CSCOFM404A	Provide guidance and counsel	60	E	CSCOFM018	Provide guidance and counsel	60
CSCOFM405	Manage high risk offenders	70	E	CSCOFM019	Manage complex supervision	70
CSCOFM501A	Coordinate offender management processes	60	E	CSCOFM020	Coordinate offender management processes	60
CSCOFM502A	Plan and review services to offenders	60	E	CSCOFM021	Plan and review services to offenders	60
CSCOFM503A	Supervise offender management practices	60	E	CSCOFM022	Supervise offender management practices	60
CSCOFM601A	Establish offender management practices	60	E	CSCOFM023	Establish offender management practices	60
CSCORG201A	Contribute to achieving the goals of the organisation	20	E	CSCORG001	Contribute to achieving the goals of the organisation	20
CSCORG202A	Communicate effectively	30	E	CSCORG002	Communicate effectively	30

CSCORG301A	Prepare reports	10	E	CSCORG003	Prepare reports	10
CSCORG302A	Prepare reports for justice agencies	20	E	CSCORG004	Prepare reports for justice agencies	20
CSCORG303A	Conduct interviews	15	E	CSCORG005	Conduct interviews	15
CSCORG304	Work effectively with culturally diverse offenders and colleagues	30	E	CSCORG006	Work effectively with culturally diverse offenders and colleagues	30
CSCORG401A	Contribute to work unit planning	30	E	CSCORG007	Contribute to work unit planning	30
CSCORG402A	Gather and report complex information	20	E	CSCORG008	Gather and report complex information	20
CSCORG403A	Report to a formal inquiry	15	E	CSCORG009	Report to a formal inquiry	15
CSCORG404A	Organise and chair meetings	30	E	CSCORG010	Organise and chair meetings	30
CSCORG405A	Establish and maintain networks	30	E	CSCORG011	Establish and maintain networks	30
CSCORG406A	Manage activities to meet client requirements	40	E	CSCORG012	Manage activities to meet client requirements	40
CSCORG407A	Coordinate a work team	40	E	CSCORG013	Coordinate a work team	40
CSCORG501A	Use information to make critical decisions	40	E	CSCORG014	Use information to make critical decisions	40
CSCORG502A	Represent and promote the organisation	40	E	CSCORG015	Represent and promote the organisation	40
CSCORG503A	Coordinate resource allocation and usage	40	E	CSCORG016	Coordinate resource allocation and usage	40
CSCORG504A	Coordinate the implementation of change	40	E	CSCORG017	Coordinate the implementation of change	40
CSCORG505A	Manage a work unit	40	E	CSCORG018	Manage a work unit	40
CSCORG506A	Manage teamwork through delegations	20	E	CSCORG019	Manage teamwork through delegations	20
CSCORG507A	Manage projects in justice and offender services	40	E	CSCORG020	Manage projects in justice and offender services	40
CSCORG508A	Determine the effective use of financial resources	25	E	CSCORG021	Determine the effective use of financial resources	25
CSCORG509	Manage effective workplace relationships	50	E	CSCORG022	Manage effective workplace relationships	50
CSCORG601A	Provide leadership in justice services	50	E	CSCORG023	Provide leadership in justice services	50
CSCORG602A	Plan and implement changes in justice services	60	E	CSCORG024	Plan and implement changes in justice services	60
CSCORG603A	Manage the delivery of a quality correctional service	60	E	CSCORG025	Manage the delivery of a quality correctional service	60
CSCORG604A	Establish strategic guidance for correctional services	50	E	CSCORG026	Establish strategic guidance for correctional services	50
CSCORG605A	Research issues of concern in correctional services	30	E	CSCORG027	Research issues of concern in correctional services	30

CSCSAS201A	Maintain security	40	E	CSCSAS001	Maintain security	40
CSCSAS202A	Screen access to and exit from premises	30	E	CSCSAS002	Screen access to and exit from premises	30
CSCSAS203A	Maintain the security of premises	10	E	CSCSAS003	Maintain the security of premises	10
CSCSAS204A	Maintain security of the environment	10	E	CSCSAS004	Maintain security of the environment	10
CSCSAS205A	Contain incidents that jeopardise safety and security	30	E	CSCSAS005	Contain incidents that jeopardise safety and security	30
CSCSAS206A	Respond to medical emergencies	40	E	CSCSAS006	Respond to medical emergencies	40
CSCSAS207A	Operate central monitoring station	60	E	CSCSAS007	Operate central monitoring station	60
CSCSAS301A	Maintain security system	30	E	CSCSAS008	Maintain security system	30
CSCSAS302A	Control incidents using defensive tactics	100	E	CSCSAS009	Control incidents using defensive tactics	100
CSCSAS303A	Conduct searches	15	E	CSCSAS010	Conduct searches	15
CSCSAS304A	Monitor control room operations	80	E	CSCSAS011	Monitor control room operations	80
CSCSAS305A	Supervise attendance at court	25	E	CSCSAS012	Supervise attendance at court	25
CSCSAS306A	Manage conflict through negotiation	20	E	CSCSAS013	Manage conflict through negotiation	20
CSCSAS401A	Monitor and review security systems	40	E	CSCSAS014	Monitor and review security systems	40
CSCSAS402B	Manage threatening behaviour	20	E	CSCSAS015	Manage threatening behaviour	20
CSCSAS403A	Provide emergency response to dangerous incidents	40	E	CSCSAS016	Provide emergency response to dangerous incidents	40
CSCSAS404A	Use firearms	120	E	CSCSAS017	Use firearms	120
CSCSAS501A	Plan responses to incidents that jeopardise safety and security	50	E	CSCSAS018	Plan responses to incidents that jeopardise safety and security	50
CSCSAS502A	Determine response to security risks	30	E	CSCSAS019	Determine response to security risks	30
	No previous equivalent		-	CSCSAS020	Manage security	35
	No previous equivalent		-	CSCSAS021	Participate in incident briefing, debriefing and analysis	35
CSCTRA201A	Maintain security during escort	30	NE	CSCTRA001	Maintain security during escort	25
CSCTRA202A	Operate security vehicles	10	E	CSCTRA002	Operate security vehicles	10
CSCTRA203A	Navigate transport	20	E	CSCTRA003	Navigate transport	20
CSCTRA401A	Plan and monitor escorts	30	NE	CSCTRA004	Plan and monitor escorts	25

CSCOHS201A	Use safe work practices	10	E	CSCWHS001	Use safe work practices	10
CSCOHS401A	Supervise occupational health and safety practices	20	E	CSCWHS002	Supervise occupational health and safety practices	20

## Traineeships

The following table provides a summary of the qualifications in the CSC12 Correctional Services Training Package and the accredited traineeship that will be replaced in Version 1 of the CSC Correctional Services Training Package.

CSC12 Current Qualification					CSC v1 Replacement Qualification		
National Code	National Title	Traineeship	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
CSC30112	Certificate III in Correctional Practice	TR03740: CORRECTIONAL PRACTICE (LEVEL 3)	520	E	CSC30115	Certificate III in Correctional Practice	520
CSC30112	Certificate III in Correctional Practice	TR03760: CORRECTIONAL PRACTICE (CUSTODIAL)	520	E	CSC30115	Certificate III in Correctional Practice	520
CSC40112	Certificate IV in Correctional Practice	TR08370: CORRECTIONAL PRACTICE (CUSTODIAL)	550	NE	CSC40115	Certificate IV in Correctional Practice	415
CSC40112	Certificate IV in Correctional Practice	TR08380: CORRECTIONAL PRACTICE (LEVEL 4)	550	NE	CSC40115	Certificate IV in Correctional Practice	415