

# **CSC CORRECTIONAL SERVICES TRAINING PACKAGE**

**Version 5**

**WA NOMINAL HOURS GUIDE**

## Introduction

This Guide has been generated to enable the stakeholders in this 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 5.00 of the CSC Correctional Services Training Package was released by Training.Gov.Au (TGA) on the 05/12/2022.

## 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.

## Contact Details

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### Qualifications and Nominal Hours

The following table provides a summary of the qualifications and nominal hours in the training package.

National Code	National Title	Nominal Hours
CSC20122	Certificate II in Justice Services	210
CSC30122	Certificate III in Correctional Practice	520
CSC30222	Certificate III in Immigration Detention Operations	365
CSC40122	Certificate IV in Correctional Practice	415
CSC50122	Diploma of Correctional Administration	360
CSC60120	Advanced Diploma of Correctional Management	285

## Skill Sets and Nominal Hours

The following table provides a summary of the skill sets and nominal hours in the training package.

National Code	National Title	Nominal Hours
CSCSS00002	Electronic Monitoring Operator Skill Set	110
CSCSS00003	Detector Dog Handler Skill Set	175
CSCSS00004	General Purpose Dog Handler Skill Set	115
CSCSS00005	Offender Engagement Skill Set	205
CSCSS00006	Train Dog Handler Teams Skill Set	235
CSCSS00007	Trauma Informed Approach Skill Set	220
CSCSS00008	Working with Offenders with a Cognitive Impairment Skill Set	155
CSCSS00009	Professional Wellbeing and Resilience Skill Set	35

## Units of Competency and Nominal Hours

The following table provides a summary of the units of competency and nominal hours in the training package.

National Code	National Title	Nominal Hours
CSCDOG008	Assess dogs for custodial purposes	25
CSCDOG009	Maintain the health and welfare of dogs	30
CSCDOG010	Manage detector dogs	90
CSCDOG011	Manage dogs for security purposes	30
CSCDOG012	Prepare stimulus aids for use with dogs	30
CSCDOG013	Train dog handler teams	90
CSCIDO001	Protect the safety and welfare of people in immigration detention	20
CSCIDO002	Supervise people in immigration detention	25
CSCINT006	Use therapeutic processes in groups to address offending behaviour	60
CSCINT007	Use group processes to address offending behaviour	40
CSCINT009	Manage intervention strategies for offenders	50
CSCINT010	Assess offender risks and needs	50
CSCINT011	Negotiate behaviour change	40
CSCINT012	Assist offenders to change behaviour	40
CSCINT013	Assist offenders to change drug and alcohol use	70
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
CSCOFM020	Coordinate offender management processes	60
CSCOFM021	Plan and review services to offenders	60
CSCOFM024	Establish and maintain relationships with community agencies and offenders	50

CSCOFM025	Promote cooperative behaviour	30
CSCOFM026	Protect the safety and welfare of Aboriginal and Torres Strait Islander offenders	25
CSCOFM027	Protect the safety and welfare of young people who have offended	40
CSCOFM028	Provide support to offenders in Aboriginal and Torres Strait Islander communities	30
CSCOFM029	Respond to offenders influenced by drugs or alcohol	30
CSCOFM030	Support offender rehabilitation and reintegration in the community	45
CSCOFM031	Establish partnership arrangements with service providers	45
CSCOFM032	Develop and implement models of supervision for offenders who have experienced trauma	45
CSCOFM033	Manage complex supervision	70
CSCOFM034	Protect the safety and welfare of offenders with a cognitive impairment	35
CSCOFM035	Protect the safety and welfare of vulnerable offenders	20
CSCOFM036	Provide guidance and counsel	60
CSCOFM037	Recognise and respond appropriately to offenders affected by trauma	35
CSCOFM038	Implement planned approach to offender management	50
CSCOFM039	Maintain the health, safety and welfare of offenders	20
CSCOFM040	Maintain the safety and welfare of offenders in short-term incarceration	25
CSCOFM041	Process offender induction	40
CSCOFM042	Provide responsible care to offenders with a mental health condition	25
CSCOFM043	Supervise community work programs	55
CSCOFM044	Supervise female offenders	50
CSCOFM045	Supervise offenders	30
CSCOFM046	Supervise offenders outside of a correctional facility	45
CSCOFM047	Support offender to maintain positive relationships	30
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
CSCORG022	Manage effective workplace relationships	50
CSCORG023	Provide leadership in justice services	50
CSCORG025	Manage the delivery of a quality correctional service	60
CSCORG026	Establish strategic guidance for correctional services	50
CSCORG028	Work effectively with culturally diverse offenders and colleagues	25
CSCORG029	Conduct interviews	15
CSCORG030	Manage gender diversity and identity needs in a correctional facility	25
CSCORG031	Plan and implement changes in justice services	60
CSCORG032	Undertake research and report findings within the correctional services environment	30
CSCORG043	Communicate effectively	30
CSCORG044	Contribute to achieving the goals of the organisation	20
CSCORG045	Contribute to work unit planning	30
CSCORG046	Coordinate a work team	40
CSCORG047	Establish and maintain networks	30
CSCORG048	Gather, analyse and report information	20
CSCORG049	Organise and chair meetings	30
CSCORG050	Prepare and write reports	10
CSCORG051	Prepare offender reports for justice agencies	20
CSCORG052	Report to a formal inquiry	15
CSCSAS002	Screen access to and exit from premises	30
CSCSAS003	Maintain the security of premises	10
CSCSAS004	Maintain security of the environment	10
CSCSAS018	Plan responses to incidents that jeopardise safety and security	50
CSCSAS019	Determine response to security risks	30
CSCSAS022	Conduct searches	15

CSCSAS023	Support a response to medical emergencies	40
CSCSAS024	Manage conflict through negotiation	20
CSCSAS025	Contain incidents that jeopardise safety and security	30
CSCSAS026	Control incidents using defensive tactics	100
CSCSAS027	Maintain operational security	30
CSCSAS028	Maintain security	40
CSCSAS029	Manage security	35
CSCSAS030	Manage threatening behaviour	20
CSCSAS031	Operate central monitoring station	60
CSCSAS032	Participate in incident briefing, debriefing and analysis	35
CSCSAS033	Provide operational response to dangerous incidents	40
CSCSAS034	Supervise attendance at court	25
CSCSAS035	Use firearms	120
CSCTRA002	Operate security vehicles	10
CSCTRA003	Navigate transport	20
CSCTRA005	Maintain security during escort	25
CSCTRA006	Plan and monitor escorts	25
CSCWHS003	Supervise work health and safety practices	20
CSCWHS004	Use safe work practices	10

## Mapping Qualifications

The following table provides an overview of the qualifications from version 5 which replace qualifications from the existing version of the CSC Correctional Services Training Package.

CSC Current Qualification				CSC Replacement Qualification		
National Code	National Title	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
CSC20115	Certificate II in Justice Services	210	E	CSC20122	Certificate II in Justice Services	210
CSC30120	Certificate III in Correctional Practice	520	E	CSC30122	Certificate III in Correctional Practice	520
CSC30219	Certificate III in Immigration Detention Operations	365	E	CSC30222	Certificate III in Immigration Detention Operations	365
CSC40121	Certificate IV in Correctional Practice	415	E	CSC40122	Certificate IV in Correctional Practice	415
CSC50115	Diploma of Correctional Administration	360	E	CSC50122	Diploma of Correctional Administration	360

## Mapping Skill Sets

The following table provides an overview of the skill sets from version 5 which replace skill sets from the existing version of the CSC Correctional Services Training Package.

CSC Current Skill Set				CSC Replacement Skill Set		
National Code	National Title	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
			New	CSCSS00009	Professional Wellbeing and Resilience Skill Set	35

## Mapping Units of Competency

The following table provides an overview of the units of competency from version 5 which replace units of competency from the existing version of the CSC Correctional Services Training Package.

CSC Current Unit				CSC Replacement Unit		
National Code	National Title	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
CSCINT002	Assist offenders to change behaviour	40	E	CSCINT012	Assist offenders to change behaviour	40
CSCINT003	Assist offenders to change drug and alcohol use	70	E	CSCINT013	Assist offenders to change drug and alcohol use	70
CSCOFM015	Implement planned approach to offender management	50	E	CSCOFM038	Implement planned approach to offender management	50
CSCOFM003	Maintain the health, safety and welfare of offenders	20	E	CSCOFM039	Maintain the health, safety and welfare of offenders	20
			New	CSCOFM040	Maintain the safety and welfare of offenders in short-term incarceration	25
CSCOFM012	Process offender induction	40	E	CSCOFM041	Process offender induction	40
CSCOFM013	Provide responsible care to people with a mental health problem and/or condition	60	NE	CSCOFM042	Provide responsible care to offenders with a mental health condition	25
CSCOFM017	Supervise community work programs	60	NE	CSCOFM043	Supervise community work programs	55
CSCOFM014	Supervise female offenders	50	E	CSCOFM044	Supervise female offenders	50
CSCOFM008	Supervise offenders	30	E	CSCOFM045	Supervise offenders	30
			New	CSCOFM046	Supervise offenders outside of a correctional facility	45
CSCOFM010	Support offender to maintain positive relationships	30	E	CSCOFM047	Support offender to maintain positive relationships	30
CSCORG002	Communicate effectively	30	E	CSCORG043	Communicate effectively	30
CSCORG001	Contribute to achieving the goals of the organisation	20	E	CSCORG044	Contribute to achieving the goals of the organisation	20
CSCORG007	Contribute to work unit planning	30	E	CSCORG045	Contribute to work unit planning	30
CSCORG013	Coordinate a work team	40	E	CSCORG046	Coordinate a work team	40
CSCORG011	Establish and maintain networks	30	E	CSCORG047	Establish and maintain networks	30
CSCORG008	Gather and report complex information	20	E	CSCORG048	Gather, analyse and report information	20

CSCORG010	Organise and chair meetings	30	E	CSCORG049	Organise and chair meetings	30
CSCORG003	Prepare reports	10	E	CSCORG050	Prepare and write reports	10
CSCORG004	Prepare reports for justice agencies	20	E	CSCORG051	Prepare offender reports for justice agencies	20
CSCORG009	Report to a formal inquiry	15	E	CSCORG052	Report to a formal inquiry	15
CSCSAS005	Contain incidents that jeopardise safety and security	30	E	CSCSAS025	Contain incidents that jeopardise safety and security	30
CSCSAS009	Control incidents using defensive tactics	100	E	CSCSAS026	Control incidents using defensive tactics	100
CSCSAS008	Maintain security system	30	E	CSCSAS027	Maintain operational security	30
CSCSAS001	Maintain security	40	E	CSCSAS028	Maintain security	40
CSCSAS020	Manage security	35	E	CSCSAS029	Manage security	35
CSCSAS015	Manage threatening behaviour	20	E	CSCSAS030	Manage threatening behaviour	20
CSCSAS007	Operate central monitoring station	60	E	CSCSAS031	Operate central monitoring station	60
CSCSAS021	Participate in incident briefing, debriefing and analysis	35	E	CSCSAS032	Participate in incident briefing, debriefing and analysis	35
CSCSAS016	Provide emergency response to dangerous incidents	40	E	CSCSAS033	Provide operational response to dangerous incidents	40
CSCSAS012	Supervise attendance at court	25	E	CSCSAS034	Supervise attendance at court	25
CSCSAS017	Use firearms	120	E	CSCSAS035	Use firearms	120
CSCTRA001	Maintain security during escort	25	E	CSCTRA005	Maintain security during escort	25
CSCTRA004	Plan and monitor escorts	25	E	CSCTRA006	Plan and monitor escorts	25
CSCWHS002	Supervise occupational health and safety practices	20	E	CSCWHS003	Supervise work health and safety practices	20
CSCWHS001	Use safe work practices	10	E	CSCWHS004	Use safe work practices	10

## Apprenticeships

The following table provides a summary of the apprenticeships that have been affected by changes in this CSC Correctional Services Training Package update.

Please refer to the current *Register of Class A and B qualifications* found on the Department of Training and Workforce Development website for the official list of apprenticeships in Western Australia.

CSC Current Qualification					CSC Replacement Qualification		
National Code	National Title	Apprenticeship	Nominal Hours	E / NE	National Code	National Title	Nominal Hours

No changes occurred between versions 4.1 and 5.

## Traineeships

The following table provides a summary of the traineeships that have been affected by changes in this CSC Correctional Services Training Package update.

Please refer to the current *Register of Class A and B qualifications* found on the Department of Training and Workforce Development website for the official list of apprenticeships in Western Australia.

CSC Current Qualification				CSC Replacement Qualification			
National Code	National Title	Traineeship	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
CSC30120	Certificate III in Correctional Practice	TR03740: CORRECTIONAL PRACTICE (LEVEL 3)	520	E	CSC30122	Certificate III in Correctional Practice	520
		TR03760: CORRECTIONAL PRACTICE (CUSTODIAL) (LEVEL 3)					
CSC40121	Certificate IV in Correctional Practice	TR08370: CORRECTIONAL PRACTICE (CUSTODIAL) (LEVEL 4)	415	E	CSC40122	Certificate IV in Correctional Practice	415
		TR08380: CORRECTIONAL PRACTICE (LEVEL 4)					

**Pre-apprenticeships**

The following table provides a summary of the pre-apprenticeships that have been affected by changes in this CSC Correctional Services Training Package update.

Please refer to the current *list of pre-apprenticeship courses* found on the Department of Training and Workforce Development website for the official list of pre-apprenticeships in Western Australia.

CSC Current Qualification					CSC Replacement Qualification		
National Code	National Title	Pre-apprenticeship	Nominal Hours	E / NE	National Code	National Title	Nominal Hours

No changes occurred between versions 4.1 and 5.