VICTORIAN PURCHASING GUIDE

CSC CORRECTIONAL SERVICES   
TRAINING PACKAGE RELEASE 5.0

FEBRUARY 2023

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Department of Jobs, Skills, Industry and Regions 2023



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VICTORIAN PURCHASING GUIDE – RELEASE HISTORY

Note: RTOs should refer to the [National Register](https://training.gov.au/Home/Tga) for the detail of changes in each Release.

| Training Package Release | Date VPG Approved | Comments |
| --- | --- | --- |
| Release 5.0 | 10 Feb 2023 | This Victorian Purchasing Guide reflects a major release for the CSC Correctional Services Package which consists of:   * Qualifications: Five (5) revised and equivalent * Units of competency: Two (2) new, thirty five (35) revised; thirty three (33) deemed equivalent and two (2) not equivalent. Three (3) units were deleted. |
| CSC Correctional Services  Training Package  Release No 4 | 12 October 2021 | This Victorian Purchasing Guide reflects a major release for the CSC Correctional Services Package which consists of:   * Qualification: One (1) revised and equivalent. * Units of competency: Three (3) new, six (6) revised and equivalent. * Skills Sets: Two (2) new.   This Victorian Purchasing Guide also reflects the deletion of four (4) units of competency actioned in Release 3.1:   * CSCINT005 Support group activities * CSCOFM022 Supervise offender management practices * CSCORG020 Manage projects in justice and offender services * CSCORG021 Determine the effective use of financial resources |
| CSC Correctional Services  Training Package  Release No 3 | 16 February 2021 | This Victorian Purchasing Guide reflects a major release for the CSC Correctional Services Package which consists of:   * Qualifications: Three (3) revised and equivalent. * Skills Sets: Four (4) new.   Units of competency: Two (2) new and ten (10) revised; three (3) deemed not equivalent and seven (7) are equivalent. Two (2) unit were deleted. |
| CSC Correctional Services  Training Package  Release No 2 | 18/02/2020 | CSC Correctional Services Training Package Release 2 includes four (4) updated and one (1) new qualification. The new qualification is:   * CSC30219 Certificate III in Immigration Detention Operations   Of the ninety eight (98) Units of Competency the following changes occurred:   * Three (3) new Units of Competency * Nine (9) revised Units of Competency of which two (2) were deemed non-equivalent and six (6) deemed equivalent.   Further details available [here.](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde) |
| CSC Correctional Services Training Package Release No 1 | 29/10/2015 |  |

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INTRODUCTION

What is a Victorian Purchasing Guide?

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically, the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

* The maximum and minimum payable hours available for each qualification.
* Nominal hours for each unit of competency within the Training Package.

Registration

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and Statements of Attainment under the Australian Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

Transition

The relationship between new units and any superseded or replaced units from the previous version of CSC Correctional Services Training Package Release 5.0 is provided in the Training Package Companion Volume Implementation Guide. (See [VETnet.gov.au](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875) for more information).

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see Contacts and Links section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the CSC Correctional Services Training Package Release 5.0 is conducted against the Training Package units of competency and complies with the assessment requirements.

# QUALIFICATIONS

| Code | Title | Minimum Payable Hours | Maximum Payable Hours |
| --- | --- | --- | --- |
| CSC20122 | Certificate II in Justice Services | 219 | 230 |
| CSC30122 | Certificate III in Correctional Practice | 523 | 550 |
| CSC30222 | Certificate III in Immigration Detention Operations | 470 | 495 |
| CSC40122 | Certificate IV in Correctional Practice | 551 | 580 |
| CSC50122 | Diploma of Correctional Administration | 371 | 390 |

# UNITS OF COMPETENCY AND NOMINAL HOURS

| Unit Code | Unit Title | Nominal Hours |
| --- | --- | --- |
| CSCDOG008 | Assess dogs for custodial purposes | 30 |
| CSCDOG009 | Maintain the health and welfare of dogs | 30 |
| CSCDOG010 | Manage detector dogs | 100 |
| CSCDOG011 | Manage dogs for security purposes | 30 |
| CSCDOG012 | Prepare stimulus aids for use with dogs | 30 |
| CSCDOG013 | Train dog handler teams | 100 |
| CSCIDO001 | Protect the safety and welfare of people in immigration detention | 20 |
| CSCIDO002 | Supervise people in immigration detention | 30 |
| 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 | 60 |
| CSCITL002 | Analyse information | 60 |
| 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 | 30 |
| 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 | 50 |
| CSCOFM031 | Establish partnership arrangements with service providers | 50 |
| CSCOFM032 | Develop and implement models of supervision for offenders who have experienced trauma | 50 |
| CSCOFM033 | Manage complex supervision | 40 |
| CSCOFM034 | Protect the safety and welfare of offenders with a cognitive impairment | 40 |
| 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 | 40 |
| 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 | 30 |
| CSCOFM041 | Process offender induction | 40 |
| CSCOFM042 | Provide responsible care to offenders with a mental health condition | 30 |
| CSCOFM043 | Supervise community work programs | 60 |
| CSCOFM044 | Supervise female offenders | 30 |
| CSCOFM045 | Supervise offenders | 30 |
| CSCOFM046 | Supervise offenders outside of a correctional facility | 50 |
| 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 | 30 |
| CSCORG025 | Manage the delivery of a quality correctional service | 60 |
| CSCORG026 | Establish strategic guidance for correctional services | 60 |
| CSCORG028 | Work effectively with culturally diverse offenders and colleagues | 30 |
| CSCORG029 | Conduct interviews | 15 |
| CSCORG030 | Manage gender diversity and identity needs in a correctional facility | 30 |
| CSCORG031 | Plan and implement changes in justice services | 50 |
| CSCORG032 | Undertake research and report findings within the correctional services environment | 50 |
| 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 | 30 |
| 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 | 40 |
| CSCSAS030 | Manage threatening behaviour | 20 |
| CSCSAS031 | Operate central monitoring station | 60 |
| CSCSAS032 | Participate in incident briefing, debriefing and analysis | 40 |
| 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 | 30 |
| CSCTRA006 | Plan and monitor escorts | 30 |
| CSCWHS003 | Supervise work health and safety practices | 20 |
| CSCWHS004 | Use safe work practices | 10 |

# CONTACTS AND LINKS

Curriculum Maintenance Manager (CMM) Service

Business Industries

The CMM Service is provided on behalf of Higher Education and Skills.

CMM Service Executive Officers can assist with questions on payable and nominal hours.

CMM Name: Jennifer Fleischer

Institute: Chisholm Institute

Address: PO Box 684 Dandenong, Victoria 3175

Phone: (03) 9238 8501

Email: [jennifer.fleischer@chisholm.edu.au](mailto:jennifer.fleischer@chisholm.edu.au)

[cmmbi@chisholm.edu.au](mailto:cmmbi@chisholm.edu.au)

Jobs and Skills Council (JSC)

As part of the National Industry Engagement Reforms, new Jobs and Skills Councils (JSCs) are being established.  At the time of publication, the entity and contact details for the JSC has not yet been announced. For more information see  [Industry Engagement Reforms - Department of Employment and Workplace Relations, Australian Government (dewr.gov.au)](https://www.dewr.gov.au/skills-reform/skills-reform-overview/industry-engagement-reforms)

National Register of VET in Australia - Training.gov.au (TGA)

TGA is the Australian government’s official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. See [training.gov.au](http://training.gov.au/) for more information.

Australian Government - Department of Employment and Workplace Relations (DEWR)

The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training. See [Skills and Training - DEWR](https://www.dese.gov.au/skills-and-training) for more information.

State Government - Department of Jobs, Skills, Industry and Regions (DJSIR)

DJSIR (formerly Department of Education and Training) is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria. See [djsir.vic.gov.au](https://djsir.vic.gov.au/) for more information. (03) 9637 2000

National VET Regulatory Authority - Australian Skills Quality Authority (ASQA)

ASQA is the national regulator for Australia’s VET sector. Info line: 1300 701 801 See [asqa.gov.au](http://www.asqa.gov.au/) for more information.

State VET Regulatory Authority - Victorian Registration and Qualifications Authority (VRQA)

The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria. (03) 9637 2806 See [vrqa.vic.gov.au](http://www.vrqa.vic.gov.au/)

# INDUSTRY REGULATORY BODIES

WorkSafe Victoria

The industry Regulatory body can provide advice on licensing, legislative or regulatory requirements which may impact on the delivery of training or the issuance of qualifications in this Training Package.

WorkSafe needs to provide written verification before high risk work units can be added to an RTO’s scope of registration. [info@worksafe.vic.gov.au](mailto:info@worksafe.vic.gov.auS) See [worksafe.vic.gov.au](http://www.worksafe.vic.gov.au/) for further information.

222 Exhibition Street,

Melbourne 3000

(03) 9641 1444 or

1800 136 089 (toll free)

# GLOSSARY

**Code** Nationally endorsed Training Package qualification code.

**Title** Nationally endorsed Training Package qualification title.

**Unit Code** Nationally endorsed Training Package unit code.

**Unit Title** Nationally endorsed Training Package unit title.

**Maximum Payable Hours** The maximum number of hours the Victorian Government will subsidise under Skills First funding for the achievement of the minimum realistic vocational outcome of the qualification, as determined by the qualification packaging rules. The Maximum Payable Hours do not cover every possible combination of core and elective units available for a specific qualification.

Minimum payable hours reflect a calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration.

**Scope of Registration** Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide.

**Nominal Hours** Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DJSIR) and are primarily developed for funding purposes in Victoria.