National Certificate in Offender Management (Level 3)

Level   3

Credits   107

This qualification has been **reviewed**. The last date to meet the requirements is 31 December 2019.

Transition Arrangements

This qualification has been reviewed and replaced by the New Zealand Certificate in Offender Management (Level 3) [Ref: 2658].

The last date for entry to this qualification is 31 December 2017.

For detailed information see Review Summaries on the NZQA website.

This qualification contains expiring unit standard 4258, for which assessment must be completed and reported before 31 December 2019. There is no replacement unit standard.

NZQF National Qualification Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	November 1999	December 2004
Revision	2	July 2003	December 2007
Review	3	August 2006	December 2012
Review	4	June 2011	December 2019
Republished	4	March 2012	December 2019
Review	5	April 2015	December 2019

Standard Setting Body

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National Certificate in Offender Management (Level 3)

Level   **3**

Credits   **107**

Purpose

This qualification is designed for people who are working as officers in a prison environment in a variety of roles providing safe, secure, and humane containment of prisoners while working towards reducing re-offending.

The qualification comprises essential underpinning knowledge and skills common to all people working as officers in a prison environment and represents a range of generic skills combined with specialist offender management skills. Learning and assessment of the offender management professional skills in this qualification can only be completed while employed in a prison service.

The structure consists of a compulsory section, providing core offender management skills for all people working as officers in a prison environment; a corrections officer elective set, providing all entry level corrections officers with the skills to work across all sites within Prison Services; and a corrections inmate employment (CIE) elective set, providing people working as CIE instructors with the necessary offender management skills to perform their roles safely within the prison environment.

The qualification also includes optional standards for corrections officers that allow for recognition of additional skills for those working in specialist roles or units.

The professional skills cover the major activities officers working in a prison environment are engaged in during the course of their work and relate to:
- management and rehabilitation of prisoners; and
- management of safety and security in the prison environment.

The generic skills include:
- response to fires in the workplace;
- operating a computer;
- managing anger, time, stress, personal wellness, and change;
- first aid for common conditions and life threatening conditions;
- communication and team-work;
- report writing.

There are no prerequisites to entry. This qualification may stand alone or lead to the higher level qualifications in offender management such as the National Certificate in Offender Management (Level 4) [Ref: 0679], and the National Certificate in Offender Management (Level 5) [Ref: 0975]. Additionally, CIE instructors may progress to Adult Education and Training qualifications.

Credit Range

	Compulsory	Elective - one of:		Optional Standards
		Corrections Set	CIE Set	
Level 1 credits	5	-	-	-
Level 2 credits	28	-	-	-
Level 3 credits	59	11	3	0-3
Level 4 credits	6	-	6	0-16
Minimum totals	98	9 or 11		0
Qualification total		107 or 109		

Requirements for Award of Qualification

Award of NZQF National Qualifications

Credit gained for a standard may be used only once to meet the requirements of this qualification.

Unit standards and achievement standards that are equivalent in outcome are mutually exclusive for the purpose of award. The table of mutually exclusive standards is provided on the New Zealand Qualifications Authority (NZQA) website: http://www.nzqa.govt.nz/qualifications-standards/standards/standards-exclusion-list/.

Reviewed standards that continue to recognise the same overall outcome are registered as new versions and retain their identification number (ID). Any version of a standard with the same ID may be used to meet qualification requirements that list the ID and/or that specify the past or current classification of the standard.

Summary of Requirements

- Compulsory standards
- Elective – as specified

Detailed Requirements

Compulsory
The following standards are required

Business > Business Administration > Business Information Processing

ID	Title	Level	Credit
111	Use a word processor to produce documents for a business or organisation	2	5

Community and Social Services > Community and Workplace Fire and Emergency Management > Workplace Fire and Emergency Response

ID	Title	Level	Credit
3271	Suppress fire with hand extinguishers and fixed hose reels	2	1
4647	Explain principles of fire science	2	1

Core Generic > Core Generic > Self-Management

ID	Title	Level	Credit
496	Manage personal wellness	1	3
4258	Describe ways of managing and coping with change	2	2
7123	Apply a problem solving method to a problem	2	2
12348	Demonstrate knowledge of anger and options for dealing with anger issues	1	2
12349	Demonstrate knowledge of time management	2	3
12355	Describe stress and ways of dealing with it	2	2

Health > Health Studies > First Aid

ID	Title	Level	Credit
26551	Provide first aid for life threatening conditions	2	1
26552	Demonstrate knowledge of common first aid conditions and how to respond to them	2	1

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
1277	Communicate information in a specified workplace	2	3
1296	Interview in an informal one-to-one situation	3	3
1299	Be assertive in a range of specified situations	2	4
1304	Communicate with people from other cultures	3	2
9681	Contribute within a group/team which has an objective(s)	3	3

Humanities > Communication Skills > Writing

ID	Title	Level	Credit
3492	Write a short report	2	3

Law and Security > Offender Management > Prisoner Management

ID	Title	Level	Credit
14623	Demonstrate knowledge of and implement control and restraint responses in a prison environment	3	4
14639	Conduct musters and observe, record, and report prisoner activity and behaviour in a prison environment	3	3
14640	Manage prisoner activity	3	3

ID	Title	Level	Credit
14643	Meet needs of prisoners	3	3
14648	Model and reinforce positive behaviour in a prison environment	3	3
14864	Demonstrate knowledge of prison legislation, policy, and procedures in a prison environment	3	3
17157	Demonstrate knowledge, as an officer in a prison environment, of the structure of a Māori community	3	3
27289	Demonstrate tactical decision-making and communication in a prison environment	3	4
27290	Respond to an incident in a prison environment as the first responding officer	3	3
27291	Identify, observe and report the activity of gang members in a prison environment	3	4
27292	Demonstrate knowledge of identifying at-risk behaviours in prisoners	3	4

Law and Security > Offender Management > Prison Safety and Security

ID	Title	Level	Credit
14618	Identify and manage workplace hazards in a prison environment	3	3
14622	Implement staff, visitor, and prisoner safety in a prison environment	3	4
14624	Manage personal safety in a prison environment	3	4
14642	Conduct prisoner and security searches in a prison environment	4	6
17158	Establish and maintain effective working relationships in a prison environment	3	3

Elective
Meet the requirements of 1 of the following sets
- Corrections Set
- CIE Set

Corrections Set
The following standards are required

Law and Security > Offender Management > Prisoner Management

ID	Title	Level	Credit
14633	Escort prisoners	3	2
19307	Use active management in a prison environment	3	3

Law and Security > Offender Management > Prison Safety and Security

ID	Title	Level	Credit
14627	Apply safe and secure lock and unlock practices in a prison environment	3	3
14641	Maintain security of physical containment environment in a prison	3	3

CIE Set
The following standards are required

Law and Security > Offender Management > Prisoner Management

ID	Title	Level	Credit
14637	Instruct prisoners	4	6

Law and Security > Offender Management > Prison Safety and Security

ID	Title	Level	Credit
14863	Manage workplace equipment in a prison environment	3	3

Optional standards

The following standards are optional

Law and Security > Offender Management > Prisoner Management

ID	Title	Level	Credit
14865	Demonstrate professional practice in a women's prison	4	3
27294	Perform drug test sample collection in a prison environment	4	4
27296	Demonstrate knowledge of prisoner escorting in a court environment	3	3

Law and Security > Offender Management > Prison Safety and Security

ID	Title	Level	Credit
27293	Operate x-ray and electronic scanning equipment in a prison environment	4	5
27295	Conduct non-prisoner and property searches in a prison environment	4	4

Transition Arrangements

Version 4

Version 4 was republished to add the last date for assessment of June 2012 for version 3 to the NZQF National Qualification Registration Information table.

Version 4 was issued following a planned review in consultation with the industry.

Changes to structure and content
- The qualification was restructured into a compulsory section and an elective section with two elective sets. The Corrections Elective Set has compulsory standards for corrections officers while the CIE Elective Set has compulsory standards for CIE instructors.
- Titles, levels and credits of reviewed standards were updated.
- Credit total changed from 108 to 107-109.
- Standards 62, 2780, 3503, and 19306, from the Compulsory Section, and optional standards 14626, 14636 and 14649 were removed from the qualification.
- Compulsory standards 6400, 6401, 6402, were replaced by standards 26551 and 26552.
- Standards 111, 496, 7123, 9681, and 27289-27291 were added to the Compulsory Section.
- Standards 14627, 14633, 14641, and 19307 were moved to the Corrections Elective Set.
- Standards 27293-27296 were added to the qualification as optional standards for Corrections Officers.
- Standards 14637 and 14863 were moved to the CIE Elective Set.

For detailed information see Review Summaries on the NZQA website.

Trainees may either complete the requirements of version 3 of the qualification or transfer to version 4.

All new trainees will be enrolled in programmes leading to version 4 of the qualification.

The start date for programmes or courses for the new version is the date this version is registered. All new trainees will be enrolled in programmes leading to the new qualification.

Industry will continue to recognise the former version of the qualification and there should be no need to 'upgrade' by those who have already achieved it.

This qualification contains standards that replace earlier standards. For the purposes of this qualification, people who have gained credit for the expiring standards are exempt from the requirement to gain credit for the replacement standards – see table below.

Credit for	Exempt from
6400	26551, 26552
6401	26552
6402	26551
6401, 6402	26551, 26552
6400, 6401, 6402	26551, 26552

It is not intended that anyone be disadvantaged by this review, and the above arrangements have been designed for a smooth transition. However, anyone who feels they have been disadvantaged may appeal to the ElectroTechnology Industry Training Organisation at the address below.

Previous versions of the qualification

Version 3 of the qualification was issued following a major review of the offender management unit standards by the industry. The review reflected the experience of training, assessment, and industry experience since the last review as well as changes to industry standards, policy, terminology, and procedure.

Version 2 of the qualification was issued in July 2003. The revision was initiated by the Public Prison Service (PPS) following the introduction of the Integrated Offender Management (IOM) system and the development of unit standards 19306 and 19307. Unit 14647, *Manage prison inmate case management plans* was retained in version 2 as an elective, to cover the IOM implementation period. The revision also addressed the review of *computing* and *first aid* unit standards and resulted in the removal of unit standard 496. The minimum credit total increased from 97 to 107.

Other standard setting bodies whose standards are included in the qualification

Fire and Rescue Services Industry Training Organisation
NZQA

Certification

This certificate will display the logo of NZQA, the ElectroTechnology Industry Training Organisation and the organisation that has been granted consent to assess against standards that meet the requirements of the qualification (accredited).

Classification

This qualification is classified according to the classification system listed on the Directory of Assessment Standards (DAS) and the New Zealand Standard Classification of Education (NZSCED) system as specified below.

DAS Classification		NZSCED	
Code	**Description**	**Code**	**Description**
375	Law and Security > Offender Management	091199	Society and Culture > Justice and Law Enforcement > Justice and Law Enforcement not elsewhere classified

Quality Management Systems
Providers and Industry Training Organisations must be granted consent to assess by a recognised Quality Assurance Body before they can register credits from assessment against standards. Organisation with consent to assess and Industry Training Organisations assessing against standards must engage with the moderation system that applies to those standards. Consent to assess requirements and the moderation system are outlined in the associated Consent and Moderation Requirements (CMR) for each standard.