

40857 Manage operations within a prison

Kaupae Level	5
Whiwhinga Credit	20
Whāinga Purpose	<p>This skill standard is for people working as a Principal Corrections Officer (PCO) or actively working towards PCO, such as acting PCO, or equivalent, in a prison environment.</p> <p>People credited with this skill standard will be able to manage rostering and leave provisions to ensure the functioning of a prison, monitor compliance activities, and manage and monitor capability of direct reports within a prison.</p> <p>This skill standard aligns with the New Zealand Certificate in Prisoner Management (Level 5) [Ref: 3877].</p>

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Manage rostering to ensure the functioning of a prison.	a. Oversee staff rostering to ensure sufficient staff are on duty.
	b. Organise cost-effective rostering and allocation of staff duties.
2. Manage leave provisions to ensure the functioning of a prison.	a. Monitor staff leave entitlements.
	b. Conduct remedial actions for staff leave use when prison operations may be impacted.
3. Monitor compliance activities within a prison.	a. Oversee health and safety within a prison.
	b. Monitor unit risks and assurance activities.
	c. Monitor the welfare and wellbeing of staff.
4. Manage and monitor capability of direct reports within a prison.	a. Identify capability needs.
	b. Attain support to build capability needs.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria**Assessment Specifications:**

Evidence provided for assessment against this skill standard must:

- be gathered in a prison environment.
- be gathered in accordance with organisational policies and procedures.
- be gathered within the boundaries of the Corrections Officer role.

Definitions:

- *Organisational policies and procedures refer to the formal policies and procedures for a specific prison site and its activities, and which are consistent with its lead organisation.*
- *Staff leave entitlements may include but are not limited to leave liability, legal, ethical, health and safety, special leave, return to work, staff development, overtime*
- *Welfare and wellbeing of staff may include but are not limited to return to work, personal development and/or training, bullying and harassment, fatigue, stress, overtime, health and illness, rotation, family, future planning, worker participation into health and safety planning, Personal Protective Equipment (PPE).*

Ngā momo whiwhinga | Grades available

Achieved.

Ihirangi waitohu | Indicative content

- Rostering requirements.
- Staff leave entitlement.
- Health and safety.
- Identification and monitoring of capability of direct reports.

Rauemi | Resources

Legislation relevant to this skill standard includes but is not limited to:

- Department of Corrections. (n.d.). *Policy and legislation*. New Zealand Department of Corrections. Available at https://www.corrections.govt.nz/resources/policy_and_legislation.
- Department of Corrections. (n.d.). *Prison Operations Manual*. New Zealand Department of Corrections. Available at https://www.corrections.govt.nz/resources/policy_and_legislation/Prison-Operations-Manual.
- New Zealand Legislation. (2004). *Corrections Act 2004* (No. 50). New Zealand Government. Available at <https://www.legislation.govt.nz/act/public/2004/0050/latest/DLM294849.html>.
- New Zealand Legislation. (2005). *Corrections (Rehabilitation of Offenders) Regulations 2005* (SR 2005/53). New Zealand Government. Available at <https://www.legislation.govt.nz/regulation/public/2005/0053/latest/DLM315417.html>.
- New Zealand Legislation. (2015). *Health and Safety at Work Act 2015* (No. 70). New Zealand Government. Available at <https://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html>.

- Young, A. (n.d.). *Prison policy, prison regime, and prisoners' rights in New Zealand*. Human Rights Commission. Available at https://hrc-nz-resources.s3.ap-southeast-2.amazonaws.com/files/6414/2550/8365/Young_year_-_Prison_policy_prison_regime_and_prisoners_rights_in_NZ.pdf.

And any subsequent amendments or replacements.

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toitū te Waiora Community, Health, Education, and Social Services Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Law and Security > Offender Management > Prisoner Management
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0024

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	30 October 2025	N/A
Kōrero whakakapinga Replacement information	This skill standard replaced unit standard 31747.		
Rā arotake Planned review date	31 December 2030		

Please contact Toitū te Waiora Community, Health, Education, and Social Services Workforce Development Council at qualifications@toitutewaiora.nz to suggest changes to the content of this skill standard.