

<b>Title</b>	<b>Use active management in managing prisoners and their activities</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>10</b>

<b>Purpose</b>	<p>This unit standard is for people working within a prison environment who manage prisoners and prisoner activities.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> <li>– maintain professional and ethical practice and conduct as a prison officer;</li> <li>– induct new prisoners, while using active management; and</li> <li>– carry out routine prisoner care duties, while using active management.</li> </ul>
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<b>Classification</b>	Offender Management > Prisoner Management
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<b>Available grade</b>	Achieved
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**Guidance Information**

- 1 Legislation and standards relevant to this unit standard include but are not limited to:
  - Corrections Act 2004;
  - Corrections Regulations 2005;
  - Health and Safety at Work Act 2015;
  - Operational manual and code of conduct relating to the prison;
  - and any subsequent amendments or replacements.
  
- 2 Definitions
 

*Active management* refers to staff acting as change agents and using positive interaction and communication to motivate offenders to change, and includes motivational enhancement, pro-social modelling, problem solving, and exerting positive influence.

*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.
  
- 3 Range
 

For the outcomes of this unit standard, evidence is required of the following:

  - understanding and recall of applicable legislation;
  - use of technology applicable to the prison site;
  - applicable reporting and recording.

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## Outcomes and performance criteria

### Outcome 1

Maintain professional and ethical practice and conduct as a prison officer.

#### Performance criteria

- 1.1 Maintain professional and ethical practice and conduct in all dealings with individuals, groups, and agencies in accordance with own role and responsibilities and with organisational policies and procedures and prison code of conduct.

Range may include but is not limited to – apparel, personal hygiene, presentation, manner, timeliness, language appropriate to the situation.

### Outcome 2

Demonstrate active management in inducting new prisoners.

#### Performance criteria

- 2.1 Induct new prisoners using active management and in accordance with organisational policies and procedures and legislative requirements.

Range may include but is not limited to – reception, notifications, health and safety, risk assessment, gang assessment, needs assessment, information requests, placement, unit escort, unit placement, unit induction.

- 2.2 Carry out documentation requirements in accordance with organisational policies and procedures.

### Outcome 3

Demonstrate active management in carrying out routine prisoner care duties.

#### Performance criteria

- 3.1 Supervise, monitor, and document prisoner activities in accordance with organisational policies and procedures.

- 3.2 Respond to and document prisoner needs and requests, and note and follow-up on any displayed at-risk behaviours, in accordance with organisational policies and procedures.

Range may include but is not limited to – medical, educational, referral, intervention.

3.3 Respond to prisoner complaints and grievances in accordance with organisational policies and procedures.

Range may include but is not limited to – informal resolution, formal processing and resolution, dealing with frivolous or vexatious complaints.

3.4 Demonstrate active management throughout the course of carrying out routine prisoner care duties.

<b>Replacement information</b>	<p>This unit standard, unit standard 27292, and unit standard 29485 were replaced by unit standard 32778.</p> <p>This unit standard and unit standard 29485 replaced unit standards 14640, 14643, 14648, and 19307.</p>
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**This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.**

**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	15 September 2016	31 December 2024
Revision	2	25 July 2019	31 December 2024
Review	3	29 July 2021	31 December 2024
Rollover	4	28 April 2022	31 December 2024

<b>Consent and Moderation Requirements (CMR) reference</b>	0121
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.