Title	Manage and monitor the custodial management of a unit or area within a prison		
Level	5	Credits	20

Purpose	This unit standard is for people working as Principal Corrections Officers or similar position in a prison environment. People credited with this unit standard are able to: – manage and monitor the custodial and operational management of the unit or area within a prison; and – manage, monitor and report prison resources in a unit or area within a prison.

Classification	Offender Management > Prisoner Management

Available grade	Achieved

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 all subsequent amendments or replacements.

2 All activities and evidence presented for all outcomes and performance criteria in this unit standard must be in accordance with legislation and organisational policies and procedures.

3 Definitions
Daily routines include all duties that are carried out in a workplace that support safety, security, care, and rehabilitation.
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.

4 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;
- workflow management and work supervision;
- team leadership and decision making;
- problem solving and conflict resolution;

- coaching and mentoring.

Outcomes and performance criteria

Outcome 1

Manage and monitor the custodial and operational management of the unit or area within a prison.

Range   staff responsibilities, compliance and non-compliance, offender management, daily routines and non-routine.

Performance criteria

1.1   Manage and monitor the custodial and operational functions of a prison unit or area.

      Range   may include but is not limited to – overall site/unit muster, gang management, prison tension assessment tool.

1.2   Manage and monitor sentence compliance by supervising and coaching staff to actively manage prisoners.

      Range   may include but not limited to – offender plan, active management, security classifications and risks, performance behaviour standards, prisoner behaviours.

1.3   Manage and monitor assigned custodial duties.

      Range   may include but is not limited to – releases, classifications, transfers, at risk prisoner sign offs, reporting.

1.4   Manage and monitor prisoner complaint processes.

1.5   Support staff to manage high risk, complex or difficult situations.

      Range   may include but is not limited to – prisoners, staff, security.

Outcome 2

Manage, monitor and report prison resources in a unit or area within a prison.

Performance criteria

2.1   Participate in the resource allocation and expenditure planning process.

2.2   Manage and monitor resource allocations in accordance with approved unit budget.

      Range   may include but is not limited to – one off purchasing, stores, non-offender, offender.

2.3   Manage, monitor and report variance from approved expenditure and targets, and the required remedial actions.

Planned review date	31 December 2023

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	28 March 2019	N/A

Consent and Moderation Requirements (CMR) reference	0003

This CMR can be accessed at http://www.nzqa.govt.nz/framework/search/index.do.

Comments on this unit standard

Please contact The Skills Organisation reviewcomments@skills.org.nz if you wish to suggest changes to the content of this unit standard.