Title	Manage and monitor the operations 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 report on rostering and leave provisions to ensure the functioning of a unit or area within a prison; – manage, monitor and report on compliance with health and safety requirements within 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
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.
Primary assurance is assurance to the Prison Manager that all tasks are completed.
Prisoner care includes care for behaviour and monitoring of activities and referrals.
Situational awareness is understanding and awareness of the environment. This includes awareness of risks and taking measures to maintain personal safety and the safety of others.

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 report on rostering and leave provisions to ensure the functioning of a unit or area within a prison.

Performance criteria

1.1   Manage staff rostering to ensure adequate staff are on duty to operate the unit or area within a prison.

Range   leave liability, legal, ethical, health and safety, overtime.

1.2   Manage staff leave entitlements.

Range   may include but is not limited to – leave liability, legal, ethical, health and safety, special leave, return to work, staff development, overtime.

1.3   Manage remedial actions for abnormal staff leave use, and describe the impacts on prison operations.

1.4   Manage cost effective rostering and allocation of staff duties.

Range   unit approved budget, unplanned absences.

1.5   Report on relevant issues including rostering and leave performance and include any recommendations and remediation actions.

Outcome 2

Manage, monitor and report on compliance with health and safety requirements within a unit or area within a prison.

Performance criteria

2.1   Monitor health and safety inductions for staff, visitors and prisoners to the unit or area.

2.2   Manage, monitor and report health and safety risks and compliance within a unit or area within a prison.

2.3   Manage and monitor the welfare and wellbeing of staff.

        Range   may include but is 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).

2.4   Manage the compliance requirements for the storage and safe handling of
       hazardous substances.

2.5   Manage and identify health and safety training required by staff, the refresher
       requirements and the process to access training for staff.

        Range   may include but is not limited to – first aid, fire, health and safety
                     representative, emergency exercises, hazardous substances.

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.