

### 1.3 Vocational Education and Training Joint CSI and AEVTI

#### 1) Policy Aims:

- The philosophy underpinning Correctional Industry Programs (CIP) and Vocational Education and Training (VET) is contained in the CSI Policy Manual Section 1.1 and in the AEVTI Policy and Procedures Manual (Sections 1, 3 and 4 specifically). This includes:
  - Contributing to the security and good order of correctional centres through effective program activity
  - Enhancing the capacity of inmates to work safely, competently and productively in CSI business and services units
  - Supporting the attainment of nationally recognised VET qualifications for inmates
  - Reducing the risks of inmates re-offending through the development of marketable vocational skills and pathways to post release employment
  - Community reparation through the achievement of budget performance

#### 2) CIP and VET Programs in Correctional Centres:

- Engagement in work with CSI and the VET programs managed by AEVTI are symbiotic and essential elements in providing viable post release employment pathways for inmates. Authentic workplaces built on commercial intensity are essential for inmates to gain *real world* work experiences. This combined with the delivery of nationally accredited VET programs gives inmates the means to optimise their post release employability as well as their capacity to work effectively within CSI.

#### 3) CIP and VET Program Types:

- VET programs operate in correctional centres with the intent of improving the inmates' capacity for work by providing *technical* skills learning, applicable specific industries, jobs and tasks and *generic* skills learning, applicable to a wide variety of industries, jobs and tasks.

- Nationally accredited VET programs operate in correctional centres under the management of the AEVTI Senior Correctional Education Officer in consultation with CSI. These VET programs may consist of:
  - Courses provided by AEVTI in its own capacity as a Registered Training Organisation (RTO)
  - Courses provided by TAFE NSW under the terms of the DCS/TAFE NSW Memorandum of Understanding MOU
  - Courses provided by TAFE NSW or other RTOs as part of the DET Strategic Skills Program aimed to address skills shortage areas
  - Courses provide by TAFE NSW or other RTOs on a commercial fee-for-service basis
  - Traineeships, inclusive of work in CSI business and service units in conjunction with training and assessment provided by TAFE NSW or other RTOs as per the DCS/DET inmate Traineeship program pilot.

**4) CIP and VET Program Quality:**

- RTOs providing VET programs in correctional centres operate as per the Australian Quality Training Framework (AQTF)
- Personnel involved in formal VET training and assessment events for inmates must be appropriately qualified:
  - hold qualifications specific to area of instruction at or above the level which is being provided
  - hold a teaching or training and assessment qualification
- All CSI work sites are equipped to a level required by the specific VET program curriculum or Training Package in operation, including access to training room facilities.
- CSI business planning includes the establishment of Quality, OH and S and Environmental Management Systems in all business and service units.

**5) CIP and VET Program Delivery:**

- VET program interventions are characterised by flexible delivery of training and assessment for individuals or small groups.
- A flexible approach to VET program delivery is to be implemented to accommodate the needs of inmates, workplaces and the correctional centre and may take the form of:
  - On-the-job training and/or assessment integrated into the daily work routines, conducted in the workplace during work hours
  - Off-the-job training and/or assessment specific to the workplace but not integrated into daily work routine, conducted outside of the workplace or at the workplace outside of work hours
  - Mix mode training and assessment, a combination of On and Off-the-job delivery methods
- In consultation with the relevant personnel from CSI and the participating RTO, AEVTI Senior Correctional Education Officers are to plan, organise, schedule and timetable VET program delivery which corresponds to the routine and operational requirements of business and service units.
- CIP delivery in CSI business and service units and Private Sector business units will operate according to CIP business planning and review policy.

**6) CIP and VET Program Participation:**

- Sentenced inmates engaged in work with CSI serving more than six months at their goal of classification and indicating a score of more than 6 in the LSI-R education and employment domains indicating overall medium to high re-offending risk are prime targets for VET programs.
- Inmates identified as requiring any educational and VET interventions are referred to the AEVTI Senior Correctional Education Officer to undertake an Education Profile Interview (EPI) to determine:

- past educational achievements (both in and out of custody)
  - past work experiences (both in and out of custody)
  - vocational preferences
  - future educational and VET program participation
  - future employment aspirations and goals
- The summary result of the EPI is a negotiated and individualised Education Plan for each inmate interviewed. This plan may include a recommendation that the inmate undertake work in a particular CSI business or service unit so as to access the practical work experiences and VET opportunities available on site. EPIs and Education Plans contribute to the wider inmate case management process.
  - Case planning for employment is detailed in Chapter 22 of the Inmate Case Management and Classification Procedures Manual.
  - The Australian national standard for inmate employment is 65% of average population. The empirical AEVTI participation rate is 40% of average population.

**7) CIP, VET Programs and the Work Readiness Program:**

- The Work Readiness Program is a CSI and AEVTI strategic partnership. CSI Supervisors record significant inmate contact via the case note system and contribute six-monthly work readiness assessments aligned to case review, classification, parole, SORC, Section 6 and temporary leave program applications. Supervisors recognise foundation skills as demonstrated through correctional workplace participation. They also identify skill deficits for attention in the case plan. AEVTI is then able to provide VET programs to address these identified deficits.

**8) CIP, VET Programs and Throughcare:**

- Involvement in work with CSI and VET programs also address the Resettlement Strategy key area of the Corporate Plan 2006 to 2009. The

development of strategic partnerships with employer networks and community agencies to improve employment support and related resettlement outcomes i.e. housing, financial, health and family support, is being piloted and is aimed at developing best practice modelling in the resettlement of ex-offenders. This strategy will establish the critical link between offender participation in work with CSI and VET programs with AEVTI to improved post release employment outcomes.

- As inmates approach release, they are linked with service providers with the aim of developing a reintegration plan, a formal handover to successful community re-entry. CSI and AEVTI will in partnership host and facilitate much of this activity whilst project partnerships monitor and report key performance measures.

**9) Inmate Bonus Wages to Support Program Aims:**

- The Inmate Bonus Wages System is detailed in CSI Policy Manual Section 8.2 and includes wages for the VET and CIP Program attendances identified in inmate case plans.

**10) Policy Scope and Responsibility:**

- The implementation of this policy is mandated to all CSI business and service units and AEVTI education units. Implementation is the responsibility of CSI and AEVTI managers at each correctional centre.
- It is expected that all CSI and AEVTI personnel will work in partnership to achieve policy aims

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