



Correctional Officer (Class 1) Bulk Recruitment 1-2018 FREQUENTLY ASKED QUESTIONS

1. How do I apply for the position and what documentation will I need to provide?

You are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement addressing the selection criteria; (3) a current resume; (4) the names and contact details of two referees; and (5) a copy of your Driver's Licence. Please ensure you submit all five items.

2. What qualifications do I need to be eligible for the position?

There are no mandatory pre-requisite qualifications required at the time of application, however Correctional Officers in the ACT are required to undertake Custodial Recruit Training (CRT) prior to commencement of the role.

However, current registration issued under the *Working with Vulnerable People (Background Check) Act 2011* is required. If you are registered, please provide a copy of your Working with Vulnerable People Clearance with your application. If you have submitted an application with Access Canberra for the purposes of this process, please provide evidence to this effect. If you are not registered and have not started an application, you will be required to have a current Working with Vulnerable People Clearance upon commencement of the CRT Program.

For further information on Working with Vulnerable People registration, refer to [https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/kw/Working%20with%20vulnerable%20people%20\(WWVP\)%20registration](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/kw/Working%20with%20vulnerable%20people%20(WWVP)%20registration).

3. Who can I use as a referee if I have owned my own business or have been out of work?

Candidates who are not currently working may use an immediate past supervisor.

Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months.

4. What training is involved for the position, and how long is it?

If successful, the CRT is a nine week full time course that runs Monday to Friday. In this program you will learn about relevant legislation, working as part of a team, and communicating effectively with colleagues and detainees. You will also learn about the operational components and requirements of being a Correctional Officer. The training program is a combination of classroom based theory, challenging practical activities/scenarios and two weeks of supervised, on the job training.

5. What is the salary for the position?

As a Trainee Correctional Officer you will receive \$44,421 and on completion of the training your base wage will begin at \$60,694.



Please Note: Payment during CRT will be based on the National Training Wage. The National Training Wage is NOT equivalent to the Correctional Officer Class 1 wage or administration pay rates.

6. Is First Aid included with the training?

You will receive training in First Aid while completing CRT (even if you have already completed First Aid). This unit is part of the nationally accredited training in the course CSC30115 Certificate III in Correctional Practice.

7. Where will I be working?

Successful applicants will be placed at the Court Transport Unit (CTU), on successful completion of the course.

8. What hours will I work and will I be working overtime?

The CTU operates Monday to Friday and staff are required to work eight hour shifts.

CTU employees who work eight hour shifts at other facilities must have at least one day off per week. Notwithstanding this, CTU employees may work a Saturday morning overtime shift at the CTU, and one additional shift at another facility on the same weekend on no more than two occasions per calendar month.

A casual employee is eligible for payment of overtime in respect of all hours worked in excess of eight hours on any day or shift.

9. What are my entitlements, including leave?

Eligible employees accrue 18 days **personal leave** per annum, with the exception being temporary employees who accrue a maximum of 10 days personal leave in the employee's first twelve months of service.

Eligible employees will accrue four weeks **annual leave** per annum.

Casual employees do not accrue personal or annual leave, however receive a loading of 25% of ordinary hourly rate of pay.

10. Why do I have to complete a Certificate III in Correctional Practice?

Completion of this qualification within your first twelve months is a requirement for continuing employment under the current *ACT Public Sector Correctional Officers Enterprise Agreement 2013-2017* (Agreement). It is also a really good way to build on what you learn during CRT and to gain a nationally recognised qualification at no cost to you.

Nationally recognised training means that when you successfully complete units of competency and gain the Certificate III in Correctional Practice, your training is recognised by employers and other Registered Training Organisations across Australia.



ACT Corrective Services supports its own Registered Training Organisation, and provides the training and assessment for the course CSC30115 Certificate III in Correctional Practice.

11. Will I be supported to complete my Certificate III in Correctional Practice?

Qualified trainers and assessors who are also experienced correctional officers will support you at every stage of the Certificate III in Correctional Practice. You will have ongoing contact with your assigned trainer and assessor. Your trainer and assessor will provide you with support, such as discussing and planning assignment tasks. They can also assist you with using the computer to research information or help you develop skills to locate documents that you need for your assessment tasks. You can also discuss any problems you are having with your study with your trainer and assessor. Our aim is to support you in your study to ensure the successful completion of your course.

12. Are there any costs to complete my Certificate III in Correctional Practice?

There are no fees to enrol in the course CSC30115 and no charges for course materials. You will not be asked to supply course materials.

13. What if I already have a Certificate III in Correctional Practice?

You may have already completed a Certificate III in Correctional Practice with another Registered Training Organisation. However, note that:

- If your qualification was completed while working in another jurisdiction, we may require you to undertake some additional units of competency specific to the operational needs of ACT Corrective Services, and/or additional training in relation to matters relevant to ACT Corrective Services.
- You may be eligible to apply for Recognition of Prior Learning and credit transfer for equivalent units of competency.

14. When will I be notified if I have successfully moved beyond the first stage of the recruitment process?

You will be notified in July 2018 if you have progressed from the initial application assessment to psychometric testing.

15. What is involved in psychometric testing?

If you are successful in progressing to psychometric testing, you will be required to complete the assessment online. The testing involves timed ability assessments and psychological testing. You will be advised of the testing period at a later date and you must complete it within the specified period.

Please note: We are unable to provide feedback about the results of the psychometric assessment.



16. What can I expect if I make it to interview?

You deserve to be proud of yourself if you make it this far, for you would have progressed through one of the most rigorous Correctional Officer recruitment processes in Australia.

You will be interviewed by a three member Selection Committee, consisting of a Chair and two other members. The Selection Committee you meet will be the same combination of people who have assessed all candidates at each stage of the recruitment process. The Selection Committee will represent a combination of industry and recruitment expertise.

You will be asked a series of questions. You will be given plenty of time to build on what the Selection Committee has learned about you up to this point.

In addition to responding to the questions, you will be given opportunities throughout the interview to demonstrate to the Selection Committee why you are the best person for the job.

17. How many positions are available?

As operational requirements can change over time, sometimes quite rapidly, we are unable to advise how many positions will be available in 2018. However, there will certainly be more than one and there will definitely be a mix of permanent and casual positions.

18. When will I be notified if I am successful?

We will endeavour to notify successful applicants in August 2018, to ensure ample time is given to provide notice to current employers.

19. When will I be expected to start?

The first day of the Custodial Recruit Training will be advised at a later date.

20. When do applications close?

Applications for the 1-2018 intake of ACT Corrective Services Correctional Officers close on 28 June 2018.

21. Where do I get more information if I have additional questions?

The contact officer for these positions is John Plume. John can be reached by email BSWDT@act.gov.au or by phone 02 6207 5673.