

5B**Manage the operations of a unit or area within a prison**

Kaupae Level	5
Whiwhinga Credit	20
Whāinga Purpose	<p>This skill standard is for people working as a Principal Corrections Officer (PCO) or actively working towards PCO, such as acting PCO, or equivalent, in a prison environment.</p> <p>People credited with this skill standard will be able to manage rostering and leave provisions to ensure the functioning of a unit or area within a prison, and manage compliance with health and safety requirements within a unit or area within a prison.</p> <p>This skill standard aligns with the New Zealand Certificate in Prisoner Management (Level 5) [Ref: 3877].</p>

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Manage rostering and leave provisions to ensure the functioning of a unit or area within a prison.	a. Oversee staff rostering to ensure sufficient staff are on duty to operate the unit or area within a prison.
	b. Monitor staff leave entitlements.
	c. Conduct remedial actions for staff leave use and the impacts on prison operations.
	d. Organise cost effective rostering and allocation of staff duties.
	e. Report on relevant issues including rostering and leave performance and include any recommendations and remediation actions.
2. Manage compliance with health and safety requirements within a unit or area within a prison.	a. Oversee health and safety risks and compliance within a unit or area within a prison.
	b. Manage the welfare and wellbeing of staff.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria*Definition:*

- *Manage* includes managing, monitoring, and reporting.

Ngā momo whiwhinga | Grades available

Achieved.

Ihirangi waitohu | Indicative content

- Rostering requirements.
- Staff leave entitlement.
- Organisational health and safety requirements and policies.
- Staff welfare including fatigue, harassment, bullying.
- Health and safety compliance, risks, reporting tools.
- Requirements for the storage and safe handling of hazardous substances.
- Training.

Rauemi | Resources

Legislation relevant to this skill standard include but are not limited to:

- New Zealand Legislation. (2004). *Corrections Act 2004* (No. 50). New Zealand Government. Available at <https://www.legislation.govt.nz/act/public/2004/0050/latest/DLM294849.html>
- New Zealand Legislation. (2005). *Corrections (Rehabilitation of Offenders) Regulations 2005* (SR 2005/53). New Zealand Government. Available at <https://www.legislation.govt.nz/regulation/public/2005/0053/latest/DLM315417.html>
- New Zealand Legislation. (2015). *Health and Safety at Work Act 2015* (No. 70). New Zealand Government. Available at <https://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html>
- Operational manual and code of conduct relating to the prison

and any subsequent amendments or replacements.

Pārongo Whakaū Kouna | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toitū te Waiora Community, Health, Education, and Social Services Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Law and Security > Offender Management > Prisoner Management
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0121

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	DD MM 2025	N/A
Kōrero whakakapinga Replacement information	This skill standard is set to replace unit standard 31747.		

Rā arotake |
Planned review date

31 December 2029

Please contact Toitū te Waiora Community, Health, Education, and Social Services Workforce Development Council at qualifications@toitutewaiora.nz to suggest changes to the content of this skill standard.

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