



Correctional Officer Applicant Information Pack

This booklet contains information about the role of a Correctional Officer as well as instructions for the entire recruitment process. The recruitment process includes application submission, assessments and interview stages. This document has been prepared to assist applicants in applying for vacancies with the Tasmania Prison Service.

KEEP THIS BOOKLET FOR REFERENCE, DO NOT SUBMIT WITH APPLICATION

Submitting applications

Applications can be mailed to: Ms Daphne Webb
Administrative Support Officer (Recruitment)
Recruitment and Establishment, Department of Justice
GPO Box 825
Hobart, TAS, 7001

Or emailed to: applications@justice.tas.gov.au

Please ensure that applications are received by **the actual closing date and time specified**. Late applications will not be accepted.

DO NOT SEND IN APPLICATIONS UNLESS A POSITION IS CURRENTLY ADVERTISED IN THE GOVERNMENT GAZETTE AND LOCAL PAPERS. IF YOU ARE UNSURE PHONE THE STAFF DEVELOPMENT AND TRAINING UNIT BEFORE SENDING OFF YOUR APPLICATION. APPLICATIONS WILL NOT BE ACCEPTED UNTIL POSITIONS HAVE BEEN ADVERTISED.

This package is designed to provide the information applicants require to decide whether or not to pursue a career in Tasmania as a Correctional Officer and the steps to follow should applicants decide to proceed with their application. Please contact the Tasmania Prison Service (TPS) Staff Development and Training unit on (03) 62168156, 1800 233 911 or correctional.officer.recruiting@justice.tas.gov.au for any queries regarding applications and throughout the recruitment process.

PLEASE ENSURE ALL REQUIREMENTS OF THE APPLICATION ARE COMPLETED PRIOR TO SUBMISSION

PRIVACY NOTE – The Department of Justice (DoJ) is collecting personal information to assess applicant suitability for employment as a Correctional Officer. Failure to provide this information or withholding of information relating to applications may adversely affect the assessment of an applicants integrity and may result in the rejection of that application, or cancellation of appointment. In the event that applicants are successfully appointed, their name will be displayed on the DoJ internal newsletters. Applicants may access and/or correct personal information provided in the application form. All queries can be directed to the Administrative Officer by phone (03) 6216 8156, 1800 233 911 or fax (03) 6216 8082.

INTERNATIONAL APPLICANTS – Applicants who are not Australian Citizens and who do not hold a permanent Australian Working Visa at the time of application are ineligible to apply for positions with the Tasmania Prison Service. The Tasmania Prison Service does not sponsor international applicants.

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RECRUITMENT PROCESS

Thankyou for considering a vacancy with the Department of Justice.

Further information about the Department of Justice can be viewed on our website at www.justice.tas.gov.au.

The Tasmania Prison Service (TPS) conducts recruitment drives twice yearly, usually at the beginning and middle of the year. During this process an applicant's suitability for selection is assessed. At the conclusion of the recruitment process those applicants deemed suitable will be offered positions.

Correctional Officer (CO) recruitment is an extensive process that normally takes 19 weeks from the time applications close until the time written notification is received. Please be advised that if applications are unsuccessful at any stage of the selection process applicants will not be formally advised in writing until the entire process has been completed. This may take some months due to the complex nature of the selection process. However, after each assessment and testing stage applicants can phone the Administrative Officer on (03) 6216 8156, 1800 233 911 or correctional.officer.recruiting@justice.tas.gov.au who will advise if they have advanced to the next stage or not.

The following outlines the application and recruitment process:

Submit Application (Resume and Application Form)

Stage 1 – Written Assessment Day

Stage 2 – Evaluation Day

Stage 3 – Interview

Stage 4 – Fitness Assessment, Medical Assessment, Referee Reports and Criminal History Background Check

Stage 5 – Offer of Employment

Note: The Tasmania Prison Service does not require applicants to address a written selection criteria. The selection criteria will be assessed throughout the various recruitment stages.

Offers of Employment are only made to those applicants who are successful at every stage of the selection process.

WORKING AS A CORRECTIONAL OFFICER

Overview

The TPS operates (6) adult correctional centres. These include: Risdon Prison Complex (Medium and Maximum Security), Ron Barwick Minimum Security Prison, Mary Hutchinson Women's Prison, Hayes Prison Farm, Hobart Reception Prison and Launceston Reception Prison.

These prisons cater for all classifications of prisoners, maximum, medium and minimum. Whilst in prison, prisoners have the opportunity to participate in education and training, criminogenic and non-criminogenic programs, sport and recreation activities, industries and reintegration activities.

Prisoners include those that have been sentenced, those held on remand orders and those who are appealing their sentences. In this booklet sentenced, remandees and appellants are all referred to as prisoners.

The TPS is committed to its mission of *'contributing to a safer Tasmania by ensuring the safe, secure containment of prisoners and providing them with opportunities for rehabilitation and personal development'*.

The TPS employs approximately 250 uniformed staff and 100 non-uniformed staff members.

Type of Work

The job profile of a CO, outlining the type of duties they perform, is enclosed as part of this information package.

CO's are responsible for the safe, secure and humane management of prisoners and provide assistance in developing prisoners' work and social skills. With the introduction of the case management model, CO's play a vital role in encouraging prisoners to participate in programs and industries as well as prepare for their release by participating in reintegration related activities.

The role of a CO includes:

- Dealing face-to-face with prisoners on a daily basis
- Helping prisoners resolve their issues and access the support they need
- Managing the health safety and security of prisoners
- Ensuring that prisoners adhere to prison rules and regulations

The role of a CO is a diverse one and has been described as someone who is: a teacher, counsellor, security specialist, role model, manager and social worker. The role of CO can be very rewarding but is also very challenging.

Conditions of Employment

There are a variety of shifts, including day work and full shift work. On full shiftwork the shifts are predominately 10 and 12 hour rotational shifts, involving days and nights, weekends and public holidays.

Shifts are predominately:

- 7.00 – 7.00 both am and pm
- 6.30 – 6.30 both am and pm
- 8.30am – 6.30pm
- 7.00am – 5.00pm

Other shifts include:

- 8.00am – 4.00pm
- 9.00am – 5.00pm
- 9.00am – 6.00pm

CO's on a shift roster receive 8 weeks recreation leave in each 56 week period. Leave is allocated in accordance with rostered requirements.

CO's on day work receive 4 weeks recreation leave each calendar year.

After 10 years of service CO's are entitled to 60 days Long Service Leave.

Other leave entitlements that CO's *may* be eligible for include:

- Carers leave
- Bereavement leave
- Adoption leave
- Maternity leave
- Parental leave
- Sick leave
- Study leave
- Defence Force leave
- Emergency Services leave
- Sports or Cultural leave
- Leave without pay

The above leave is assessed on a case by case basis.

Leave entitlements accrued by permanent Tasmania State Government employees can be carried over to positions with the TPS.

Long service leave entitlements accrued by permanent Commonwealth Government employees and Armed Services employees *may* also be recognised.

Successful applicants whose prior employment was as a CO in another jurisdiction/state may have their long service recognised at a rate of 50% up to a maximum of two years.

In each case, confirmation and duration of prior service will be requested and obtained in writing from the appropriate HR section for the purposes of calculating how much prior service is to be recognised.

Part Time Employment Options

All Tasmania Prison Service CO positions are advertised as fulltime positions, however, we are able to offer part time employment and flexible working arrangements for those applicants who are unable to or who do not wish to work fulltime. We encourage all applicants to submit their applications, the TPS will negotiate hours on a case by case basis for those applicants who are successful and offered a position.

Salary

A day worker can earn from \$42,970 per annum, and a full shift worker from \$54,273 per annum. The rate of pay during training is \$42,970 per annum.

Rank and pay structure within the Tasmania Prison Service for Day and Shift workers:

Title	Rank	Day Work Salary*	Shift Work Salary*
Correctional Officer	Probationary	42,970	54,273
Correctional Officer	Grade 1	44,236	55,873
Correctional Officer	Grade 2	46,143	58,280
Correctional Officer	Grade 3	46,913	59,254
Correctional Officer	Grade 4	47,415	59,887
Correctional Supervisor	Grade 1	53,504	67,579
Correctional Supervisor	Grade 2	60,350	76,226
Correctional Manager**	Grade 1	68,888	N/A
Correctional Manager**	Grade 2	74,120	N/A
General Manager**	N/A	89,015	N/A

* Pay rates as at 4th October 2007.

** Correctional Manager and General Manager positions are Day Work Salaries.

A \$1000 yearly allowance is payable to members of the Tactical Response Group (TRG) and Dog Handlers.

A \$500 yearly allowance is payable to Employee Safety Representatives (ESR's) and Certified First Aid Officers.

A \$750 yearly allowance is payable to Workplace Assessors with certified TAA40104 qualifications (or equivalent).

All of the above extra duties are subject to selection processes.

Uniform

CO's – Probationary are provided with a full uniform the week before commencement in the recruit induction program. Uniform issue includes shoes, trousers, tie, shirts, jumper, coat, belt and hat.

The TPS provides a yearly uniform allowance to all CO's to the value of 700 points. Each uniform item is given a points value (eg. Jumpers = 60 points). Officers are able to 'purchase' uniform items to the value of 700 points each year. It is the responsibility of each Officer to maintain a correct, neat, tidy and clean uniform at all times.

Ongoing Training Opportunities

The Tasmania Prison Service is committed to the ongoing professional development of both uniformed and non-uniformed staff members.

CO's participate in ongoing mandatory training in the areas of: Fire, Breathing Apparatus, First Aid and CPR.

Other training provided to CO's include: Stress Management, Case Management, Conflict Resolution and Negotiation Skills, Contraband Identification, SMS (Security Management System) training, Inmate Behavioural Management related training, De-Escalation Techniques and Emergency Response.

All Officers, Supervisors and Managers are expected to commence and continue with accredited training qualifications throughout their career, these include:

- Certificate III Correctional Practice – Custodial
- Certificate IV Correctional Practice – Custodial
- Basic Case Management course
- Tasmania Prison Service Supervisor Program – Certificate IV in Government
- Intermediate Case Management course
- Tasmania Prison Service Management Program – Diploma of Government
- Advanced Case Management course
- Diploma of Correctional Administration

Access to these qualifications are dependant on Officer ranking levels. The Tasmania Prison Service pays all fees associated with this training and provides all the required workbooks, handouts and materials.

Information Nights

During each recruitment campaign the TPS provides applicants with the opportunity to attend an Information night. These are held in the South and North (if a position is being advised at Launceston Reception Prison) of the State. During the 2 hour presentation potential applicants are shown a presentation on the role of CO's and senior uniformed staff are available to discuss the positions in more detail and answer questions. The dates and times of Information Nights are advertised in the Gazette and local papers, or, alternatively applicants can phone the Administrative Officer on (03) 6216 8156 or 1800 233 911 to confirm dates, times and venues.

JOB PROFILE OF A CORRECTIONAL OFFICER

Primary Objective

A CO works as part of a team responsible for the safe, secure and humane management of prisoners within and external to correctional facilities. CO duties require interaction with prisoners, guidance, assistance and referral to programs designed to assist in prisoner rehabilitation and reintegration.

Key Responsibilities

- Supervising prisoners, which includes monitoring and observing them at all times
- Employing appropriate security measures to ensure the safe custody of prisoners including monitoring property and equipment and conducting random searches of property and prisoners
- Advising prisoners of their rights and responsibilities whilst in custody
- Provide case management to prisoners according to the TPS Integrated Offender Management Framework
- Demonstrating professional positive role modelling behaviour on daily basis
- Ensuring prisoners maintain acceptable levels of hygiene and cleanliness
- Assisting in determining a prisoner's rehabilitation (sentence) plan and encouraging prisoners to participate in their individual rehabilitation and reintegration plans
- Providing reports on individual prisoners' rehabilitation progress, or their security, welfare or behaviour
- Undertaking escorts (transport and supervision) of prisoners outside the prison
- Providing formal reports on prisoners or on incidents that occur in the prison
- Responding to emergencies (including prisoner conflict, injuries and medical crisis)
- Participate in ongoing and regular training to maintain currency of core qualifications

SUITABILITY ASSESSMENT QUESTIONNAIRE

Not sure if you are suited to the role of Correctional Officer?

Complete this self assessment to assist you in deciding whether you would be suited.

QUESTION	YES/NO
Are you of good character?	
Are you someone that others see as dependable?	
Are you a good communicator?	
Do you have life experience and maturity?	
Can you think on your feet and solve problems when you know a lot depends on your decisions?	
Do you have the sensitivity to deal with prisoners and their families and friends in situations which can be stressful?	
Are you genuinely interested in people and can you treat people humanely and fairly, regardless of their status, background, culture beliefs or gender?	
Can you work in an environment which can be restricted/restrictive?	
Are you prepared to work in situations that are sometimes high risk?	
Can you cope with regular routine, dealing with the same things at the same time on most days?	
Can you work under pressure without letting your team members down?	
Are you prepared to strictly follow set procedures and policies?	

If you answered **YES** to the above questions a job as a Correctional Officer may be just the job for you!

APPLICANT REQUIREMENTS

- Fit and healthy (confirmed by fitness testing and medical examination)
- Satisfactory level of literacy, numeracy and situational testing
- Good written and oral communication skills
- Be of good character
- Criminal history background check
- Australian Citizen or Permanent Resident Status
- High level maturity and demonstrated life skills
- High standard of interpersonal skills
- Competency in basic computer skills
- Ability to successfully pass all stages of the recruitment process

Note: Prior training or qualifications are not required for the role of CO. Applicants bring their life skills, maturity and professionalism to the job and the TPS provides the training needed to develop all of the skills and abilities required to be an effective CO.

CORRECTIONAL OFFICER TRAINING PROGRAM

Correctional Officers - Probationary are employed under a twelve (12) month probationary contract subject to successful completion of training and assessment requirements.

After successful selection as a CO, recruits will undertake full time off the job and workplace training for 13 weeks, prior to placement on operational duties at a correctional facility. Classroom based learning and activities comprises 70% of the recruit induction course, 30% of training will be on the job rotating through various posts within the prison. Recruits placed onto posts throughout their training are doubled up with experienced Officers. Payment for all recruits during the 13 week induction program is \$42,970 and hours are 8:30-16:30 or 9:00-17:00.

The TPS provides recruits with all the training and support they require to work effectively as a CO. The training delivered is not only relevant to contemporary corrective service practices but is also comprehensive, interesting and interactive. Some of the training sessions designed to equip recruits with the knowledge required include:

- Acts and Regulations, Standard Operating Procedures, Director's Standing Orders
- Communicating in writing including report writing
- Interviewing skills, Negotiation Skills and Conflict Resolution
- Security rationale and procedures
- Tours of each prison facility
- Emergency response and procedures
- Inmate management including changing criminal behaviour
- All aspects of Occupational Health & Safety training
- Correctional Health Services, Prisoner Programs and services
- Searching procedures and protocols including drug detection
- Integrated Offender Management including Case Management
- Fire, Breathing Apparatus and First Aid/CPR
- Observation skills and tactical communication
- Radio, Closed Circuit TV (CCTV), alarm systems and electronic communication
- An overview of the Tasmanian criminal justice system
- Basic Computer Training
- Self Defence

During the training course, recruits are required to establish and demonstrate an understanding of prison practice and prison procedures through formal competency assessment against national corrective service practice standards. In addition, they must demonstrate an ability to meet the overall attributes required of a CO. Failure to achieve any of these requirements may result in the employment contract being terminated.

On satisfactory completion of the training course, recruits will be assigned to the prison with a continuing status of Correctional Officer – Probationary. While performing duties they will be trained and guided in further developing skills and abilities to perform the functions of a CO. Recruit formal training will also include the successful completion of Certificate III in Correctional Practice – Custodial. Throughout the 12 month period formal evaluations on performance will be carried out by prison staff and training personnel.

Applicants who were previously employed as a CO in a jurisdiction other than the Tasmanian Department of Justice who hold Certificate III in Correctional Practice (Custodial) or better, will still be required to participate in the recruit induction training. Applicants without this qualification are required to undergo the full recruit program of training and assessment.

Upon graduation from the recruit school recruits will be allocated a mentor (an experienced CO) who will provide them with ongoing one-to-one support, advice and assistance on a regular basis. Recruits are able to contact their mentor at any time for confidential discussions about the job, their role, any issues and their progress in the position.

Upon successful completion of all requirements of the CO recruit induction program, 12 months probation, and completion of the Certificate III Correctional Practice (Custodial) qualification, Officers are recommended to advance to the position of Correctional Officer – Grade 1.

If recruits have existing qualifications relevant to the Correctional Services environment they may apply to have these recognised at commencement of training.

INSTRUCTIONS FOR COMPLETING AN APPLICATION

- Read all of the information supplied before completing the application
- A resume and application form must be submitted

1) Tasmania State Service Application for Employment

This form (in Appendice) provides important information about applicants applying for positions in the State Service and should be filled out carefully and accurately. The form can be handwritten or completed online.

Please note: If applicants are not an Australian citizen and do not have permanent residence status we are unable to proceed with the application. Applicants must hold permanent Australian working visas at the time of application. If applicants were not born in Australia a copy of current citizenship or residency documents must be provided.

The two referees provided should be former managers/supervisors or people who can comment on applicants recent work experience and skills.

2) Resume/Curriculum Vitae

This is a history of employment and work experience. It should be listed in date order (starting with current employment), include where employed, the position held and a brief description of the main duties. Copies of qualifications, training attended and/or development programs may be attached (please do not send originals, copies only).

If applicants have a mobile contact please ensure it is recorded on the resume as this is the most effective method of contacting applicants.

Resume/Curriculum Vitae should be no longer than 2 pages in length.

Note: The TPS does not require applicants to submit a written selection criteria. Submission of a current resume outlining skills and experience plus the application form are all that is required with each application.

SUBMITTING APPLICATIONS

Applications may be submitted to the contact details listed on the front page of this information pack.

Please ensure that applications are submitted by the **actual closing date and time specified**. Late applications will not be accepted.

DO NOT SEND IN APPLICATIONS UNLESS A POSITION IS CURRENTLY ADVERTISED IN THE GOVERNMENT GAZETTE AND LOCAL PAPERS. IF YOU ARE UNSURE PHONE THE STAFF DEVELOPMENT AND TRAINING UNIT BEFORE SENDING OFF YOUR APPLICATION. APPLICATIONS WILL NOT BE ACCEPTED UNTIL POSITIONS HAVE BEEN ADVERTISED.

EMPLOYMENT REGISTER

The TPS maintains a register of interested applicants throughout the year. Potential applicants may phone the Administrative Officer on (03) 6216 8156, 1800 233 911 or correctional.officer.recruiting@justice.tas.gov.au to have their interest recorded. If applicants have not received an Information Pack one will be posted out. A week before advertising is due to commence, those on the expression of interest register will be notified that the TPS is about to advertise and will be invited to attend an Information Night held usually held in the North and South of the State.

Please note: applicants recorded on the employment register are still responsible for ensuring their applications are completed in full and submitted before the actual closing date and time specified in the Gazette and local papers.

The Tasmania Prison Service welcomes applications from intrastate, interstate and overseas applicants.

INTRASTATE APPLICANTS

Intrastate applicants are required to attend Stage 1 – Written Assessment and Stage 2 - Evaluation Day at their own expense. Written Assessment locations are normally held in the North and South of the State. Evaluation Days are conducted in the South at the Risdon Prison complex site in Hobart.

INTERSTATE APPLICANTS

Whilst the Tasmania Prison Service can arrange for Interstate applicants to complete the Stage 1- Written Assessment in their home state, it is a requirement that those applicants who advance to Stage 2 – Evaluation Day attend these in person at the Risdon Prison complex site in Hobart.

All expenses including airfares, transport, accommodation, meals and other associated travel costs are the responsibility of the applicant. Applicants who progress to Stage 3 - Interview will be required to return to Hobart to attend the interview and fitness assessment.

INTERNATIONAL APPLICANTS

If applicants are not an Australian citizen and do not have **permanent** residence status we are unable to proceed with the application. Applicants **must** hold a permanent Australian working visa at the time of application. The TPS does not sponsor international applicants.

International applicants who do hold a current Australian working visa and who are eligible to apply will be responsible for their own travel and associated costs.

The Tasmania Prison Service can arrange for International applicants to complete the Stage 1- Written Assessment in London, New Zealand or Australia. It is a requirement that those applicants who advance to Stage 2 – Evaluation Day and Stage 3 - Interview attend these in person at the Risdon Prison complex site in Hobart. Arrangements will be made to conduct Stage 2, 3 and 4 Assessments on the same day (or within 2 consecutive days) for International applicants.

All expenses including airfares, transport, accommodation, meals and other associated travel costs are the responsibility of the applicant.

APPLICATION STAGES

Initial Appraisal of Application

After initial appraisal of the Resume/Curriculum Vitae and State Service Application for Employment Form, applicants will be notified via mail, phone or e-mail that they have advanced to Stage 1 – Written Assessments.

Written Assessments

These are special pencil and paper tests designed to assess aptitude for the job. The combined tests take half a day to complete and cannot be studied for. Applicants are encouraged to answer all questions honestly. Trying to 'fake' or 'pre-empt' answers can be disadvantageous.

The written assessments are normally conducted on a weekend at venues in the North and South of the state.

Applicants who successfully pass the Written Assessment will be invited to attend an Evaluation Day.

Evaluation Day

On the Evaluation Day applicants will undertake a number of activities, these activities are designed to assess applicants against the selection criteria (in Appendice) and test suitability to the role.

The Evaluation Day is conducted at the Risdon Prison site on a weekday. Evaluations take approximately 5 hours.

Applicants who successfully demonstrate suitability to the role of CO will be invited to an Interview.

Interview

At the interview applicants are asked a series of standardised questions. Applicants are not expected to have any specialist knowledge. Life skills, professionalism, common sense and maturity are all that are required in answering these questions.

The interview takes approximately 1 hour and will take place on a weekday at the Risdon Prison site before a panel of 4 interviewers. Three of the panel members will be TPS staff, the fourth will be an independent panel member.

Medical Assessment

The medical assessment is conducted to further assess ability to undertake the duties of CO.

Applicants who successfully advance to interview will be required to complete a medical examination with their own General Practitioner (GP). The TPS will provide applicants with a Medical Assessment Pack to take to the appointment with their GP. These forms are completed in conjunction between the applicant and GP and need to be returned to the Prison Service.

During the medical assessment the GP will determine whether the applicant is able to undertake the fitness assessment. The GP will sign an Indemnity form confirming clearance. This form is to be returned to the TPS **before** the fitness assessment can be undertaken.

Please note: Applicants are responsible for their own medical costs in relation to the medical assessment and any subsequent examinations.

Fitness Assessment

Applicants who successfully advance to interview and who have received medical clearance from their GP to participate will be required to undertake a fitness assessment with a qualified fitness physiologist. This assessment measures upper body strength, lower back and abdominal strength, aerobic capacity, agility and flexibility.

The fitness assessment is held off site and is completed after the Evaluation Day. There is no cost to the applicant to participate in the fitness assessment.

Referee Reports

It is essential for applications to be properly assessed, therefore former supervisors/managers will be contacted to discuss an applicants history as an employee to verify suitability for the role of CO. If applicants are currently unemployed their most recent employer details are required.

Note: **Referees are not contacted until after interviews are conducted.** Applicants may choose not to advise their referee of their application unless they reach interview stage. We do recommend that after applicants have attended an interview that they discuss their application with referees prior to us contacting them. Referees may be asked to verify claims made in the application and during interview.

Criminal History Background Check

Criminal History Background Checks will be conducted on all applicants to ensure that the requirements for employment as a CO are met, as outlined in the Statement of Duties. These checks include State and National Police Checks.

Applicants must make full disclosure of all criminal convictions including any traffic/driving infringements, spent convictions and juvenile offences. Failure to disclose may result in an application being unsuccessful or cancellation of appointment.

Offers of Employment

Offers of employment are made to those applicants who are successful in **every** stage of the selection process. Successful applicants will be notified by phone and mail.

Feedback Policy

The TPS is unable to provide feedback to applicants who do not advance to the next stage(s). All applicants are asked to sign a declaration on Written Assessment day

acknowledging that they will not receive feedback at any stage in regards to the selection process.

The TPS can advise applicants whether they have advanced to the next stage or not, but feedback will not be provided regarding the reason why an applicant has not advanced.

Throughout the process applicants have been assessed to determine their suitability to the role of CO, therefore, the TPS cannot 'coach' applicants on how they should present themselves or what characteristics they should display if they decide to reapply at a later date. To 'coach' unsuccessful applicants on how to improve throughout the process would be a disadvantage and unfair to future first time applicants.

Applicants are encouraged to respond honestly and 'be themselves' throughout all of the assessment activities, this ensures the greatest chance of success for suitable applicants.

FREQUENTLY ASKED QUESTIONS

If I am successful what happens after the 12 months?

Throughout your 12 month contract you will need to complete various assessments. If you successfully complete all these assessments you will be offered a permanent position as a CO.

If I have applied before can I just ask for my previous application to be put into this recruitment round?

No. Each recruitment campaign is totally independent of previous campaigns, and requirements, policies and procedures may have changed. You must resend your resume and application form.

Who do I contact throughout the process to see if I have advanced to the next stage?

Contact throughout the entire process will be with the Administrative Officer, Staff Development & Training Unit (03) 6216 8156 or 1800 233 911.

If I apply and am unsuccessful can I try again?

Yes. However, we are unable to provide you with feedback as to why you have not advanced, therefore applicants need to self assess their own suitability to the role of CO.

If I am successful for selection, how long do I have to wait before I start?

Successful applicants normally commence on the Recruit Induction School within 4-6 weeks of notification. During this time applicants are fitted with their uniforms.

If I am applying from interstate and am offered a position who pays for my relocation?

Relocation costs need to be approved by the Director of Prisons at the time of appointment. Assistance is assessed on a case by case basis.

If I commence in the recruit induction course what will my hours be?

During the 13 week induction training hours will be 8:30-4:30 or 9:00-5:00 Monday to Friday. Once you commence in the prison and if you indicated a preference for shift work you will be placed on a rotational roster including shift and weekend work. If you indicated a preference for day work, you will be placed on the day roster.

Can I transfer from one correctional facility to another?

Staff can submit a transfer request to the Assistant Director of Prisons to transfer to another facility or can forward an expression of interest as positions become available. Transfers occur as operational needs allow.

I currently work in Corrections on the mainland, does that mean I have a higher chance of being successful?

All applicants are assessed equally. Previous experience in a similar role does not guarantee success. The role of CO's in each state and prison can vary significantly. The TPS assesses all applicants against the Selection Criteria and not on an applicant's current job description.

If I am an experienced Correctional Officer do I need to study the Certificate III in Correctional Practice (Custodial)?

An applicant who was previously employed as a CO in a jurisdiction other than the Tasmanian Department of Justice who has a Certificate III in Correctional Practice (Custodial) or better, will have this qualification recognised. If an experienced CO does not have this qualification they will be required to undergo the training.

I already have the Certificate III in Correctional Practice (Custodial) so do I need to do the entire 13 week induction training or can I just be placed straight onto post?

Experienced CO's from other jurisdictions will be required to undergo the initial 13 week induction training along with inexperienced CO's to familiarise themselves with policies, procedures, protocols, Standard Operating Procedures and Director's Standing Orders specific to the Tasmania Prison Service.

Applicants have to pay for their medical assessments, do we also have to pay for our fitness assessments and criminal history background checks?

The TPS pays for applicants who have been successfully advanced to interview to attend a fitness assessment and obtain a criminal history background check.

I live overseas and am in the process of applying for a working visa, can I still apply?

If you are not an Australian citizen or do not have a permanent residence status we are unable to proceed with your application. Applicants must hold a permanent Australian Working Visa at the time of application.

I advanced to the second stage of the process and then was unsuccessful, can I find out why?

No. We are unable to provide applicants with feedback. All applicants sign a declaration at written assessment day acknowledging that they will not receive specific feedback about their application.

I already have several qualifications do I still need to complete the Certificate III Correctional Practice (Custodial) during the recruit induction program?

Yes. It is a mandatory requirement that all Probationary Officers hold this qualification before they can proceed to the next rank. This qualification is completed both in the recruit school classroom and on the job once posted. Applicants who already hold formal qualifications will be assessed on commencement and advised if they are eligible to apply for Recognition of Current Competency (RCC) or Recognition of Prior Learning (RPL). Applicants who are eligible for RCC and RPL will receive credit transfers towards the qualification. All applicants, regardless of qualifications are required to complete the 13 week induction program.

If I am an experienced Correctional Officer in another jurisdiction will I maintain my current rank?

No. All new recruits with the TPS commence on probationary level. After recruit induction, if applicants are able to satisfy the essential rank requirements under the Correctional Officer's Award rank *may* be negotiated on a case by case basis.

I am a permanent State Service employee, can I transfer my entitlements?

Yes. Leave entitlements accrued by permanent Tasmania State Government employees can be carried over to positions with the TPS.

I am a permanent Commonwealth employee, can I transfer my entitlements?

Long service leave entitlements accrued by permanent Commonwealth Government employees and Armed Services employees *may* also be recognised.

I am unable to work fulltime, all the positions advertised are fulltime, are there any part time positions available?

The Tasmania Prison Service encourages applicants seeking part time employment to submit their application. Part time and flexible working arrangements can be negotiated on a case by case basis.