

Australian Capital Territory

# Corrections Management (Training Material Authorisation (Training Providers)) Procedure 2011

Notifiable instrument NI2011- 51

made under the

***Corrections Management Act 2007, section 14(1) (Corrections policies and operating procedures)***

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## **1 Name of instrument**

This instrument is the *Corrections Management (Training Material Authorisation (Training Providers)) Procedure 2011*.

## **2 Commencement**

This instrument commences on the day after it is notified.

## **3 Policy**

I make the

TRAINING MATERIAL AUTHORISATION (TRAINING PROVIDERS)  
PROCEDURE

attached to this instrument, to facilitate the effective and efficient management of correctional services.

## **4 Revocation**

This instrument revokes notifiable instrument NI2009-16.

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ACT Corrective Services  
4 February 2011



ACT Corrective Services  
All Facilities



## TRAINING MATERIAL AUTHORISATION (TRAINING PROVIDERS) PROCEDURE

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### Purpose

To outline the procedure for authorisation of training materials.

### Authority

#### Legislation

*Corrections Management Act 2007*, section 14.

### Scope

This procedure commences when a training provider indicates that they wish to seek approval to bring additional training materials and/or items into and/or out from an identified ACT correctional facility.

### Procedure

Step	Action	Responsibility
<u>1</u>	Identify specific item/s required for the delivery of vocational education and training within an ACT correctional facility.	Training provider
<u>2</u>	Complete and submit Training Material Authorisation Request Form.	Training provider
<u>3</u>	Assess training material authorisation request and submit recommendation to Deputy Superintendent	Offender Services Manager/SCC CO3
<u>4</u>	Approve/deny training material authorisation request	Deputy Superintendent
<u>5</u>	Notify applicant of decision, including duration of approval, within 10 days.	Offender Services Manager/SCC CO3
<u>6</u>	Original approved request form/s returned to the training provider. Copy retained for ACTCS records.	Offender Services Manager/SCC CO3
<u>7</u>	Training provider required to carry approved authorisation form whenever entry or egress is sought from approved ACT correctional facility with listed items.	Training provider

### Step 1

A training provider identifies a specific item/s required for the delivery of Vocational Education and Training within an ACT correctional facility.

### Step 2

A training provider completes the Training Material Authorisation Request Form and submits it to the Offender Services Manager at the Alexander Maconochie Centre (AMC) or the CO3 at the Symonston Correctional Centre (SCC), who will forward it to the Offender Services Manager.

### Step 3

The Offender Services Manager receives and assesses the request, including validating that the item is required. The Offender Services Manager submits the form to the relevant Deputy Superintendent along with his/her recommendation whether the request should be approved or denied.

### Step 4

The relevant Deputy Superintendent considers the request and decides whether to approve or deny it. Where appropriate, the Deputy Superintendent may refer the request to the Superintendent for a decision.

The Deputy Superintendent notifies the Offender Services Manager of the decision. The Offender Services Manager will notify the SCC CO3 if the request relates to the SCC.

### Step 5

The Offender Services Manager or SCC CO3 notifies the applicant of the decision, including the duration of approval, within 10 days.

### Step 6

The Offender Services Manager or SCC CO3 returns the signed original to the applicant. A copy of the assessed request is provided to the Gatehouse, where it is kept on record.

### Step 7

A training provider must produce the approved authorisation form whenever entry or egress is sought from the approved ACT correctional facility with listed items.

## **Forms/templates**

Training Material Authorisation Request Form

## **Related policies and procedures**

N/A