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Workplace Skills Access

- Develops customised training resources across a range of industries
- Offers customised industry training that develops employees' workplace communication skills
- Complements existing training programs to assist workers who may need extra support in English language, literacy, numeracy or basic computer skills
- Assists workplaces with other training consultancy services such as training needs analysis, development of training plans, improvement of workplace documentation, and general workplace communication reviews.

Other resources developed by and available from
Workplace Skills Access

Aged Care

- Aged Care Documentation – You can do it (manual)
- Active Learning Units for the Aged Care Industry (set of 2 manuals)
- It All Adds Up (video and training manual)
- Safe Food (video and training manual)

Fire Sector

- Scene Savers: Communicating for safety at a fire scene (interactive CD ROM)

Food Safety

- Keeping Food Safe (video and training manual)

Horticulture

- Understanding Farm Chemical Labels (manual)
- Have a Go Book (set of seven manuals)
- Healthy Harvest – Controlling germs during vegetable production (video, training manual and trainer's notes)
- Occupational Health & Safety in Horticulture (video or DVD and training manual)

For more information about Workplace Skills Access and the resources contact:

Workplace Skills Access

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SWINBURNE
UNIVERSITY OF
TECHNOLOGY

An interactive CD ROM
for workers in the
corrections industry

REPORT WRITING

CORRECTIONS



NATIONAL CORRECTIONAL SERVICES
ADVISORY COMMITTEE



Australian Government
Department of Education,
Science and Training

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TITLE

Report Writing in Corrections – CD ROM

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0509_report_corrections

REPORT WRITING

CORRECTIONS



An innovative training resource designed to assist workers in the corrections industry develop report writing skills. Case studies directly related to their work allow correctional staff to manage their own learning and progress through computer based material and activities.

The CD ROM is designed for:

- Correctional Officers
- Case Managers.

Correctional Officers activities:

- are based on the case study of an offender in custody
- focus on writing internal reports.

Case Managers activities:

- are based on the case study of a community based offender
- deal with the skills required to write reports for justice agencies.

Skill development

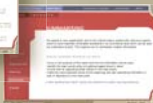
Correctional staff work through information and interactive learning activities on topics critical to effective report writing:

- Audience and Purpose
- Organising Ideas
- Objectivity
- Summarising
- Language.

This resource increases employees' confidence with new technologies and their capacity to access and complete self-directed learning opportunities by offering a step by step approach in a user friendly interface.

Key features

- Based on case studies that correctional staff will associate with.
- Simple navigation and effective graphics make the CD ROM enjoyable and easy to use.
- Develops essential report writing skills.
- Activities are mapped against the competency standards as well as against the underpinning knowledge and skills required to achieve competency.
- Increases employees' computer skills.
- Able to be placed on an organisation's intranet for easy access by employees.
- Includes a printable User Guide containing information about how to use the resource and ideas for how to use alternative assessment activities.
- Contains ideas for customising the content to meet the requirements of particular workplaces.



The CD ROM was funded under the Workplace English Language and Literacy Programme by the Commonwealth through the Department of Education, Science and Training.