



## COURT TRANSPORT UNIT

### Correctional Officer (Class 1) Bulk Recruitment 1-2025

### FREQUENTLY ASKED QUESTIONS

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

To apply please go to [www.jobs.act.gov.au](http://www.jobs.act.gov.au).

To apply for this exciting opportunity, tell us in one page, why your life experience, skills and/or knowledge would make you perfect for this role.

In addition, you must submit the following:

1. Updated curriculum vitae with contact details of at least two referees, one of which should ideally be a current or immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months;
2. A copy of your Driver's Licence; and
3. A completed Association Declaration form.

Applications that do not provide your pitch **PLUS** all three documents listed above may not be considered by ACTCS.

Note: This process is being run in conjunction with a separate bulk recruitment process for the Alexander Maconochie Centre (AMC). As such, applicants who apply for both roles and who are considered suitable, will be offered a placement subject to operational requirements.

#### 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 successfully complete the Custodial Recruit Training (CRT) Program prior to commencement of the role.

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 [Working With Vulnerable People - Access Canberra \(act.gov.au\)](http://www.accesscanberra.act.gov.au)

**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, you will attend the CRT program which runs for approx. 60 days, 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 supervised, on the job training.

The CRT program includes physical components to prepare you to respond to aggression and emergency situations; including an agility course requiring you to run, navigate stairs, carry equipment and drag a person while communicating on a radio.

**5. What is the salary for the position?**

Currently, as a Trainee Correctional Officer you will receive \$62,882 plus superannuation and on completion of the training, your base wage will begin at \$76,998 plus superannuation and potential for allowances.

**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, contextualised to the correctional environment, as part of the CRT program. This session is mandatory and previously completed training will not be recognised.

**7. Where will I be working?**

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

Note: This process is being run in conjunction with a separate bulk recruitment process for the Alexander Maconochie Centre (AMC). As such, applicants who apply for both roles and who are considered suitable, will be offered a placement subject to operational requirements.

**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.

#### **9. What are my entitlements, including leave?**

Personal 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.

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

Under the current *ACT Public Sector Correctional Officers Enterprise Agreement 2023 - 2026* (Agreement), to continue to be employed as a Correctional Officer, you will be required to complete the Certificate III in Correctional Practice (as varied) within twelve months from completing the CRT Program. It is a good way to build on what you have learnt during the CRT Program 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 (RTO No. 6045), and provides the training and assessment for the CSC30122 Certificate III in Correctional Practice (Adult Custodial) qualification.

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

All Organisational Capability Unit staff can be approached to gain advice on course issues or concerns, and will endeavour to offer professional and confidential advice where possible to assist and work towards creating a positive learning experience for you.

Qualified trainers and assessors, who are also experienced correctional officers, will be available to support you throughout the Certificate III in Correctional Practice qualification. You will have ongoing contact with a range of trainers and assessors, where you can request wellbeing, educational, and/or progression support to assist in the completion of the qualification.

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

As an employee of ACTCS, there are no course fees. There are no additional course or material charges to undertake this qualification, and you do not have to supply any materials or equipment.

#### **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:

**ACT**

Government

Justice and Community Safety

- 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 April 2025 if you have progressed from the initial application assessment, to the Language, Learning and Numeracy (LLN) testing and written assessment. However due to the high volume of applications that we typically receive, the Selection Committee will not be able to provide specific feedback to candidates who were not shortlisted for progression.

#### **15. What is Language, Literacy and Numeracy (LLN), and Digital Literacy testing?**

If you are successful in progressing to LLN and Digital Literacy testing, you will be required to attend an ACTCS facility to complete two online assessments, and a short handwritten exercise. Interstate or international applicants may be provided with alternative options for LLN and Digital Literacy testing completion should they not be able to attend in person.

The LLN and Digital Literacy results are used to ensure that you have the required skills to meet the competency levels needed to complete the Certificate III in Correctional Practice and succeed in the workplace.

**Please note:** We are unable to provide feedback about the results of the LLN and Digital Literacy assessment.

#### **16. 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.

#### **17. 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. You can be assured that the Selection Committee membership will be consistent through the recruitment process. This means that the same members will be



involved in 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 suitable and should be considered for the job.

**18. 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. However, there will certainly be more than one.

**19. When will I be notified if I am successful?**

We will endeavour to notify successful applicants in August 2025, to ensure ample time is given to provide notice to your current employers.

**20. When will I be expected to start?**

The first day of the Custodial Recruit Training will be 5 September 2025.

**21. When do applications close?**

Applications for the 1-2025 intake of ACT Corrective Services Court Transport Unit Correctional Officers, close Wednesday, 2 April 2025.

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

The contact officer for these positions is Louise Heaton who can be reached by email at [ACTCSPeopleandCulture@act.gov.au](mailto:ACTCSPeopleandCulture@act.gov.au) or by phone 02 6207 7834

ACT Corrective Services will be hosting an information session for people interested in applying during this recruitment round. To attend this information session, please [Register here](#)

**Note:** All ACTCS worksites including Correctional Centres are smoke free environments.