Corrective Services NSW (CSNSW) is looking to engage additional External Facilitators to deliver a range of accredited and approved behaviour change programs to offenders in custody and the community. External Facilitators are front-line and work with offenders who have been convicted and sentenced. External facilitators must have a high level of integrity and be able to work independently. Ideally, applicants will have an understanding of evidence based practice underlying offender services and programs, and experience with related administrative processes such as detailed record keeping. CSNSW provides External Facilitator training and on-going support.

People who are trained and have worked in the humanities sector or adult education are encouraged to apply.

External facilitators must be highly professional and be able to demonstrate:

- The ability to engage and work with mandated offenders in a group environment.
- The ability to work both independently and within a multidisciplinary team whilst maintaining a high level of integrity and ethical behaviour.
- Knowledge of, or a strong interest in, the delivery of standardised therapeutic programs.
- A commitment to delivering programs to the highest standard through participation in on-going professional development.

CSNSW External Facilitators are paid for each program delivered, for time spent preparing sessions and for session debriefs. Note that External Facilitation work with CSNSW is casual in nature and facilitators are engaged on an as-needs basis. CSNSW does not guarantee a minimum number of program facilitation hours.

CSNSW programs are delivered across the state. External Facilitators located in regional and remote locations who travel significant distances to deliver programs may be eligible for a modest financial travel incentive. For further information regarding the financial incentive refer to the fact sheet available on the CSNSW website.

CSNSW may at times recruit External Facilitators who are located in areas of high demand and where there are gaps in service provision. Under these circumstances applications assessed as suitable and that best meet the current service needs of CSNSW will be prioritised.

Current employees of CSNSW are NOT eligible to apply. Current employees interested in delivering programs should contact the Offender Programs Unit: offenderprogramsunit@justice.nsw.gov.au

CSNSW Offender Programs facilitated by Externals

CSNSW delivers a range of offender behaviour change programs that aim to reduce reoffending. Some programs are general and suitable for all offenders and some address specific criminogenic needs. The goal of Corrective Services NSW is to deliver programs that will assist offenders to:

- Understand the factors that led them to offend.
- Acquire skills that will enable them to independently manage their risk of re-offending.

CSNSW offender behaviour change programs are based on risk-need-responsivity principles – which match the level and type of intervention to reoffending risk. This means that offenders with a medium to high risk of reoffending are prioritised for programs; that the type program delivered is matched to the criminogenic needs of the offender; and that intervention program is delivered in a manner that complements the offender’s learning style, motivation, abilities and strengths.

CSNSW has two program streams that engage External Facilitators to assist program delivery. External Facilitators are required to commit to the delivery of an entire program.

- **The EQUIPS (Explore, Question, Understand, Investigate, Practise, Succeed) program**
The EQUIPS suite is comprised of four (4) programs: Foundation; Domestics Abuse; Aggression; and Addiction. There is limited need for the delivery of the Addictions program in community corrections settings. EQUIPS programs are offered to offenders who have been assessed as being at a medium to high risk of re-offending and as suitable for participation.

Each EQUIPS program consists of 20 x 2 hour sessions (40 hours) divided into five (5) modules, each if which has four (4) sessions. Up to two sessions per day and four sessions per week may be run.

External facilitators are paid a standard amount of $6400 for 80 hours of program delivery comprised of 40 hours of face-to-face program delivery and 40 hours of related program administration including program preparation, delivery, debriefing and a one to one feedback session with each participant at the end of the program.

- **The Sober Driver Program**
The Sober Driver Program is delivered to offenders who have been convicted of a serious drink drive offence or who have committed more than 1 drink drive offence.

Each Sober Driver Program consists of 18 hours of group work divided into 9 x 2 hour sessions or 3 x 6 hour days. The program is designed to help offenders understand the events and decisions that led to their offending and develop effective strategies to avoid those situations in the future.

External facilitators are paid a standard amount of $2,160.00 for delivery of 27 hours of work per program, comprised of 18 hours of program delivery and 9 hours of program administration, including program preparation, delivery and debriefing.

**CSNSW State-Wide Programs: External Facilitators Deed of Agreement**

All External Facilitators are required to abide by the [CSNSW State-Wide Programs: External Facilitators Deed of Agreement 11 July 2019](#).
EXTERNAL FACILITATOR ASSESSMENT PROCESS

External Facilitators are subject to a four-stage assessment process. Progression through the stages is incremental and final registration as a CSNSW External Facilitator is dependent on applicants being assessed as competent at each stage.

Stage one: Written application

Using a standardised application form, you will provide information about yourself, your qualifications and work experience and how this relates to the external facilitator role. You are required to provide a written response to two (2) targeted questions.

Applications are submitted via SmartyGrants which you can access via the CSNSW Website. You will be required to create an account in order to submit your application.

Applicant’s who’s written application is successful and considered suitable for progression, will be sent an invitation to participate in a Program Induction and Assessment Workshop (PIAW).

Applicants who’s applications are not successful will be notified by email.

Stage two: Program Induction and Assessment Workshop

Program Induction and Assessment Workshops will be held at different locations in NSW and an invitation will be sent to attend the PIAW closest to your place of residence. Attendance at the PIAW is mandatory and attendees are NOT remunerated for their time. Persons who do not attend cannot progress to Stage 3.

The PIAW will be of 6 hours duration. It will include the provision of detailed information about the CSNSW offender programs, the target program participant group and the program delivery environment. It will also clearly map out the role, requirements and expectations of the External Facilitators.

The PIAW will also involve participation in a range of activities on the day. All attendees are required to participate. The activities will include the following:

- A short presentation
- Participation in a group activity
- Role-playing program facilitation

Applicants who successfully complete the PIAW will be invited to attend program training.

Applicants who are not successful will be notified via email. Feedback from the assessment team can be requested.

Stage three: Program Training & Assessment

Invitations to attend training will be sent via email. Training is run on a rotational basis across the state and you will be invited to attend training at a location closest to your place of residence. Applicants who choose to travel to attend training will be responsible for their own travel and accommodation costs. Please note that training is only offered during office hours on weekdays.

- CSNSW pays up to $300 per day for attendance at EQUIPS program training.
- Attendance at Sober Driver program training is unpaid.
- CSNSW does not reimburse training attendees for any costs associated with travel and accommodation to attend training.
EQUIPS (Explore, Question, Understand, Investigate, Practice and Succeed) Training

CSNSW provides training as follows for EQUIPS:

- EQUIPS Foundation (3 days)
- EQUIPS Domestic Abuse (2 day)
- EQUIPS Aggression (1 day)
- EQUIPS Addiction (1 day)

Note that a pre-requisite for attendance at any EQUIPS training is completion of EQUIPS E-learning modules and an E-learning Security Awareness module. EQUIPS Foundation training is a prerequisite for all other EQUIPS training programs.

Sober Driver Training

CSNSW provides training as follows for the Sober Driver Program:

- 3 days of training
- E-learning module (to be completed prior to delivering a program)

Note that the Sober Driver Program is primarily delivered by Community Corrections Officers. While there are training and program delivery opportunities for external facilitators, these are limited.

Training assessment

Following successful completion of program training, applicants who have been assessed as proficient will be activated on a probationary basis in the CSNSW External Facilitator register. Upon activation of probationary status, you will become eligible for engagement to deliver the CSNSW programs you have been trained in.

You will remain on probation until the CSNSW Programs Team has undertaken an observation of you delivering a program. Program observations form part of the day-to-day quality assurance process implemented by CSNSW and are undertaken of new and experienced program facilitators on a regular basis.

Should an applicant not be found competent at the end of a training module, the opportunity may be given to attend another training session of the same module to re-do the assessment. Note that CSNSW will not pay the applicant to attend the same program training module more than once.

Stage 4: Program delivery observation

The probationary status of External Facilitators will be removed following being assessed as competent subsequent to an observation of them delivering a program to a group of offenders. You may find that you are engaged to deliver a number of programs prior to being observed and it will not be necessary for you be observed delivering all programs for which you have been trained to have your probationary status removed.

ON-GOING EXTERNAL FACILITATOR DEVELOPMENT AND SUPPORT

- Program observations

CSNSW has a program quality assurance process that includes observation of programs while they are running. The observations are used to assess whether the program is being run in accordance with the program delivery requirements and that it is be delivered in accordance with the CSNSW Program Facilitation Standards. Feedback is provided to program facilitators following a program observation.
**Program Development Workshops**

CSNSW runs regular Program Development Workshops (PDW) for both internal and external program facilitation staff. External Facilitators are invited and encouraged to attend PDWs being run in your area. PDWs are typically 6 hours in duration and provide information and training relating to program delivery. They provide the opportunity for internal and external staff to share experiences and to learn from one another as well as providing access to the State-Wide Programs team responsible for the development of and training for the CSNSW EQUIPS program suite. Attendance at PDWs is not remunerated but is encouraged as they provide a professional development opportunity.

**Program Facilitation Masterclass**

CSNSW program facilitators must be proficient in the delivery of behaviour change programs in a group setting. Applicants who can demonstrate their experience in program facilitation will have their prior learning recognised (via a formal RPL process) which will give applicants credit for skills, knowledge and experience gained through working and learning.

Applicants who require training in program facilitation techniques may be invited to attend a Program Facilitation Masterclass. Invitation to the Masterclass will be dependent on identified need. The Masterclass is 2 days duration and attendance will be unpaid.
INFORMATION FOR APPLICANTS

In accordance with the Privacy and Personal Information Protection Act 1998, care is taken with the collection, storage, use and disclosure of personal information in order to protect individuals’ privacy.

CSNSW engages individuals to facilitate offender programs – not organisations. You can be registered as an External Facilitator as a sole trader with your own Australian Business Number (ABN) and professional indemnity and public liability insurance coverage (details relating to insurance are set out in the application form).

If you work for a non-government organisation (NGO) that delivers human services you may ask your employer to sponsor your application. As a sponsored External Facilitator the administrative requirements in relation to the provision of an ABN and professional indemnity and public liability insurance are met by the sponsor organisation. Under these circumstances, all delivery of services relating to a CSNSW work order are the responsibility of the individual, independent of the sponsoring organisation. The sponsoring organisation will however be responsible for invoicing on behalf of the External Facilitator and CSNSW will pay the invoice directly to the Sponsoring Organisation. The onus is on the External Facilitator to recover all monies paid by CSNSW for service provision from their Sponsoring Organisation.

The provision of human services refers specifically to programs and services provided to meet the health, welfare and social needs of individual, families and communities. CSNSW reserves the right to determine the suitability of any proposed sponsor organisation.

Note that under a sponsored External Facilitator agreement – should you leave the sponsoring place of employment or the organisation withdraws its sponsorship, your registration as an External Facilitator will be suspended until such time as a new sponsor is engaged or evidence of eligibility as a sole trader is provided.

Please note that some of the application requirements for these two applicant types differ.

**Australian Business Number (ABN)**

**Individual or Sole trader applicants –**

All individual External Facilitators are required to have a current ABN before they can be issued any work orders by CSNSW. You can submit your application without an ABN with a view to obtaining one if your application is successful.

To apply for an ABN please visit the Australian Business Register website: [www.abr.gov.au](http://www.abr.gov.au)

**Sponsored applicants -**

The ABN of the Sponsoring Organisation must be provided at the time your application is submitted.

Applicants applying under sponsorship from their employing organisation must provide a letter from the organisation providing evidence of the employer’s support of your application and an undertaking to provide you with required insurance coverage while acting in the capacity of a CSNSW External Facilitator. A guide for the content of the support letter is available on the [CSNSW website](http://www.csnsw.gov.au).
NSW Police Check

**All applicants** (both individual and sponsored) invited to attend a Program Induction and Assessment Workshop (PIAW) will be asked to provide a NSW National Police Check (National name and date of birth check) from NSW Police that is NOT more than 12 months old. Third Party criminal record checks will not be accepted. Enrolment in a PIAW will not be confirmed until the NSW National Police Check is provided.

You can apply for a NSW National Police Check here: [https://www.police.nsw.gov.au/online_services/criminal_history_check](https://www.police.nsw.gov.au/online_services/criminal_history_check)

For applicants who do not reside in NSW you will need to obtain a National Police Check (National name and date of birth check) from your state or territories police force.

Apprehended Violence Order (AVO) check

**All applicants** (both individual and sponsored) invited to attend a Program Induction and Assessment Workshop (PIAW), must agree to CSNSW conducting an Apprehended Violence Order check as part of the selection process. Applicant authority to conduct the AVO check will be sought at the PIAW.

Public Liability and Professional Indemnity Insurance

All External Facilitators must have Public Liability ($10,000,000) and Professional Indemnity ($1,000,000) Insurance.

**Individual applicants** can submit their application without having insurance coverage. It is however a requirement that you purchase appropriate Public Liability and Professional Indemnity Insurance before accepting a work order from CSNSW for a program. CSNSW can request copies of certificates of currency at any time. Failure to ensure appropriate coverage is a breach of the agreement and will result in the External Facilitator's registration being terminated. Failure to ensure appropriate coverage also exposes independent External Facilitators to potential legal action in the event that a claim is made against them.

**Sponsored applicants** must submit evidence of the Sponsoring Organisations insurance cover at the time of the application. You can submit copies of the Sponsoring Organisations certificates of coverage with your application or relevant policy numbers, coverage details and dates of expiry can be included in the Sponsor Organisation's letter of support.

For more information email:

OffenderProgramsUnit@justice.nsw.gov.au