ACT Government

Offender Reintegration

AMC Education Compendium

July – December 2026

Offender Reintegration is a division within ACT Corrective Services, an agency in the Justice and Community Safety Directorate

1. Purpose

1.1 This document provides detainees, ACT Corrective Services (ACTCS) staff and other interested parties with information regarding the Education courses available to detainees at the Alexander Maconochie Centre (AMC).

1.2 This document is intended to inform detainees of their educational options, promote case management discussions and assist in the case planning process.

1.3 This document provides a summary of course information. If available, further information regarding available and future courses may be provided on request.

1.4 Where required, the Assistant Commissioner, Offender Reintegration, may establish Operating Procedure/s under this Compendium.

2. Scope

2.1 The Education Compendium (the Compendium) is available as a resource to all detainees, ACTCS staff and other interested parties, where relevant.

3. Definitions

3.1 Certificate

A certificate is awarded upon the successful completion of a full qualification, such as a diploma, degree, or vocational course. It demonstrates that the individual has met all the requirements set out in the specific program. A certificate may also be awarded as evidence of participation in a course.

3.2 Certificate II

A Certificate II is generally an entry-level vocational qualification. It provides foundation skills in a specific industry, often covering introductory theory, safety and basic practical tasks.

3.3 Prerequisite

In Education, a prerequisite, or prior learning, is a required course that must be completed before taking a more advanced course. The prerequisite course contains the necessary background knowledge and/or skills to succeed in the more challenging course.

3.4 Recognised Prior Learning (RPL)

Recognised Prior Learning (RPL) is an assessment process that recognises an individual's existing skills, knowledge and experience gained through work, life experience, informal learning, or previous study. RPL enables a learner to demonstrate competency against the requirements of a course or qualification and may result in credit, advanced standing, or the

achievement of units without undertaking further training where competency can be proven.

3.5 Statement of Attainment

A statement of attainment is issued when a person completes one or more units of competency from a nationally recognised qualification, but not the full program.

3.6 Qualification

A qualification is an official record that demonstrates the successful completion of a course of study or training.

4. Introduction

4.1 ACTCS seeks to provide detainees in custody at the AMC with a variety of engaging, meaningful and high-quality educational opportunities.

4.2 Education courses/ programs may benefit detainees by providing them with life and work skills and strategies to manage situations, feelings, and emotions. Education courses/ programs often focus on reintegration strategies and are designed to encourage detainees to make positive, pro-social choices.

4.3 Meaningful participation in education courses/ programs may also provide evidence that a detainee has engaged in their case plan and considered their reintegration goals, which in turn may support applications for parole, classification, and/or employment.

4.4 ACTCS engages local and interstate providers in the delivery of course/ programs at the AMC. The compendium includes the following information for each course offered:

- course title
- course duration
- any prerequisites/ prior learning requirements
- a summary of the course content
- course outcomes
- benefits of course completion
- evidence of course completion

4.5 Detainees are encouraged to discuss education options with the AMC Education Team or their Case Manager. Every effort will be made to accommodate detainee interests and education goals within the scope of education course offerings and operational boundaries.

4.6 The compendium will be updated and released twice a year, in January and July.

Course Title: **Foundation Skills Certificates I - III**

Course Duration: **30 weeks if all three certificates are completed consecutively**

Prerequisites/ prior learning required:

Language, Literacy and Numeracy (LLN) Assessment (will be completed at the start of the course).

Summary of the course content:

Foundation Skills I-III is a progressive learning program designed to develop the core literacy, numeracy, digital, communication, and employability skills required for successful participation in education, training, workplace environments, and everyday life. The course supports learners to build confidence, independence, and practical skills through structured learning activities and real-world applications.

Upon completion, participants will be able to:

- Demonstrate improved literacy, language and numeracy skills
- Apply problem solving and critical thinking skills to everyday tasks
- Work independently and collaboratively with others
- Manage personal goals, learning activities and workplace responsibilities
- Demonstrate increased readiness for further education, vocational training, or employment.

Participants who complete Foundation Skills I-III can expect to:

- Build confidence in their ability to learn and participate effectively
- Improve employability and workplace readiness
- Strengthen communication and interpersonal skills
- Develop practical life skills for everyday situations
- Increase opportunities for further education and vocational pathways
- Gain greater independence, resilience, and self-management skills.

Course participants will receive:

- A nationally recognised certificate for each unit of completion.

Course Title: **Safe Work Practices**

Course Duration: 1 day

Prerequisites/ prior learning required:

LLN Assessment (will be completed at the start of the course)

Summary of the course content:

This course covers the skills and knowledge required for workers to participate in safe work practices, ensuring their own health and safety and that of others in the workplace. It applies broadly across industries and is suited to workers carrying out their duties under direct supervision or with individual responsibility for day-to-day safety.

Upon completion, participants will be able to:

- Follow safe work practices in line with workplace policies and procedures
- Identify existing and potential workplace hazards and report them correctly
- Implement and contribute to safe work practices within a team environment
- Reflect on and continuously improve their own safe work behaviours.

Participants who complete Safe Work Practices can expect to:

- Receive a nationally recognised Statement of Attainment for SIXTWHS005
- Be equipped to actively contribute to a safe workplace culture
- Meet common employer and site induction requirements for WHS participation.

Course participants will receive:

- A nationally recognised Statement of Attainment.

Course Title: **Use Hygienic Practices for Food Safety**

Course Duration: **2 days**

Prerequisites/ prior learning required:

LLN Assessment (will be completed at the start of the course).

Summary of the course content:

This unit covers the performance outcomes, skills, and knowledge required to use personal hygiene practices that prevent contamination of food and reduce the risk of food-borne illness. It requires the ability to follow predetermined organisational procedures and to identify and control food hazards. It applies to organisations with permanent or temporary kitchen premises or food preparation and bar areas, including restaurants, cafes, clubs, hotels, catering, aged care, hospitals, and schools.

Upon completion, participants will be able to:

- Follow hygiene procedures and identify food hazards
- Report personal health issues that could affect food safety
- Prevent food contamination and cross-contamination through correct handwashing and hygiene practices.

Participants who complete the course can expect to:

- Receive a nationally recognised Statement of Attainment for SITXFSA005
- Meet food safety supervisor and food handler compliance requirements in most states and territories
- Be equipped to work in any food handling role covered under Australian food safety law.

Course participants will receive

- A nationally recognised Statement of Attainment.

Course Title: **Safe Food Handling**

Course Duration: **1 day**

Prerequisites/ prior learning required:

LLN Assessment (will be completed at the start of the course). While there are no certification requirements, completion of SITXFSA005 Use Hygienic Practices for Food Safety beforehand is recommended, as this course builds on those foundational concepts.

Summary of the course content:

This unit describes the skills and knowledge required to handle food safely to ensure its safe storage, preparation, display, service, and disposal. It applies to all organisations with permanent or temporary kitchen premises or smaller food preparation areas, and focuses on hazard control at all critical points, from receiving and storing food through to preparation, service, and disposal.

Upon completion, participants will be able to:

- Follow a food safety program and identify, monitor, and control food safety hazards
- Store, prepare, and display food safely in line with organisational procedures
- Provide safe single-use items and maintain a clean food handling environment
- Identify, report, and take corrective action on non-conforming food safety processes.

Participants who complete the course can expect to:

- Receive a nationally recognised Statement of Attainment for SITXFSA006
- Be equipped to undertake a Food Safety Supervisor role within their organisation
- Meet the practical competency requirements for supervising food safety in hospitality and retail food settings.

Course participants will receive:

- A nationally recognised Statement of Attainment.

Course Title: **White Card**

Course Duration: **1 day**

Prerequisites/ prior learning required:

LLN Assessment (will be completed at the start of the course).

Summary of the course content:

This course provides the mandatory general construction induction training required before entering any construction workplace in Australia. It builds awareness of work health and safety (WHS) laws, common construction hazards, risk control measures, and emergency response procedures, and covers the correct selection and use of personal protective equipment (PPE).

Upon completion, participants will be able to:

- Identify WHS laws, duties, and responsibilities that apply to construction work
- Recognise common construction hazards and apply the hierarchy of risk control
- Select and correctly use personal protective equipment (PPE)
- Respond appropriately to workplace incidents and emergencies.

Participants who complete the course can expect to:

- Receive a nationally recognised Statement of Attainment for CPCWHS1001
- Be eligible to apply for a White Card (General Construction Induction Card)
- Meet the legal requirement to access and work on any Australian construction site
- Hold a card that does not expire, provided the participant remains active in the construction industry (re-training may be required after an absence of two years or more).

Course participants will receive:

- A nationally recognised Statement of Attainment.

Course Title: **Silica and Asbestos Awareness**

Course Duration: **1-2 days**

Prerequisites/ prior learning required:

LLN Assessment (will be completed at the start of the course).

Summary of the course content:

This combined package equips workers with the knowledge to identify, manage, and reduce exposure risks from two of the most significant airborne workplace hazards in construction and related trades. It covers the properties, uses, and health risks of asbestos and asbestos-containing materials (ACMs), along with the properties, sources, and health risks of crystalline silica dust, including safe work practices, controls, and reporting obligations for both hazards.

Upon completion, participants will be able to:

- Identify asbestos-containing materials and crystalline silica-containing materials in the workplace
- Recognise the health risks associated with exposure to asbestos fibres and respirable silica dust
- Apply appropriate safe work practices and controls when either material may be present
- Understand relevant legislation, codes of practice, and reporting procedures for both hazards
- Understand their general duty of care to protect their own health and the health of others on site.

Participants who complete this course can expect to:

- Receive nationally recognised Statements of Attainment for both 11084NAT and 10830NAT
- Meet combined compliance requirements in jurisdictions where both trainings are mandated (e.g. ACT and NSW construction sites)
- **Note:** this course does not authorise participants to physically remove, handle, or disturb asbestos or silica-containing materials — this is awareness-level training only.

Course participants will receive:

- A nationally recognised Statement of Attainment.

Course Title: **Traffic Control**

Course Duration: **3 days**

Prerequisites/ prior learning required:

LLN Assessment (will be completed at the start of the course).

Summary of the course content:

This program covers the full suite of skills required to safely control and manage traffic on worksites and roads. It includes directing vehicles safely with a stop/slow bat, reading and implementing traffic management plans, selecting and maintaining portable traffic control devices and signage, communicating effectively in the workplace, and following WHS legislation and site-specific safety procedures.

Upon completion, participants will be able to:

- Control traffic safely and effectively using a stop/slow bat (RIIWHS205E)
- Read, interpret, and implement an approved traffic management plan (RIIWHS302E)
- Communicate clearly and safely with colleagues, supervisors, and the public, including via two-way radio (RIICOM201E)
- Work safely and follow WHS policies and procedures on a traffic-affected worksite (RIIWHS201E)
- Select, set up, use, and maintain portable traffic control devices and warning signage (RIIWHS206)
- Set up, maintain, and rehabilitate temporary traffic management signage in line with the Manual of Uniform Traffic Control Devices (RIIWHS303).

Participants who complete this course can expect to:

- Receive a Statement of Attainment listing each unit of competency achieved
- Be eligible to apply for accreditation or certification as a Traffic Controller with their relevant state or territory road authority
- Hold a qualification valid for 3 years, renewable through a shorter refresher course
- Be equipped to work across a broad range of traffic control and management roles on construction, utility, and civil worksites.

Course participants will receive:

- A nationally recognised Statement of Attainment.