

Corrections Management (Education, Employment and Purposeful Activity) Policy 2025

Notifiable instrument NI2025–394

made under the

Corrections Management Act 2007, s14 (Corrections policies and operating procedures)

1 Name of instrument

This instrument is the *Corrections Management (Education, Employment and Purposeful Activity) Policy 2025*.

2 Commencement

This instrument commences on the day after notification.

3 Policy

I make this policy to facilitate the effective and efficient management of correctional services.

4 Revocation

This instrument revokes the *Corrections Management (Detainee Access to Education, Library and Information Communication Technology) Policy 2019* [NI2019-662], *Corrections Management (Detainee Work) Policy 2019* [NI2019-863] and *Corrections Management (Requests for Library Additions) Operating Procedure 2020* [NI2020-244].

Leanne Close APM
Commissioner
ACT Corrective Services

26 June 2025

DETAINEE EDUCATION, EMPLOYMENT AND PURPOSEFUL ACTIVITY POLICY

POLICY NO. 25

ACT CORRECTIVE SERVICES



ACT
Government

Justice and Community Safety

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1 PURPOSE

ACT Corrective Services (ACTCS) is committed to ensuring that detainees at the Alexander Maconochie Centre (AMC) have access to education, employment and purposeful activities, to support their rehabilitation and reintegration into the community. In accordance with the Corrections Management Act 2007, detainees are supported and encouraged to undertake educational and training programs, employment and purposeful activities.

2 SCOPE

This policy applies to all detainees at the AMC.

Where required, the Assistant Commissioner, Custodial Operations will establish operating procedures under this policy.

3 DEFINITIONS

Distance education	Education where the instructor and student are separated by space and/or time. It is a learner-managed process that is supported by the provision of learning resources and materials supplied by an off-campus education provider. This form of education is undertaken by using the post, via email to the Education Team or by downloading from the provider's website by the Education Team.
Detainee employment	Employment opportunities within the AMC that are aimed at improving a detainee's skills to help them find paid work upon release.
Information and Communications Technology (ICT)	Computers, the Internet, Legal, Education and Resource Network (LEARN), and associated hardware and software.
Language, Literacy and Numeracy (LLN)	Fundamental skills of communication, reading, writing, and numerals, that are essential for effective comprehension and expression in various contexts.

Purposeful activity	A range of prosocial activities and opportunities offered to detainees to support rehabilitation, reintegration, mental health, and wellbeing.
Vocational Education and Training (VET)	Provision of workplace skills and technical knowledge. It emphasises hands-on experience and teaches many skills that are in demand in a variety of workplaces.
Education peer support workers	Detainee employment that provides mentoring and informal tuition support to other detainees under the guidance and direction of the Detainee Services team.

4 PRINCIPLES

- 4.1 ACTCS recognises the significance of education and developing vocational skills under s 27A of the *Human Rights Act 2004*, to increase employment opportunities when transitioning back into the community.
- 4.2 To improve employment options on release, detainees are encouraged to participate in vocational education and training programs, distance education (*Detainee Distance Education Operating Procedure*) and employment opportunities (*Detainee Employment Operating Procedure*).
- 4.3 Purposeful activities are offered at the AMC to promote prosocial behaviour which in turn support rehabilitation and reintegration, as well as positive benefits to a detainee's health and wellbeing. These activities include, but are not limited to:
 - a. passive and active recreation
 - b. access to the library
 - c. cultural art and crafts, and
 - d. connection to faith through a recognised religion or belief (*Detainee Religion Policy*).
- 4.4 Detainees will be informed of the opportunities to engage with education, employment and purposeful activity.

Human rights

- 4.5 To ensure ACTCS staff act and make decisions in a way that is compatible with human rights, staff must consider human rights relevant to a decision including, but not limited to:

- a. the right to education – every person has the right to have access to further vocational and continuing education
- b. the right to work – every person has the right to work, including the right to choose their occupation or profession freely
- c. the right to humane treatment when deprived of liberty – all persons deprived of liberty must be treated with humanity and with respect for the inherent dignity of the human person
- d. the right to practice their faith or belief system.

5 EDUCATION AND TRAINING PROGRAMS

- 5.1 ACTCS collaborates with external educational institutions, vocational training providers and community organisations to enhance the range and quality of educational programs offered at the AMC.
- 5.2 Education and training programs must be designed, delivered, and assessed to national accredited standards and lead to qualifications that are recognised in accordance with the *Australian Qualifications Framework*, where appropriate.
- 5.3 Education and vocational training programs must be provided in accordance with the *Standards for Registered Training Organisations (RTO) 2015* and consistent with ACT and Commonwealth government policies. The standards are enabled by the Commonwealth government's *National Vocational Education and Training Regulator Act 2011*, which aims to deliver nationally consistent, quality vocational training.
- 5.4 ACTCS staff must support and encourage detainees to take part in education and training programs, with a particular focus on those who may benefit from additional support in their language, literacy, and numeracy skills.
- 5.5 Where possible, education and training programs will be provided under the principles of universal access.
- 5.6 This includes detainees with disability, and culturally and linguistically diverse detainees receiving, where practical, appropriate support and consideration. Reasonable adjustments will be considered on an individual basis for each detainee, based on their particular needs.
- 5.7 Remand detainees have the same right to access education but may be unable to participate in some programs due to their length of time in custody. Preference

should be given to continuing any course of study that was occurring in the community immediately prior to incarceration.

- 5.8 The AMC has a designated area to conduct education programs. This dedicated space fosters a positive learning environment, equipped with the necessary resources and technology to enable detainees to engage in their studies.

6 LANGUAGE, LITERACY AND NUMERACY ASSESSMENTS

- 6.1 The *Australian Core Skills Framework* describes and measures Language, Literacy and Numeracy (LLN) skills in the numerous contexts in which individuals work, learn and communicate.
- 6.2 All new reception detainees who consent will undergo an assessment to determine their LLN levels. The results of these assessments will be kept confidential and used solely for the purpose of determining the level of support required for individual detainees to engage in education and training programs that are appropriate to their level.
- 6.3 Existing detainees who wish to participate in education and who have not previously undergone an LLN assessment will be required to provide their consent for assessment.

7 TERTIARY PREPARATION PROGRAM

- 7.1 Universities make assessments on a learner's capacity to undertake programs. If a learner is required to complete a Tertiary Preparation Program (TPP) as part of their admissions process the university will stipulate this a part of their admission.
- 7.2 TPPs assist detainees by:
- a. identifying and developing the necessary writing, computing and general study skills required at a higher education level
 - b. allowing detainees to experience distance education within the prison environment
 - c. allowing detainees to demonstrate their ability to take a distance education course
 - d. mitigating the risk of detainees incurring fee debts for study they attempt but fail to complete.

8 ACCESS TO DISTANCE EDUCATION

- 8.1 ACTCS acknowledges the challenges faced by detainees undertaking distance education and aims to support distance education where possible.
- 8.2 Distance education is supported by ACTCS for detainees that would like to, and are capable of, studying at the higher education/tertiary level. Support is facilitated by the Education Team in accordance with the Detainee Distance Education Operating Procedure.
- 8.3 Supported distance education is for courses that are not provided through onsite education service providers, such as tertiary study.
- 8.4 Support for distance education is limited to administrative tasks such as facilitating enrolments, liaising with educators, downloading assignments and course material, submitting assessments, supervising examinations and accessing online results.
- 8.5 The support provided does not extend to tutoring or otherwise supporting the detainee's learning. Detainees enrolled in distance education are expected to be self-sufficient and independent learners.
- 8.6 Although education is an entitlement, approval to enrol in distance education will be individually assessed. Factors that will be considered when approving enrolment and whether support from Detainee Services will be provided are set out in the Distance Education Operating Procedure.

9 EDUCATION MANAGEMENT

- 9.1 The Detainee Services team will be responsible for the development of education and training program delivery with an overall vision of:
 - a. developing a range of education and training programs to meet the broad learning needs of detainees
 - a. enhancing opportunities for education and training programs at the AMC
 - b. funding education and training programs in alignment with AMC capacity and priority groups
 - c. verifying quality outcomes and quality assurance through performance monitoring, validation, evaluation, continuous improvement and innovation
 - d. creating education and training pathways into post-release, and
 - e. public information regarding identifying community skills shortages and labour market needs.

- 9.2 Work can be offered to eligible detainees as education peer support workers in accordance with the Detainee Employment Operating Procedure.

10 EMPLOYMENT

- 10.1 Detainees may be employed within the AMC and remunerated in accordance with the Detainee Employment Operating Procedure.
- 10.2 Detainee employment preferences will be taken into consideration. However, detainees may be placed in positions where there is an operational need in the first instance.
- 10.3 To maximise equity, it is preferable a detainee hold only one (1) employment position at a time.
- 10.4 All detainees must complete the Safe Work Practices unit delivered by an RTO, and any other mandatory courses as required, before they can undertake work within the AMC. Detainees who refuse to take the required Work Health and Safety training are ineligible to commence working within the AMC.
- 10.5 ACTCS will provide a safe work environment that is equivalent to Work, Health and Safety standards in the community.
- 10.6 Detainees will be provided with the necessary Personal Protective Equipment (PPE) and other required equipment to safely perform their work.
- 10.7 Ongoing support, supervision and evaluation will be provided to all detainees in employment positions.
- 10.8 Detainees may resign or be dismissed from their employment in accordance with the Detainee Employment Operating Procedure.
- 10.9 Any concerns or complaints by detainees regarding their employment, conditions and remuneration can be raised with the Detainee Services team.

11 LIBRARY

- 11.1 As far as practicable, the library will provide study stations, computers for use by detainees, and library support and services.
- 11.2 The Senior Director Detainee Services will arrange for the employment of detainees to support the delivery of library services. This will include the ACTCS staff required to support detainee library work positions.
- 11.3 Information about access, borrowing library items, services and library rules will be made available to all detainees.

- 11.4 The library will provide access to a range of fiction, educational and legal resources for detainees, including but not limited to:
- a. approved magazines, journals and newspapers
 - a. books to meet the needs of non-English speaking detainees
 - b. Aboriginal and Torres Strait Islander cultural and historical material
 - c. access to unrestricted ACTCS policies and procedures
 - d. reference books and legal resources to assist in legal defence and litigation
 - e. resources to assist individuals with vision and hearing impairments
 - f. other mass media for news and information, as far as practicable.
- 11.5 The library collection will be regularly updated with new acquisitions and donations based on:
- a. suitability of the subject matter
 - b. appeal of the broader interests and needs of detainees
 - c. artistic, social, scientific or cultural significance
 - d. consideration of existing library holdings
 - e. cost.
- 11.6 Generally, no restrictions will apply to the selection of material, except for those that could compromise the safety, security or discipline of the AMC.
- 11.7 Any restrictions will be decided by the Senior Director Detainee Services, in consultation with security and intelligence teams where required.
- 11.8 Detainees can make a request using a *Detainee Request Form* or by email. If a purchase is declined a detainee may follow the *Detainee Requests and Complaint Policy*.
- 11.9 Detainees will continue to have access to library facilities under the *Management of Segregation and Separate Confinement Policy*.

12 INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

- 12.1 ICT enables detainees to have access to virtual information and communication, e-learning and digital literacy, and other rehabilitative activities.
- 12.2 Access to ICT is managed in accordance with the *Information and Communications Technology (ICT) Operating Procedure*.
- 12.3 ICT at the AMC is monitored by authorised ACTCS staff and may be withdrawn for misuse.

- 12.4 The ICT team will continue to look for opportunities to improve accessibility to IT for distance education within the constraints of a correctional environment.

13 RECORD KEEPING

- 13.1 All personal and confidential information on detainees regarding their participation in education and training programs, and their employment records, will be collected and stored securely.
- 13.2 All staff must ensure that all necessary forms, case notes and documents, are completely and accurately filled out and promptly stored on the detainee's electronic file.

14 RELATED DOCUMENTS

- Australian Qualifications Framework
- Detainee Distance Education Operating Procedure
- Detainee Employment Operating Procedure
- Detainee Religion Policy
- Detainee Requests and Complaints Policy
- Detainee Request Form
- Information and Communications Technology (ICT) Operating Procedure
- Management of Segregation and Separate Confinement Policy
- National Vocational Education and Training Regulator Act 2011
- Standards for Registered Training Organisations (RTO) 2015



Leanne Close APM
Commissioner
ACT Corrective Services

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