

Corrections Management (Detainee Distance Education) Operating Procedure 2025

Notifiable instrument NI2025–395

made under the

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

1 Name of instrument

This instrument is the *Corrections Management (Detainee Distance Education) Operating Procedure 2025*.

2 Commencement

This instrument commences on the day after notification.

3 Operating Procedure

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

Leanne Close APM
Commissioner
ACT Corrective Services

26 June 2025



OPERATING PROCEDURE	Detainee Distance Education
OPERATING PROCEDURE NO.	25.1
SCOPE	Alexander Maconochie Centre

PURPOSE

To provide instructions to ACT Corrective Services (ACTCS) staff on the provision of administrative support to detainees approved to study via distance education by the Senior Director Detainee Services.

1. Roles and responsibilities

1.1. The Education Team will:

- a. provide advice to detainees seeking to undertake supported distance education, including requirements, eligibility criteria and entrance fees
- b. collaborate with Alexander Maconochie Centre (AMC) education providers to ensure the capacity to participate in distance education has been appraised via the appropriate Language, Literacy and Numeracy (LLN) assessment
- c. assist eligible detainees with their distance education application
- d. provide administrative support for detainees who have been approved to study via distance education
- e. maintain a distance education database and provide quarterly summary and data reports to the Assistant Commissioner Custodial Operations.

1.2. The education team will assist detainees with:

- a. LLN assessments to Level 4 and TPP assessments
- b. completing application forms and providing details on entrance fees
- c. use of Prison PC, Internet and software requirements
- d. student email accounts and online learning procedures
- e. supervision of exams
- f. answering questions about education.

2. Assessment requirements

2.1. All detainees wishing to study via distance education are required to first undertake a LLN assessment to determine their capacity to study at higher education levels.

2.2. If a detainee wishes to study through a university and successfully meets at least the Australian Core Skills Framework (ACSF) level 4 in the LNN assessment, they may also be required by the university to complete a Tertiary Preparation Program (TPP), who will make their own assessment on the learner's capacity to undertake study via distance education.

- 2.3. Detainees who do not meet the recommended ACSF level in the LNN assessment or who do not successfully complete a TPP will be referred to the onsite education providers to enrol in applicable coursework for an opportunity to improve their LLN and/or study skills.

3. Distance education application process

- 3.1. Detainees who wish to apply for distance education and have successfully completed an LNN assessment must submit an application to the Education Team for the approval of the Senior Director Detainee Services.
- 3.2. A detainee's application must include the following:
- a. Request for Administrative Support Form
 - b. AMC Distance Education Eligibility Form
 - c. Detainee Supported Distance Education Notice
 - d. Detainee Distance Education Agreement.
- 3.3. Noting the detainee's right to access education, the Assistant Director, Detainee Services and the Senior Director, Detainee Services will assess the detainee's application and consider the following factors prior to approving support for the detainee's enrolment:
- a. the suitability of the area of study given the detainee's offending behaviour and current incarceration
 - b. the benefits to the detainee and likelihood of gaining suitable employment or post-release full-time study
 - c. whether learning activities can be safely and practicably undertaken at the AMC
 - d. any limits to access imposed by a detainee's case management plan
 - e. educational qualifications already held by the detainee
 - f. the ability of ACTCS to operationally support the detainee based on the degree of assistance required
 - g. the ability to access supportive technology (i.e. digital copies of course materials) provided by learning institutions which removes the need for Detainee Services to download or source materials.
- 3.4. As a part of the assessment at section 3.3, the Education Team will discuss with the detainee:
- a. the detainee's educational goals and if employment is a goal, possible impediments to using the qualification they are seeking with a criminal record. Areas of conflict with criminal history may include, but are not limited to:
 - i. accounting and financial planning services
 - ii. aged care, childcare and health professions
 - iii. legal professions
 - iv. education
 - v. psychology and behavioural sciences.
 - b. any practical components of the study program that cannot be completed from inside the AMC.

If the study program is not practically possible to complete, the detainee's application may not be approved.

- 3.5. The requirements of section 3.4 aim to ensure that detainees make fully informed decisions about possible tertiary study debts, course completion while in custody and employment prospects after release from custody.

4. Fee support for detainees

- 4.1. Higher Education Loan Program (HELP) loans are available from the Commonwealth government to assist eligible students studying at tertiary level to pay tuition fees. The Education Team will advise detainees about the eligibility criteria and entrance fees.
- 4.2. If detainees are eligible and commence studying, they may incur a debt through HECS or FEE-HELP. The Education Team will explain to each detainee annually what their debt accrual is.
- 4.3. Detainees using a HECS or FEE-HELP loan to pay all, or part, of their tuition fees will be subject to the current eligibility criteria as outlined on www.studyassist.gov.au.
- 4.4. To be eligible for a HECS or FEE-HELP loan students must maintain a successful completion rate.
- 4.5. Detainees may choose to submit a scholarship application directly to a distance education provider. The awarding of any scholarship to a detainee is at the discretion of the provider.
- 4.6. Detainees will not receive administrative support to either complete scholarship applications or to write letters of support as part of the scholarship application process. Any administrative assistance provided by the Education Team does not imply an endorsement of the detainee's scholarship application.

5. Multiple units or courses of study

- 5.1. Detainees studying via distance education are restricted to one course of study and a maximum of two units per semester at a time to support equitable access at the AMC.
- 5.2. Detainees wishing to undertake more than one course of study, or more than two units per semester, must make a formal application to the relevant university in the first instance.

6. Distance education providers

- 6.1. The Education Team will endeavour to find a provider that meets the requirements and interests of the detainee to deliver the specific tertiary or higher education course the detainee wishes to study. Consideration will be given to the provider being able to:
 - a. deliver alternative resources and assessments where required to ensure the operational constraints of the correctional environment are met
 - b. consider the principles of universal access and make adjustments for individual needs (for example detainees with disability), where required.

7. Information and Communications technology (ICT) access

- 7.1. Detainee access to ICT is managed in accordance with the Information and Communications Technology Operating Procedure.
- 7.2. Some universities may provide a device to complete their programs.
- 7.3. All requests by distance education enrolled detainees for a Prison PC must be provided to the Education team. Detainees should be directed to this team if they are requesting a Prison PC.
- 7.4. ACTCS may review a detainee's access to technology and educational material accessed at any time.

8. Course completion

- 8.1. At the completion of the enrolled course the Education Team will assist the detainee to receive their final accreditation and certificates.
- 8.2. There is no entitlement to automatically continue distance education at the completion of one level of study or course. Further continuation of study will be subject to a new application and the same approval process outlined above.

9. Review of study via distance education

- 9.1. A detainee's participation in distance education will be reviewed by the Education Team in the following circumstances:
 - a. following completion of a TPP or equivalent preparatory course
 - b. at the conclusion of each semester
 - c. if a detainee fails or withdraws without sufficient explanation
 - d. prior to release or transfer.
- 9.2. A review of a detainee's participation in distance education should include, but is not limited to, a discussion between the detainee, case manager and Education Team regarding the detainee's progress, behaviour and remaining time of sentence.
- 9.3. The outcome of reviews will be recorded on the detainee's electronic record.

RELATED DOCUMENTS

- AMC Distance Education Eligibility Form
- Australian Core Skills Framework
- Corrections Management Act 2007
- Detainee Distance Education Agreement
- Detainee Education, Employment and Purposeful Activities Policy
- Detainee Employment Operating Procedure
- Detainee Supported Distance Education Notice
- Employment and Full-time Education Payments Form
- Information and Communications Technology Operating Procedure
- Request for Administrative Support Form

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A/g Assistant Commissioner Custodial Operations
ACT Corrective Services
17 June 2025

Document details

Criteria	Details
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Version Control			
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