



# Policy Directive 68

## Prisoner Employment Program

- Relevant Instruments:**
- [Prisons Act 1981](#)
  - [Prisons Regulations 1982](#)
  - [Policy Directive 9 - Permit for Absence](#)
  - [Policy Directive 26 - Searches](#)
  - [Policy Directive 69 – Management of Prisoners’ Money](#)
  - [Policy Directive 79 – Re-Socialisation Programmes](#)
  - [Child Support \(Registration and Collection\) Act 1988](#) (Cth)
  - [Criminal Law \(Mentally Impaired Accused\) Act 1996](#)
  - [Dangerous Sexual Offenders Act 2006](#)
  - [Industrial Relations Act 1979](#)
  - [Industrial Relations Act 1988](#) (Cth)
  - [Workplace Relations Act 1996](#) (Cth)

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### 1. Purpose

- 1.1 The assessment of a prisoner's absence from prison for employment-related activities provides for rehabilitation and reintegration, which reflects modern correctional practices and standards while meeting the objectives of s 95 of the Prisons Act 1981 and providing adequate protection for both the community and staff managing the prisoner. This policy provides a consistent assessment process regarding prisoner participation and activity approval, in accordance with s 83 of the *Prisons Act 1981* relating to the issuing of absence permits.
- 1.2 The Prisoner Employment Program is intended to enhance minimum security prisoners’ prospects of gaining paid employment following release from prison

and includes work experience, vocational training, university attendance activities relating to seeking employment and paid employment.

## 2. Scope

This policy applies to all public and private prisons.

## 3. Definitions and acronyms

<b>absence permit</b>	The document authorising a prisoner to be absent from a prison. A prisoner with a valid absence permit is deemed to be in lawful custody while absent from the prison.
<b>ACRS</b>	Assistant Commissioner Re-Entry and Services
<b>employment related activity</b>	Any external activity that enhances a prisoner's prospects of gaining paid employment following release from prison. This includes work experience, vocational training, university attendance, activities relating to seeking employment and paid employment. Refer also <a href="#">Section 4.2</a> of this Policy Directive.
<b>PEP</b>	Prisoner Employment Program
<b>work experience</b>	Any unpaid position with an employer to enable a prisoner to gain skills, with the intention that it will lead to paid employment, a traineeship, career choices or the development of new skills.

## 4. Policy

### 4.1 General

4.1.1 The Department provides a range of career and employment services to support prisoners into sustainable employment options. The Prisoner Employment Program (PEP) is one such strategy to assist in sustainable employment options.

4.1.2 The Assistant Commissioner Re-Entry and Services (ACRS) is the approving authority for applications for eligible prisoners to attend activities in accordance with ss 83 and 95 [Prisons Act 1981](#) and [Policy Directive 68 – Prisoner Employment Programs \(PEP\) Procedures](#).

### 4.2 Employment related activities

4.2.1 The intention of any PEP activity is to prepare the prisoner for their eventual release and increase the likelihood of their successful re-entry into the community. Therefore, activities will only be approved if they occur within a reasonable timeframe prior to the prisoner's potential release date from custody.

4.2.2 Such activities include :

- paid employment
- work experience

- vocational training, including attendance at a technical and further education (TAFE) facility (unless less than four (4) weeks' duration – refer Section 4.2.3 below)
- university attendance in the community
- activities relating to seeking employment, including participation in short courses of more than four (4) weeks' duration (refer also section 4.2.3 below).

4.2.3 Such activities do not include:

- Activities not employment related and further specified in Policy Directive 53 – External Activities
- Employment related activities involving a one-off absence, or attendance at a short education and vocational course of less than four (4) weeks' duration, or one-off attendance at career and employment expos (refer Policy Directive 53 – External Activities for such activities)
- Reintegration leave in accordance with Policy Directive 66 - Re-Integration Leave (RIL) or Policy Directive 79 – Re-Socialisation Programmes

## 5. Supporting appendices

- [Policy Directive 68 – Prisoner Employment Program - Procedures](#)
- [Policy Directive 68 - Appendix 1 - Authority to conduct Criminal History Check](#)
- [Policy Directive 68 - Appendix 2 - Authority to Disclose Convictions and Medical Assessment](#)
- [Policy Directive 68 - Appendix 3 - Authority to share confidential information](#)
- [Policy Directive 68 - Appendix 4 - Conditions and declaration of employer](#)
- [Policy Directive 68 - Appendix 5 - Flowchart](#)
- [Policy Directive 68 - Appendix 6 - Movement sheet](#)
- [Policy Directive 68 - Appendix 8 - Prisoner application form](#)
- [Policy Directive 68 – Appendix 9 – EVT Assessment of Employer/Training Provider](#)

## 6. Policy review

This policy is to be reviewed on a biennial basis. Appendices to this policy may be amended by the Deputy Commissioner Adult Justice Services as necessary to reflect changes to prison procedures.

## 7. Approval

Commissioner

Signature:



Date: 10 February 2015

## 8. Policy sponsor

Assistant Commissioner Re-Entry and Services

## 9. Contact person

The following person may be approached on a routine basis in relation to this policy:

Manager Release Planning

Principal Operational Policy Officer

## 10. Amendment history

	<b>Version</b>	<b>Approved</b>	<b>Effective from</b>
1.	First published	1 September 2008	1 September 2008
2.	Amended	18 August 2011	1 September 2011
3.	Amended	20 November 2012	6 December 2012
4.	Amended	10 February 2015	20 February 2015