



# Fiji Corrections Service Academy



## Training Manual





## Foreword



*Commissioner of Corrections*

**T**his Training Manual for the Fiji Corrections Service (FCS) has been developed to best serve the Officers, men and women of this noble Disciplined Service. The manual contains the relevant training courses applicable for each rank of the FCS. This Training Manual charts a career pathway for all aspiring leaders of the FCS to pursue their dreams of promotion and success.

Every organisation that neglects training, forfeits the opportunities to develop the very personnel that build and uphold its ethos and cultural foundations. The FCS, a Disciplined Service under the 2013 Constitution is not indifferent to embracing this essential ingredient to the strengthening of any Organisation. We are only as strong as our weakest link; training, nurturing, developing and mentoring the Officers, men and women of this Institution is key.

The lack of emphasis on training at FCS in past years has resulted in the drop in standards resulting in mediocre service delivery and the lack of transparency in the promotion of our personnel thus adding load on our leaders. This Training Manual establishes to lift standards and ensure transparency in promoting the best personnel to higher ranks where deemed necessary within the Institution. Every Officer, men and women of the Service must earn their rank.

Training is everyone's business in FCS. Training is not only isolated to the FCS Academy. Every Institution and Division in the FCS must ensure that training is conducted daily. Training builds morale. Training mitigates our risks. Training upholds esprit de corp. Supervisors and Officers in Charge are expected to deliver on this expectation.

I commend this Training Manual to you all. I encourage all Officers, men and women of the FCS to read and digest the importance of this document towards their respective careers.

**F.B.KEAN**  
*Commander*  
Commissioner





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# Entry Course

## Course Information

### BASIC RECRUIT COURSE

#### Objectives:

The course is designed to impart the basic knowledge on roles and responsibilities of correction officers to recruits who have successfully passed the interview and selection process. Particular attention will be paid to their responsibilities as custodial officers, rehabilitation, as well as the elevation of their physical stature to meet the required minimum fitness standard.

#### Learning Outcome:

At the end of the course, participants would be able to:

- Understand the Fiji Correction Service roles and functions, mission, values and ethics
- Interpret the FCS Act 2006, and the Commissioners Orders;
- Physically demonstrate theoretical lessons learnt
- Demonstrate professionalism in the performance of their duties

#### Target Group:

Young energetic members of the community wishing to make Fiji Corrections Services their career.

#### Minimum Qualification:

Be between the ages of 18 – 30 years; Pass in FSFE or equivalent from reputable tertiary institution with good marks in English. Have no criminal convictions, be medically and physically fit..

Duration	Venue
12 weeks	Fiji Corrections Academy



## Course Information

### PROMOTIONAL COURSE FOR TCOC

**Objectives:**

This course will further develop subordinates knowledge and skills in their role as custodial officers in correctional facilities. It is a promotional course from the rank of TCOC to COC. It also will focus on broadening their knowledge on the FCS Act, Regulations and Commissioner Orders to ensure that there is efficiency and consistency in the way they conduct their duties and how they manage offenders.

**Learning Outcome:**

At the end of the course, participants would be able to:

- Improve personal standards, attitude and discipline;
- Value the Organizations strategic Objectives;
- Interpret the FCS Act 2006, and the Commissioners Orders;
- Value chain of command; and
- Demonstrate professionalism in the performance of their duties

**Course Contents:**

FCS Act, CC Orders, FCS Policies, Situational Skills, Customer Service, Parade Training, Physical Training, Emergency Procedures Prison, Security Custodial duties, Report Writing, Radio Telephone Procedures, Basic Leadership skills, Interpersonal Skills Time Management, Guideline to Understanding an inmate's behaviour, Character Reference

**Minimum Qualification:**

Completion of one year probation with good performance report and consistent pass in RFL

**Target Group:**

Temporary Correction Officers Class "C"

Duration	Venue
3 weeks	Fiji Corrections Academy



# CORRECTIONS OFFICER CLASS "C" COURSES

## Course Information

### COC LEADERSHIP PROMOTIONAL COURSE

#### Objectives:

This course intends to develop character and basic leadership skills to frontline custodial officers who manage offenders on a daily basis. It is designed to instil a sense of duty and responsibility to upcoming potential NCO's who have been identified by their Supervisors to have potential leadership qualities. Identified potential candidates will undergo the training to develop and guide them towards greater responsibilities intended for them. At the completion of the course, the participants are expected to perform to the standard required out of those intended to be promoted to the rank of COB.

#### Learning Outcome:

At the end of the course, participants would be able to:

- Identify and define the basic principles of leadership;
- Have developed their leadership skills;
- Command and manage offenders efficiently;
- Value SOP's
- Encourage Security Procedures;
- Interpret the FCS Law;
- Demonstrate Report writing;
- Improve customer service delivery; and
- Improve Situational skills

#### Course Contents:

FCS Law, FCS Policies, SOP's, Service Writing, Customer Service, Situational Skills, Parade Training, Physical Training, Basic Counselling, Positive Mental Attitude, Theories of Leadership, Problem Solving and Decision Making, Stress Management, Basic Counselling Skills, Supervision and Control, Oral Presentation, Professional Boundaries & Manipulation, Interpersonal Skills, Security, Basic Computing Skills

#### Target Group:

Correction Officers Class "C" who have served for the organization over the period of three years.

Duration	Venue
4 weeks	Fiji Corrections Academy

# CORRECTIONS OFFICER CLASS "C" COURSES

## Course Information

### BASIC INSTRUCTORS COURSE

#### Objectives:

The role of an instructor is to impart knowledge, skills and attitudes to students. This role applies to instructors in FCS Academy or those who are required to instruct as a part of their duties in all other units. The course is designed to develop participant's skills and knowledge in becoming professional instructors of the FCS.

#### Learning Outcome:

At the end of the course, participants should be able to:

- Develop and design Instruction;
- Conduct Instruction;
- Select Training Aids;
- Demonstrate effective presentation techniques; and
- Assess student's knowledge and understanding by written tests, oral tests and practical test.

#### Contents:

Responsibilities of Instructors, Lesson Structure, Steps in the development of Instructions, Practical Instruction, Theory Instructions, Training Aids, Presentation Techniques, Communications skills Training, Physical Training

#### Target Group:

ISM's, DSM's

Minimum Qualifications	Duration	Venue
Pass RFL Test	4 weeks	Fiji Corrections Academy





# CORRECTIONS OFFICER CLASS "C" COURSES

## Course Information

### BASIC ADMIN COURSE

#### Objectives:

The knowledge gap in administrative areas in the FCS is one that needs to be minimized. Current administrative Officers needs to undergo relevant administrative courses to ensure that their responsibilities are carried in the proper manner. The course is designed to equip subordinates' with the basic knowledge of administrative roles and responsibilities of clerks focusing on both matters relating to Officers and Inmates.

#### Learning Outcome:

At the end of the course, participants should be able to:

- Interpret relevant legislations linking to the Administrative aspects of the FCS;
- Efficiently conduct filing in accordance to the filing system;
- Interpret Administration Processes inclusive of Admission Procedures and Correspondences;
- Efficiently perform clerical duties;
- Demonstrate a high level of understanding FCS Policies;; and
- Efficiently carry out admission procedures.

#### Contents:

FCS Policies, FCS Law, Service Writing, PF Management, Leave Computation, Filing System, Admin Process, Basic Computing, Warrant Management, Basic Sentence Calculation, Admission Procedures, FCS Forms

#### Target Group:

Correction Officers Class "C" who have had some training or experience as a Clerk in the past or those who have been identified to have the potential in this field of work.

Duration	Venue
2 weeks	Fiji Corrections Academy



# CORRECTIONS OFFICER CLASS "C" COURSES

## Course Information

### BASIC STORE MAN COURSE

#### Objectives:

Proper safe keeping and security of stores is vital in any correctional facility. The effective use of resources by responsible officers in the role of store man is no more a need but a necessity. The abuse of stores and general upkeep of storerooms is also a concern in the FCS due to the fact that current store mans do not possess the knowledge required to be with one holding the appointment. As such, the course is designed to up skill participant's knowledge, skills and attitude in the effective use of resources, proper monitoring and issuing of stores and to also enable them to be considered as an effective contributor towards the managing of stores.

#### Learning Outcome:

At the end of the course, participants should be able to:

- Define role and responsibilities of a store man;
- Interpret the Financial Act and regulations;
- Update log supporting documents;
- Conduct Board of survey;
- Demonstrate a fair understanding of procurement procedures;
- Efficiently carry out duties pertaining to the receiving and issuing of stores; and
- Understand stock control and management of stores.

#### Contents:

Financial Act, Safety & Security of stores, Procurement Regulations, BOS, Stores and Stock Control, Stock Taking, Tally Card, Stores Procedures, Stock Movement transactions, Basic Computing skills, Inventory and Ledger recording, Financial Literacy, Inmate Property and Inventory Sheet.

#### Target Group:

Correction Officers Class "C" who have had some training or experience as a store man in the past or those who have been identified to have the potential in this field of work.

Minimum Qualification	Duration	Venue
Pass RFL Test	3 weeks	Fiji Corrections Academy



# CORRECTIONS OFFICER CLASS "C" COURSES

## Course Information

### BASIC PTI COURSE

#### Objectives:

Physical wellbeing is a vital component of Correction Officers ability performs to the standard required. The lack of qualified PTI's with the ability to conduct effective training programs is becoming a predicament in the FCS. As such, the course is designed to involve effective participation of participants in the conduct of physical training. The course is also designed to up skill potential participants for the PTI role in any correctional facility.

#### Learning Outcome:

At the end of the course, participants should be able to:

- Acquire skills of physical training;
- Demonstrate standard exercise for FCS staff;
- Identify and understand sports injury;
- Explain the principles of fitness training and its application; and
- Conduct physical training

#### Contents:

Application of Sports Physiology, Development and Assessment of Fitness Components, Intro to Music Exercise, Sports Injury, Principles of Fitness Training and Application, Physical Training, Obstacle Course, RFL

#### Target Group:

Correction Officers Class "C" who consistently passes their fitness test and has been consistent in their performance.

Minimum Qualification	Duration	Venue
Pass RFL Test	3 weeks	Fiji Corrections Academy



# CORRECTIONS OFFICER CLASS "C" COURSES

## Course Information

### EMERGENCY PROCEDURES COURSE

#### Objectives:

Security will always be paramount in the FCS as it secures the lives of those that are incarcerated, Officers and the public as a whole. When security is breached, Officers will be required to contain the breach and with the proper knowledge, the situation can be contained. The course is designed to develop the skills and knowledge of participants in the field of Correction Emergencies to enable them to utilize the knowledge gained in future unforeseen circumstances.

#### Learning Outcome:

At the end of the course, participants should be able to:

- Demonstrate Riot Drills;
- Demonstrate Barricaded Cell;
- Acquire skills of fire fighting;
- Explain Escape Procedures;
- Demonstrate First Aid;
- Conduct Map Reading;
- Communicate Effectively; and
- Appreciate the role and functions of the Emergency Control Unit

#### Course Contents:

Riot Procedures and Drills, Barricaded Cell procedures and drills, Roles and functions of ECU, Fire fighting Skills, Searching Skills, Observation skills, Parade Training, Physical Training, Corrections Act, CC Orders, SOP, Communication skills

#### Target Group:

Correction Officers Class "C"

Minimum Qualification	Duration	Venue
Pass RFL Test	3 weeks	Fiji Corrections Academy



# CORRECTIONS OFFICER CLASS "C" COURSES

## Course Information

### BASIC MEDICAL ORDERLIES COURSE

#### Objectives:

The course is specifically designed to train and enhance current medical orderlies' knowledge and skills to enable them to efficiently carry out their duties in their various jurisdictions. It is a pass/fail course whereby vigilance is expected out of selected participants given the critical appointment they hold

#### Learning Outcome:

At the end of the course, participants should be able to:

- Understanding of the Human Anatomy and Physiology;
- Efficiently carry out CPR;
- Effectively manage minor injuries
- Carry out resuscitation in cases of unconsciousness;
- Carry out minor surgeries;
- Manage inmates with unsound mind; and
- Effectively carry out awareness on health related matters to inmates and Officers

#### Course Contents:

Medical Ethics and Legislation, Basic Anatomy and Physiology, Initial Assessment, DRABC, Airway Management, Breathing & Circulation, CPR, Head & Spine injury, Burns, Electrical shock, NCD's, Infection control, HIV/STI, mental Health, Wellness talk, Addiction & Substance abuse, Mood disorder, Mental retardation, Personality disorder, Choking

#### Target Group:

Correction Officers Class "C" who are currently serving as Medical Orderlies and assistants.

Minimum Qualification	Duration	Venue
Pass RFL Test	4 weeks	Fiji Corrections Academy



# CORRECTIONS OFFICER CLASS "B" COURSES

## Course Information

### PROMOTIONAL LEADERSHIP COURSE FOR CORRECTIONS OFFICER CLASS "B" and CLASS "A"

**Objectives:**

Leaders with the ability to lead and influence is a critical area that needs special attention in the FCS. The inculcation of relevant knowledge, skills and attitude will enable leaders to flourish in their different areas of responsibility. This is a promotional course designed to prepare potential subordinates' with the ability to command at the subordinate level. The main objective of the course is to identify potential trainees who have the potential to perform duties of the rank and appointment of a COB and a COA.

**Learning Outcome:**

At the end of the course, participants should be able to:

- Interpret the FCS Act 2006, and the Commissioners Orders;
- Demonstrate leadership from an NCO perspective;
- Promote a positive image of the organization;
- Define their role as senior subordinate officers in line with their rank and appointment;
- Develop skills to conduct in-house training;
- Demonstrate an attitude fitting to that of an NCO;
- Conducts himself in a manner required to that of an NCO; and
- Efficiently commands and instructs in spoken and written English

**Course Contents:**

FCS Law, Method of Instructions, Administrative Duties, Parade Appointment Training, Service Writing, Duties and Responsibilities, of Section Commanders, Physical Training, Financial Literacy, Customer Service Leadership, Counselling Technique, Spiritual Nurture.

**Target Group:**

Temporary Correction Officers Class "B" and Correction Officer Class "C" who have successfully completed all courses for COC

Minimum Qualification	Duration	Venue
Pass RFL Test	4 weeks	Fiji Corrections Academy

# CORRECTIONS OFFICER CLASS "B" COURSES

## Course Information

### ADVANCE INSTRUCTORS COURSE

#### Objectives:

A fully fledged instructor has the ability to prepare, conduct, evaluate and validate training courses. The effective conduct of in house training to Officers and Inmates will be conducted by qualified instructors who complete the Basic as well as the Advance Instructors Course. The course is designed for Institutional Sergeant Majors and Divisional Sergeant Majors. The course intends to up skill participants in their role as ISM's and DSM's. It is also tailor made to instil in them the knowledge and skills of conducting parade training and in – house training.

#### Learning Outcome:

At the end of the course, participants should be able to:

- Conduct Method of Instruction;
- Demonstrate standard parade drill movements;
- Conduct Institution parade training;
- Identify their roles and functions;
- Plan, organise and execute their tasking effectively, and
- Demonstrate a more professional approach towards their duties

#### Course Contents:

FCS Law, Method of Instructions, Administrative Duties, Parade Appointment Training, Service Writing, Duties and Responsibilities, of Section Commanders, Physical Training, Financial Literacy, Customer Service Leadership

#### Target Group:

Potential ISM's, DSM's, Potential COB's

Minimum Qualification	Duration	Venue
Pass RFL Test	3 weeks	Fiji Corrections Academy



# CORRECTIONS OFFICER CLASS "B" COURSES

## Course Information

### ADVANCE PTI COURSE

#### Objectives:

This is a senior level physical conditioning course designed to promote high levels of performance to participants of the course. Participants will participate in three assessment sessions to track individual improvement and participate as leaders in the conduct of physical training session to staff of the FCS. The inculcation of additional lessons learnt from the Basic PTI Course will be the main objective of this course. Selected participants who meet the criteria are expected to be personally physically fit and are expected to pass the course without retest.

#### Learning Outcome:

At the end of the course, participants should be able to:

- Explain the Principles of Exercise Physiology;
- Define Fitness Strategy;
- Demonstrate Weight and Resistance training;
- Conduct Aerobics training;
- Conduct Team Building; and
- Appreciate Weight Management and Nutrition.

#### Course Contents:

Fitness Strategy, Principles of Exercise Physiology, Principles of Cardiovascular Training, Applications Of Weight And Resistance Training, Team Building, Nutrition and Weight Management, Physical Training.

#### Target Group:

Senior NCO's who have completed the Basic PTI Course.

Minimum Qualification	Duration	Venue
Pass RFL Test and consistent work performance	3 weeks	Fiji Corrections Academy





# CORRECTIONS OFFICER CLASS "B" COURSES

## Course Information

### ADVANCE STORE MAN COURSE

#### Objectives:

At the successful completion of the Basic Store Man Course, selected participants will have a fair idea of what is required out of them. This course is specifically designed to upgrade participant's knowledge, skills and attitude in the effective use of resources and proper monitoring and issuing of stores and a step further towards their understanding of processes involved in procurement and finance. Course participants are expected to be fully fledged store men given the knowledge instilled in both courses.

#### Learning Outcome:

At the end of the course, participants should be able to:

- Interpret the FCS Financial Regulations;
- Interpret the FCS Procurement Regulations;
- Recognize the Tender Process and applications;
- Demonstrate a high level of understanding with regards to all financial processes;
- Efficiently carry out procurement in relation to procedures;
- Efficiently carry out their duties as store men;
- Apply full awareness on the upkeep of stores and ration; and
- Carry out receiving, accounting and issue of stores.

#### Course Contents:

Financial Process, Procurement Applications, Procurement Process, Cash Flow, Tender Process

#### Target Group:

The course is recommended for Officers appointed as or destined to undertake the appointment of Store Man in various jurisdictions and have completed the Basic Store Man Course.

Minimum Qualification	Duration	Venue
Pass RFL Test	3 weeks	Fiji Corrections Academy



# CORRECTIONS OFFICER CLASS "B" COURSES

## Course Information

### ADVANCE ADMIN COURSE

#### Objectives:

The course is designed to upgrade officers' administrative knowledge to prepare them towards senior administrative appointments enabling them to fluently write, speak and perform administrative duties. The crest of administration pers will be the completion of the Advance Admin Course. Its completion will mean the co-existence of basic and advance knowledge in relation to the administrative aspect of the FCS. Course participants are expected to be fully fledged administrative pers upon graduation.

#### Learning Outcome:

At the end of the course, participants should be able to:

- Interpret and apply legislations and policies of the FCS;
- Recognize the importance of the sentencing and penalties decree to Admin Officers;
- Demonstrate proper documentation and filings;
- Demonstrate a high proficiency in computing ability especially in Microsoft Office and Excel;
- Able to efficiently calculate complex sentences;
- Able to review and draft policies;
- Fully understand the sentencing and penalties decree ; and
- Demonstrate a high level of knowledge on all administrative duties for both officers and inmates.

#### Course Contents:

Advance Computing, FCS Policies, FCS Law, Duties of Reception Officers, Sentencing Decree, Duties of a documentation clerk, Admin Process, Basic Computing, Warrant Management, Advance Sentence Calculation, Admission Procedures, Physical Training.

#### Target Group:

The course is recommended for Officers appointed as or destined to undertake the appointment of senior administrative appointments in the FCS in various jurisdictions. Participants for this course will be administrative officers who have completed the Basic Admin Course.

Minimum Qualifications	Duration	Venue
Pass RFL Test	3 weeks	Fiji Corrections Academy



# CORRECTIONS OFFICER CLASS "A" COURSES

## Course Information

### REGIMENTAL DUTIES OF A CORRECTION OFFICER CLASS "A"

#### Objectives:

Being the most senior amongst the ranks of subordinates, all Officers wearing the rank of Corrections Officer Class A are expected to be a ascertained individual who has the knowledge and experience to be a dominant figure across the ranks. The Regimental Duties of a Correction Officer Class "A" course is specifically designed to aware selected participants of their regimental roles in parades and other ceremonial functions

#### Learning Outcome:

At the end of the course, participants should be able to:

- Observe and Demonstrate FCS Regimental Funeral Possession;
- Design and Demonstrate a Parade Format;
- Demonstrate Sword Drill;
- Demonstrate FCS Traditional Protocol; and
- Demonstrate FCS Ethos and Values
- Interpret FCS Laws, Policies efficiently

#### Course Contents:

Ethos and Values of a Warrant Officer, Roles and Responsibilities of a Warrant Officer, Traditional Protocols, Parade Appointments, Duties of an Orderly Officer, Guest Speakers, Coaching and Mentoring, Parade Training, Physical Training

#### Target Group:

Correction Officers Class "A".

Minimum Qualification	Duration	Venue
Must have successfully completed all courses for Correction Officer Class "B"	4 weeks	Fiji Corrections Academy



# JUNIOR OFFICERS COURSE

## Course Information

### PCO-CCO CONVERSION LEADERSHIP PROMOTIONAL COURSE

#### Objectives:

The course is designed to develop Junior Officers capability and capacity in administrative duties in line with their roles and functions and to widen their knowledge and skills in leadership. In addition individual students are strongly encouraged to acquaint themselves with the following:

- a. Proficiency in written English;
- b. Reading skills;
- c. Research skills;
- d. Analysis process;
- e. Ability to Plan;
- f. Organizing Skills and
- g. Proficiency in computer literacy – Microsoft Word, Excel and Powerpoint

#### Learning Outcome:

At the end of the course, participants should be able to:

- Embrace the Fiji Corrections Service Values;
- Effectively lead, delegate and control staff under their command;
- Improve their communication skills;
- Interpret the FCS Law, and Commissioner Orders competently;
- Correspond efficiently by observing the conventions of writing;
- Interpret the FCS Policies proficiently;
- Recognize the importance of leadership;
- Define their role as staff officers of the FCS;
- Effectively plan and execute tasks;
- Demonstrate high proficiency in both spoken and written English

#### Course Contents:

Leadership, Staff Duties, Law, Finance, Project Management, Marketing, Communication Skills, FCS Policies Rehabilitation Policy, Counselling Techniques, Operational Effectiveness, Customer Service, Etiquette, Parade Training, Physical Training, Practical Leadership Exercise

#### Target Group:

Staff Officers with the rank of PCO and CCO plus potential COA and COB.

Duration	Venue
7 weeks	Fiji Corrections Academy

# JUNIOR OFFICERS COURSE

## Course Information

### JUNIOR STAFF OFFICERS COURSE (JSO)

#### Objectives:

The course is designed to prepare Officers in the rank of PCO and CCO towards Administrative Appointments as Staff Officers. It is designed to expose Officer Trainees to a wide range of staff administrative responsibilities that they would be exposed to at Divisional or at a higher level.

#### Learning Outcome:

At the end of the course, participants should be able to:

- Efficiently conduct orderly room procedures;
- Demonstrate a high level of proficiency in written and spoken English;
- Understand the conventions of service writing as per ADFP 102;
- Conduct Investigations effectively;
- Demonstrate a high proficiency in constructing Internal and External Correspondences; and
- Conduct Boards of Inquiry and Regimental Inquiries.

#### Course Contents:

Orderly Room Procedures, Investigation, BOI, Minutes, Formal Letters, Informal Letters, Demi Official Letters, Defensive Essays, Conventions of Service Writing, Report Writing, Operation Orders, Individual and Group Presentations.

#### Target Group:

Staff Officers with the rank of PCO and CCO

Duration	Venue
6 weeks	Officers Training School (RFMF)



# JUNIOR OFFICERS COURSE

## Course Information

### DIPLOMA IN CORRECTIONS

#### Objectives:

The course is designed to enhance Officers level of understanding in managing correction facilities and administrative responsibilities. It's focussed primarily on managing people. It will be facilitated by the Queensland Corrective Services Academy in Brisbane, Queensland.

#### Learning Outcome:

At the end of the course, participants should be able to:

- Use information's to make critical decisions;
- Manage effective workplace relationships
- Manage a correction facility;
- Manage activities to meet client requirements;
- Undertake project work;
- Establish and maintain networks;
- Plan and review services to offenders; and
- Organise and chair meetings

#### Course Contents:

This will be forwarded to course participants once selected for the training.

#### Target Group:

Potential Staff Officers and senior subordinate officers recommended by the Commissioner of Corrections.

Duration	Venue
2 weeks	Queensland Corrective Services Academy, Brisbane, Australia



# SENIOR OFFICERS COURSE

## Course Information

### CCO- ASC LEADERSHIP PROMOTIONAL COURSE

#### Objectives:

The course is designed to prepare selected participants from the Junior Officers rank towards their roles as Officer in Charges. Their decision making abilities and strategical thinking will be enhanced and put to test the duration of the course. The participants are expected to uplift their knowledge, skills and attitude with reference to how they perform at the completion of the four weeks long course

#### Learning Outcome:

At the end of the course, participants should be able to:

- Effectively plan and organize strategical objectives;
- Demonstrate high proficiency in analytical thinking and execution of commanders intents;
- Effectively Lead and Manage subordinates;
- Carry out Coaching and Mentoring at the workplace;
- Manage all operational and administrative aspects of an institution; and
- Efficiently manages and solves conflicts.

#### Course Contents:

This will be forwarded to course participants once selected for the training.

#### Target Group:

All Officers with the rank of CCO and ASC plus potential PCO

Duration	Venue
4 weeks	Fiji Corrections Academy



# SENIOR OFFICERS COURSE

## Course Information

### SUPERINTENDENT COURSE

#### Objectives:

This generic course provides participants with appropriate knowledge, skills and attitude to effectively and efficiently command administration and operations in their Divisions or formations. It focuses primarily on the need for strong leadership and command.

#### Learning Outcome:

At the end of the course, participants should be able to:

- Effectively plan and develop policies to meet corporate objectives;
- Communicate effectively;
- Organize and formulate cabinet papers;
- Organize and formulate annual budget;
- Understand and effectively manage financial planning within areas of responsibility;
- Effectively command and direct sub commanders on immediate tasks; and
- Lead effectively and consistently

#### Course Contents:

This will be forwarded to course participants once selected for the training.

#### Target Group:

Senior Officers in the rank of Assistant Superintendent of Corrections (ASC)

Duration	Venue
4 weeks	Overseas





# COMMAND STAFF COURSES

## Course Information

### **Objectives:**

Senior Officers of the FCS will get an opportunity to attend courses at this level through the selection and recommendation of the Commissioner of Corrections. Courses at this level will be outsourced overseas with the intent of ensuring that the FCS is a knowledgeable and skilful institution.

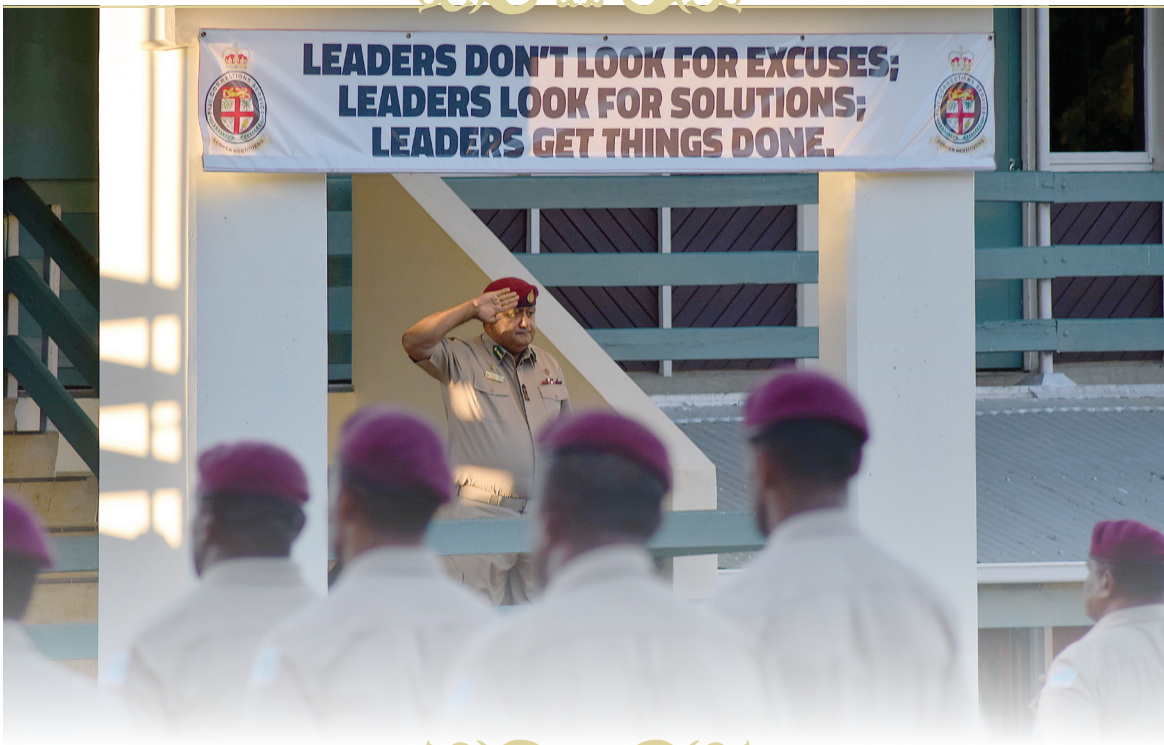
Leadership is primarily the focus of training at this level, so Officers will get an opportunity to enhance their competencies in leadership and Command.

### **Learning Outcome:**

Courses at this level will be outsourced:

- a. **Externally** – Overseas (Singapore, Malaysia, China)









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