

## Security & Custody – Information Sheet

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# PRE-PROMOTIONAL LEADERSHIP & DEVELOPMENT COURSE (PPLDC)

## The PPLDC

The PPLDC is a customised leadership program with topics aimed at enhancing and strengthening the capability and skill level of participants to the Manager of Security (MOS), Senior Assistant Superintendent (SAS) and Senior Correctional Officer (SCO) role.

Topics covered may differ between courses for each grade, however, may include:

- emotional intelligence
- change management
- critical and strategic thinking
- forward planning
- negotiation
- performance management
- emotional self-management
- finance
- media.

The programs focus on leadership and management content combined with critical and strategic thinking, problem-solving and forward planning. Participants will be required to:

- complete pre-readings and individual leadership assessments prior to commencement
- meet virtually with CSNSWA and provider facilitators prior to commencement to discuss program content, structure, and assessments
- attend CSNSWA for an in-person meet-and-greet with provider facilitators and CSNSWA staff
- be available to reside on-site at CSNSWA for the program's duration (weekends excluded by negotiation), and work on assessments during evenings and over the weekend. **Note:** An exception to the requirement to reside on campus can be applied for those who live within a close proximity to CSNSWA.

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- complete 6 assessments for each of the 5 modules spread over the assessment week. Assessments will be mapped to the capability framework for the leadership role and requires the participant to demonstrate the capability.

Delivery of the program may vary based on requirements as determined by CSNSWA, Talent Acquisition or providers.

**Eligible candidates and completion requirements**

Candidates identified by recruitment must complete the PPLDC and meet all other assessment requirements that focus on the capabilities of the role prior to being placed in a talent pool and offered an ongoing appointment unless an exception applies.

Current appointed leaders in the respective roles may also be nominated by an authorised person to complete the PPLDC as part of their professional development. Assessments will be managed differently in these circumstances and dependent on the candidate’s status.

If a candidate is assessed as not demonstrating the capabilities for the role in the assessments or does not complete the PPLDC within the prescribed time, they will not progress to a talent pool or be appointed to an ongoing role.

Current appointed leaders will receive assessment outcomes and may utilise the learnings to inform their individual DCJ Professional Development Plan process.

**Exceptions for requirement to complete course**

Candidates will not be required to complete the course where:

- the candidate is in a talent pool that pre-dates the implementation of the course, unless they are nominated to complete the course.

**Procedures**

	Procedure	Responsibility
1	Candidates are notified via the Advertisement of requirement to complete the PPLDC as part of the assessment process	Talent Acquisition
2.	Candidate is identified by recruitment or nominated by an authorised person to complete the PPLDC	Talent Acquisition/ Deputy or Assistant Commissioner
3.	Talent Acquisition notify CSNSWA of recruitment interview outcomes and number of candidates requiring PPLDC, or	Talent Acquisition/DC/AC

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	Procedure	Responsibility
	DC / AC notify CSNSWA of nominated leaders' details	
4.	Candidate is notified of requirement to complete the course by CSNSWA via email and provided with the required attendance dates	CSNSWA
5.	Candidate is enrolled in the course	CSNSWA
6.	Candidate placement requirements are arranged	CSNSWA
7.	Talent Acquisition are notified of assessment results	CSNSWA
8.	Candidate is notified of outcome	Talent Acquisition
9.	Assessment results are provided to candidates	CSNSWA
10.	Assessment support provided to candidates	CSNSWA
11.	Recruitment process is finalised.	Talent Acquisition

**Contact**

For further information regarding the PPLDC Course, Contact CSNSWA at [CTU@justice.nsw.gov.au](mailto:CTU@justice.nsw.gov.au)