

## Semester Planning

The Semester Plan contributes to AEVTI's quality assurance processes by providing information on courses to be offered, resources to be utilised, and planning processes which address the educational needs of inmates.

1. The Semester Plan is to be completed by the Senior Correctional Education Officer at each centre prior to the commencement of each semester.
2. The Semester Plan should be based on:
  - a. a needs analysis of inmates in the centre;
  - b. the prioritisation of target groups and;
  - c. the evaluation of courses offered in the preceding semester.
3. The needs analysis should consider the
  - a. core skills assessment results,
  - b. Level of Service Inventory (LSI-R),
  - c. classification status and
  - d. sentence status and time left to serve of inmates currently at the centre and the;
  - e. vocational skills to support inmate employment in CSI business units and
  - f. literacy and language skills required to participate in compendium programs.
4. The Semester Plan should outline all education programs planned to be delivered during the semester including AEVTI accredited courses, TAFE and other RTO courses and inmate traineeships programs.
5. All education programs included on the semester plan must be scheduled on OIMS
6. The Senior Correctional Education Officer is responsible to ensure that the Teacher and/or Correctional Education Officer has an appropriate course outline for each course they will deliver.