



# CORRECTIONS CAREERS



## EUROPEAN CAREER COUNSELLING GUIDELINES **FOR STAFF WORKING** IN CRIMINAL CORRECTIONAL JUSTICE SYSTEM



## INITIAL LEARNERS' GUIDE

# Corrections Careers Guidance Portal

*European Career Counselling Guidelines for  
Staff Working in Correctional Justice System*



## Table of Contents

1. About the course .....	4
1.1 Target group .....	5
1.2. Learning Map: Modules and Units.....	<b>5Eroare! Marcaj în document nedefinit.</b>
1.3. Resources/equipment needed.....	10
1.4. Learners Assessment .....	10
1.5. Contact Information .....	10

## 1. About the course

This course was designed within the framework of the CCJ4C (European Career Counselling Guidelines for Staff Working in Correctional Justice System) project.

The CCJ4C Project, funded by European Commission, as a KA3 Erasmus+ action, is a partnership of nine countries, which integrates prison administrations, trade unions, VET, NGOs and research organisations, and representatives of correctional private and public sector members. The project was developed considering that prison systems are no longer static hierarchical organisations but are dynamic institutions, subject to continuous change and development. If the staff at all levels can be encouraged to recognise this fact, they can be given the opportunity to direct and drive change rather than merely respond when things go wrong.

The CCJ4C is committed to contributing to the career guidance process in the Criminal Justice System, through the development, testing, and application of a work methodology, with special emphasis on competencies needed for managing one's own career.

The “**Corrections Careers Guidance Portal**” is an online learning course. The objective of the course is to instruct to rise to the challenge of a unique career that turns lives around. This course is centered around a comprehensive profile of competencies, encompassing a diverse range of skills, behaviours, and attitudes required to excel in career management. It provides an interactive tool for users to navigate this profile, allowing for self-assessment and development of a personalised learning pathway to enhance their competencies.

Through this course, users will have the opportunity to gain a deeper understanding of the competencies required for career management and explore ways to strengthen these skills through personalized learning solutions. The course acts as a supportive and dynamic platform that enables users to take control of their career development journey and achieve their professional goals.

This learning course can be accessed here: <https://correction-careers.com/>

## 1.1 Target group

This course is aimed at correctional staff, prison administrations, prison HR staff, manager and executional level responsible with induction or career progression.

## 1.2. Learning Map: Modules and Units

<p><b>Module I. Assertive communication</b></p> <ul style="list-style-type: none"> <li>•What is assertive communication</li> <li>•How can you be assertive?</li> <li>•Assertive communication techniques.</li> </ul>	<p><b>Module II. Deconstruct the gender stereotypes</b></p> <ul style="list-style-type: none"> <li>•Gender stereotype: some basics to start.</li> <li>•Inside women perspective.</li> <li>•Which are the limits that female officers experience in the penitentiary system?</li> <li>•Gender mainstreaming strategy.</li> </ul>	<p><b>Module III. Digital skills for correctional staff</b></p> <ul style="list-style-type: none"> <li>•Reasons of using digital technology and Types of digital means used in prison services</li> <li>•COVID challenges – versus digital world in prison settings</li> <li>•Digital technologies in the penitentiary system – their use and benefits for detainees and prison staff</li> </ul>	<p><b>Module IV. Mental Health Survival Kit</b></p> <ul style="list-style-type: none"> <li>•Mental Health in Prison Staff</li> <li>•Mental Health Awareness</li> <li>•Anxiety</li> <li>•Post-Traumatic Stress Disorder (PTSD)</li> <li>•Managing anger &amp; Resolving Conflicts</li> <li>•Strategies to balance work challenges with family and personal time</li> <li>•Alcohol and drugs related to work pressure – A miracle worker?</li> <li>•Referral practices and resources</li> <li>•Developing an Action Plan</li> <li>•Mental Health of Prisoners</li> <li>•Duty of care: Recognising common mental illnesses in prisons</li> <li>•Recognising factors in prisons which exacerbate – or cause – mental health issues</li> <li>•Developing a ‘whole-prison’ response to mental health awareness</li> <li>•Prisoners’ perceptions of mental health support in prison</li> <li>•Families and partners of prisoners</li> <li>•Mental wellbeing, preparation for release and through-the-gate mental health care</li> <li>•Mental Health Awareness Champions: managing change in your prison</li> <li>•Further resources for mental health capacity building</li> </ul>
<p><b>Module V. Organized crime and gangs</b></p> <ul style="list-style-type: none"> <li>• Introduction to organized crime</li> <li>• Smuggling of migrants</li> <li>• Drug trafficking</li> <li>• Firearms trafficking</li> <li>• Human trafficking</li> <li>• Environmental crime</li> <li>• Counterfeit products</li> <li>• Maritime piracy</li> <li>• Cybercrime</li> <li>• Women in organized crime</li> <li>• Gangs – what are they?</li> <li>• How does a person become a gang member?</li> <li>• What functions can the gang members have?</li> </ul>	<p><b>Module VI. Self confidence</b></p> <ul style="list-style-type: none"> <li>• Self-confidence and self-esteem</li> <li>• The importance of confidence and self-esteem in our lives</li> <li>• How to trust yourself</li> </ul>	<p><b>Module VII. Stress management</b></p> <ul style="list-style-type: none"> <li>• Definition of stress</li> <li>• Fundamental types of stress and theories of stress</li> <li>• Occupational stress</li> <li>• Practices and exercises to reduce professional stress in prisons</li> </ul>	



Module	Units
<b>Module I. Assertive communication</b>	1.1. What is assertive communication
	1.2. How can you be assertive?
	1.3. Assertive communication techniques.
<b>Aims &amp; Learning objectives:</b> The activities carried out within the prison system largely involve communication between different people, between colleagues, between staff and prisoners or between staff and people outside the prison. Hence, knowing how to communicate assertively is critical.	
<b>Target Audience &amp; Requirements:</b> The assertive communication module is useful for any employee working in the prison system. It is not only aimed at employees who only work in a certain sector, or who have a well-established level of experience. Communication itself plays a very important role in our lives, both professionally and personally.	
<b>Length:</b> The duration of the module should be approximately 1 hour (including videos and materials).	

Module	Units
<b>Module II. Deconstruct the gender stereotypes</b>	1.1. Gender stereotype: some basics to start.
	1.2. Inside women perspective.
	1.3. Which are the limits that female officers experience in the penitentiary system?
	1.4 Gender mainstreaming strategy.
<b>Aims &amp; Learning objectives:</b> This module will introduce you to the concept of gender and gender stereotypes. Specifically, that the first part has an explanatory function, clarifying gender-related concepts. The second part, on the other hand, seeks to highlight the female perspective, focusing on the relevance of gender and the barriers and challenges that arise. Once you have become aware of these concepts, they will be applied in the last part, prompting the reader to the moment of action. The module does not aim to exhaust the topic, but rather to carry out practical activities that can stimulate a constructive dialogue between colleagues, encouraging further research.	
<b>Target Audience &amp; Requirements:</b> This module is addressed for prison officers and other correctional staff including also administrative staff, management and human resources.	
<b>Length:</b> The estimated workload of this course is approximately 2 hours, including 20 minutes per exercise, videos and assessment.	

Module	Units
<b>Module III. Digital skills for correctional staff</b>	1.1. Reasons of using digital technology and Types of digital means used in prison services.
	1.2. COVID challenges – versus digital world in prison settings
	1.3. Digital technologies in the penitentiary system – their use and benefits for detainees and prison staff.
<b>Aims &amp; Learning objectives:</b> The world of today is the world of continuing digital development. More and more aspects of our lives are influenced and depend on digital technologies: communication, education, health, commerce, and house management. Today prison daily life is reliant on technology: from security devices to online management tools and different rehabilitation programs for inmates. Most correctional staff have the basic necessary skills as digital citizens which allow them to operate at a certain level but, while working, the technology develops and there is a clear need	

to keep up with. Also, looking at different prison services we can notice that the level and type of technology used are different but there is a clear tendency to rely more on digital technology in the future.

**Target Audience & Requirements:**

The info presented is helpful for prison officers to identify the main types of digital means used in prison and their specificity.

**Length:**

The duration of the module should be approximately 1 hour (including videos and materials).

Module	Units
<b>Module IV. Mental Health Survival Kit</b>	Mental Health in Prison Staff 1. Mental Health Awareness 2. Anxiety 3. Post-Traumatic Stress Disorder (PTSD) 4. Managing anger & Resolving Conflicts 5. Strategies to balance work challenges with family and personal time 6. Alcohol and drugs related to work pressure – A miracle worker? 7. Referral practices and resources 8. Developing an Action Plan
	Mental Health of Prisoners 1. Duty of care: Recognising common mental illnesses in prisons 2. Recognising factors in prisons which exacerbate – or cause – mental health issues 3. Developing a ‘whole-prison’ response to mental health awareness 4. Prisoners’ perceptions of mental health support in prison 5. Families and partners of prisoners 6. Mental wellbeing, preparation for release and through-the-gate mental health care 7. Mental Health Awareness Champions: managing change in your prison 8. Further resources for mental health capacity building

**Aims & Learning objectives:**

One of the key obstacles in prison environments is the constant battle to preserve your sanity in a cold, harsh and ruthless environment. The severe prison atmosphere may aggravate existing mental health issues, increase violence, and enforce insecurity and solitude. You literally must be constantly on guard. For some, this is where they live. For you, this is where you work. While prison stressors are psychologically destructive and demoralizing to inmates, they are equally real to the line staff in the same environment. Most of these factors are inevitable within the majority of prisons and can be very harmful for people constantly exposed to them, causing mental health disturbances. Do you relate to this? Well, you have two options then: you can either live with it or act on it. It’s time to prioritise your mental health and the ones who depend on you – Do you want to know how? You are in the right module!

**Target Audience & Requirements:**

This module includes valuable and important information for all prison staff to be able to preserve and manage their own mental health as well as to deal and address effectively the inmates that depend on them.

**Length:**

The duration of the module should be approximately 4 hours (including videos and materials).

Module	Units
<b>Module V. Organized crime and gangs</b>	1.1. Introduction to organized crime
	1.2. Smuggling of migrants
	1.3. Drug trafficking
	1.4. Firearms trafficking
	1.5. Human trafficking
	1.6. Environmental crime
	1.7. Counterfeit products
	1.8. Maritime piracy
	1.9. Cybercrime
	1.10. Women in organized crime
	1.11. Gangs – what are they?
	1.12. How does a person become a gang member?
	1.13. What functions can the gang members have?
<b>Aims &amp; Learning objectives:</b> In this module, you will be introduced to information on organised crime. Specifically, you will briefly learn about various organised crime elements and the institution of gangs. In addition, this module aims to play a role of a conversation starter on an overall broad and complex topic. The specific issues presented in the module were selected to create a smooth flow of knowledge that stimulates a desire for further learning. As a correctional staff member, after studying the presented module, you will gain a basic idea of organised crime processes and complexity. New knowledge can also contribute to more critical thinking in your work and daily activities and change the approach towards inmates.	
<b>Target Audience &amp; Requirements:</b> This module presents helpful and relevant information for prison officers and other correctional staff to identify the main types of organized crime and gangs.	
<b>Length:</b> The estimated duration and workload of this course is approx. 3 hours. This includes all videos and assessments.	

Module	Units
<b>Module V. Organized crime and gangs</b>	1.1. Self-confidence and self-esteem
	1.2. The importance of confidence and self-esteem in our lives
	1.3. How to trust yourself
<b>Aims &amp; Learning objectives:</b> This module contains information about self confidence, what it means, what is the difference between self-confidence and self-esteem and some useful tips on how to trust yourself. We consider that self-confidence is very important for a person that is working in criminal correctional justice system. The content of this module is composed of 3 lessons, through which you will acquire sufficient knowledge about self-confidence.	
<b>Target Audience &amp; Requirements:</b> The self-confidence module is useful for any employee working in the prison system. It is not only aimed at employees who only work in a certain sector, or who have a well-established level of experience.	
<b>Length:</b> The duration of the module should be approximately 1 hour (including videos and materials).	



Module	Units
<p><b>Module V. Organized crime and gangs</b></p>	1.1. Definition of stress
	1.2. Fundamental types of stress and theories of stress
	1.3. Occupational stress
	1.3. Practices and exercises to reduce professional stress in prisons
<p><b>Aims &amp; Learning objectives:</b></p>	
<p>The content of this module is about stress and how we can manage it better. As an employee of the penitentiary system you will often be faced with demanding and stressful situations. Frequently stress management skills can make your job easier. We, as developers of the module, thought that this topic, stress management, should be addressed, as it is of great interest to employees in the penitentiary system, and we hope it will be of interest to you as well. The content will be structured in several lessons in order to make it as easy as possible to go through it and acquire the necessary knowledge. As a result of the time spent studying the materials provided by us you will gain knowledge in the field of stress management, which will be useful in your daily work in the prison system.</p>	
<p><b>Target Audience &amp; Requirements:</b></p>	
<p>The stress management module is useful for any employee working in the penitentiary system. It is not only aimed at employees who only work in a certain sector, or who have a well established level of experience. Stress management in our lives should play a very important role, both professionally and personally.</p>	
<p><b>Length:</b></p>	
<p>The duration of the module should be approximately 1 hour (including videos and materials).</p>	

### 1.3. Resources/equipment needed

- Computer
- Internet access
- Credentials to log into the e-learning platform (you can [register here](#))

### 1.4. Learners Assessment

This course is designed to offer a dynamic and engaging learning experience through its modules and units, which are packed with a variety of questions and activities. Upon completion, you will be invited to participate in post-assessment surveys to provide feedback on your learning experience.

It is important to note that this course is intended for self-paced and self-guided learning, and as such, there will not be a final grade awarded. Instead, you will have the opportunity to enhance your knowledge and skills in a way that suits your individual learning style and schedule.

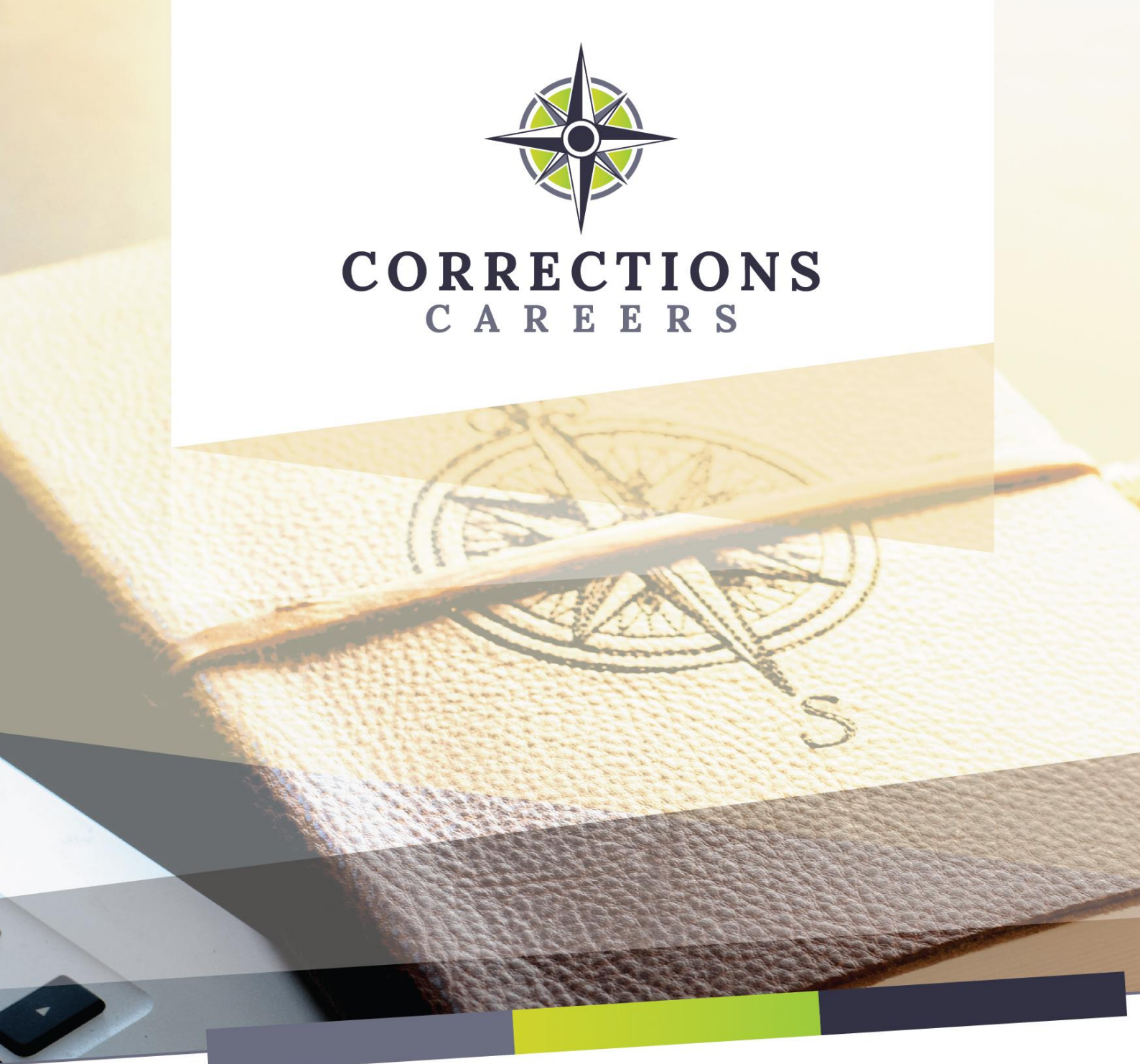
### 1.5. Contact Information

If you require any assistance or have additional questions regarding the course or the e-learning platform, please do not hesitate to contact us at [diana.huber@cpip.ro](mailto:diana.huber@cpip.ro) or [xxxxx@xxxxxxxxxx.eu](mailto:xxxxx@xxxxxxxxxx.eu)<sup>[1]</sup>. We are dedicated to ensuring that you have a smooth and seamless learning experience.

Additionally, we invite you to visit our website at <https://www.careersincorrections.com> for further information and resources related to the course. Our website offers valuable insights and tips to help you navigate the course successfully and achieve your learning goals.



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