

## Revision History

| Date     | Review by | Comment   |
|----------|-----------|-----------|
| 18/09/17 | Emma Rose | Version 1 |
|          |           |           |
|          |           |           |
|          |           |           |
|          |           |           |

## Table of Contents

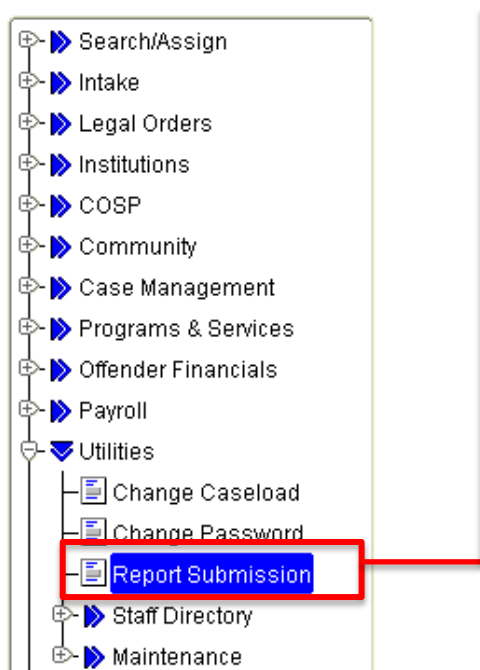
|    |   |          |
|----|---|----------|
| 1. | <b>SCOPE AND PURPOSE.....</b>                             | <b>2</b> |
| 2. | <b>PRINTING THE EDUCATION PROFILE INTERVIEW .....</b>     | <b>2</b> |
| 3. | <b>EDUCATION PROFILE INTERVIEW EXAMPLE DOCUMENT .....</b> | <b>4</b> |
| 4. | <b>OIMS ERROR WHEN RUNNING A REPORT .....</b>             | <b>5</b> |

## 1. Scope and Purpose

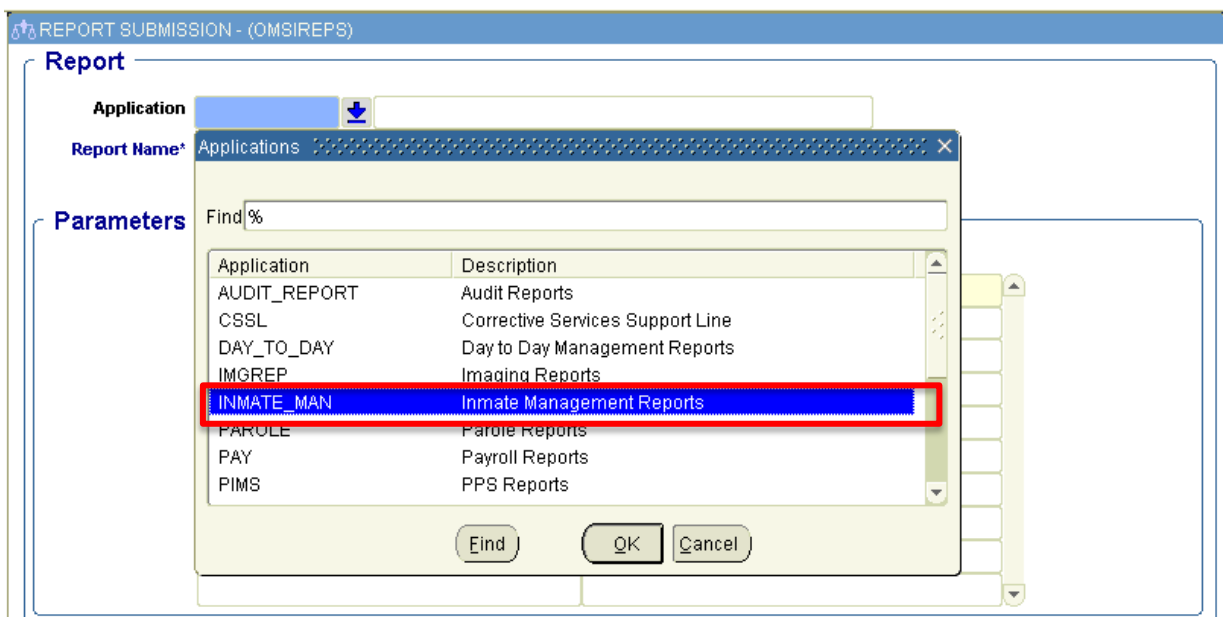
The Education Profile Interview provides an overview of an inmate's Education History prior to custody and whilst in custody. The report should also show any employment the inmate has performed prior to custody, as well as their current Core Skills Assessment results.

## 2. Printing the Education Profile Interview

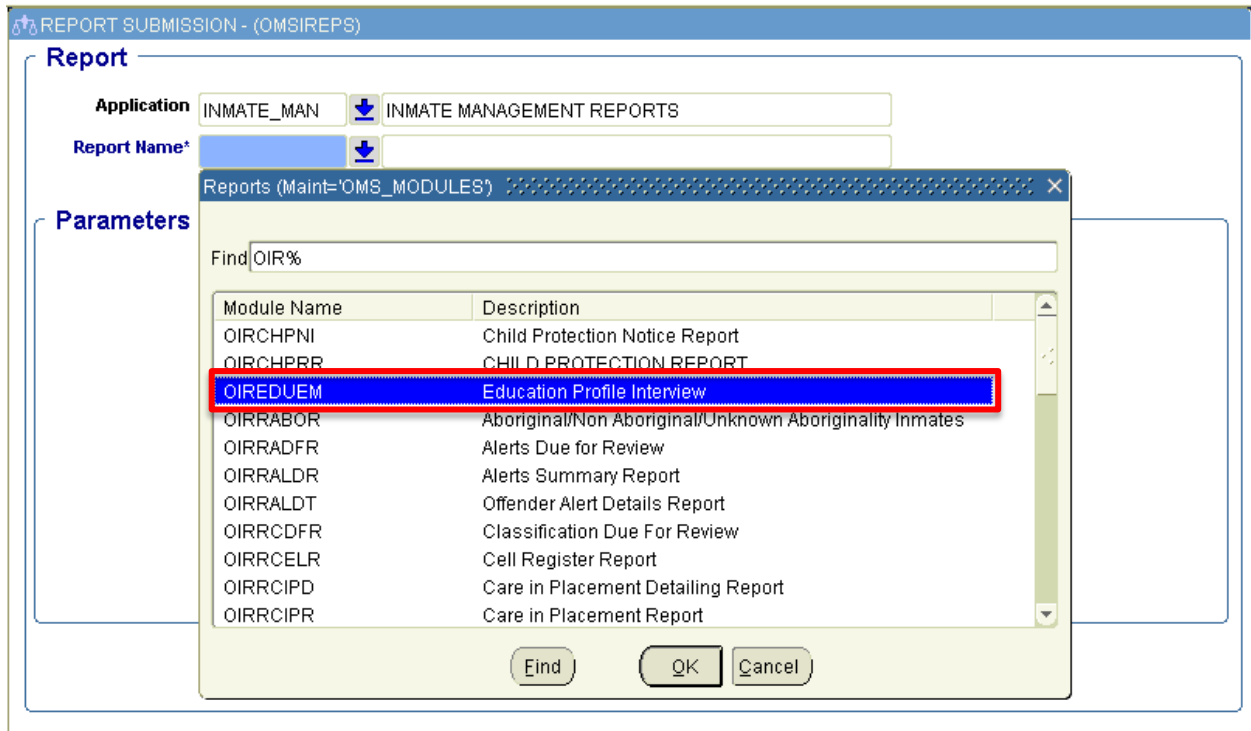
In OIMS select Utilities – Report Submission



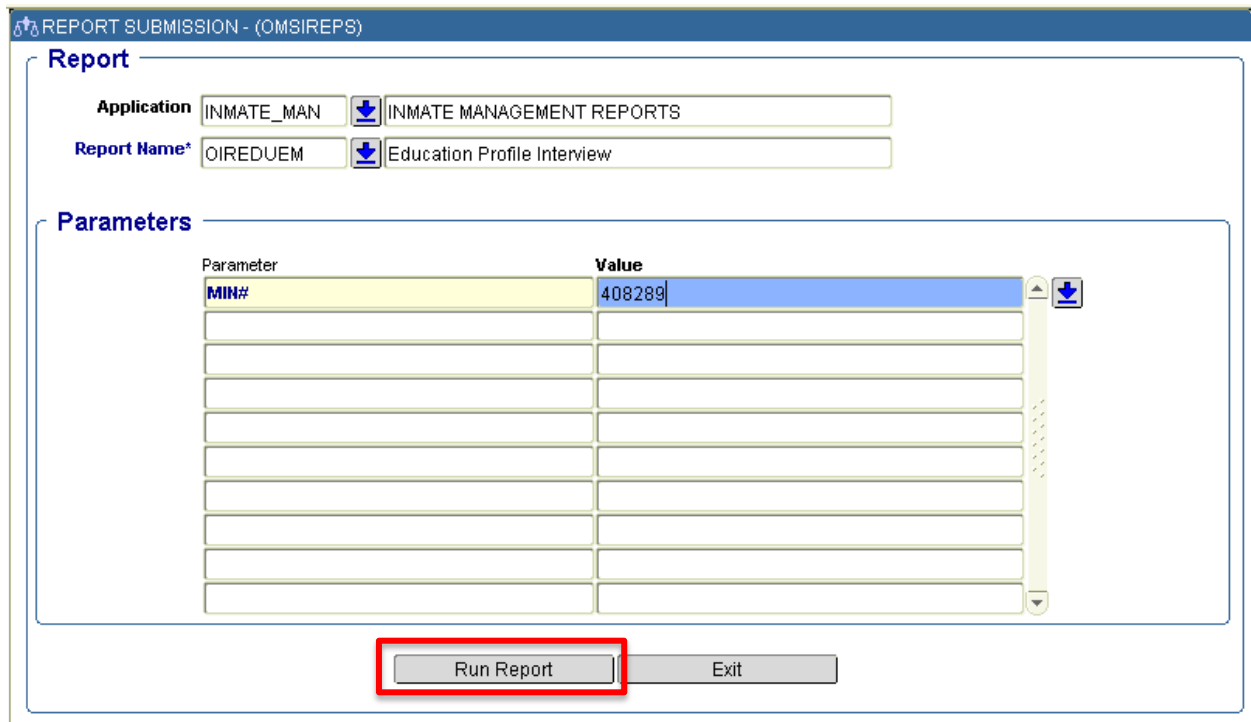
Select the down arrow at Application, select Inmate Management Reports. Then OK.



At the down arrow at Report Name, select Education Profile Interview. Then OK.



Enter the inmates MIN and then click on Run Report.



### 3. Education Profile Interview Example Document

| NSW Department of Corrective Services                       |                        |                             |                             |
|---|------------------------|-----------------------------|-----------------------------|
| ROSEE<br>OIREDUEM (v1.4)                                    |                        |                             | Page 1 of 1<br>29 June 2017 |
| <b>Assessment Description - Education Profile Interview</b> |                        |                             |                             |
| MIN: 0000243252   |                        |                             |                             |
| Name: NUESINK, MICHAEL                                      |                        |                             |                             |
| Date of Birth: 29-OCT-1977                                  |                        |                             |                             |
| Location: CES-B WING-BOTTOM-2122-B2; : SILPU                |                        |                             |                             |
| <b>Education</b>  |                        |                             |                             |
| Level Attained  | Area of Study          | Start Date                  | End Date                    |
| Certificate III   | Transport, Logistics   | 24/08/2015                  | 24/08/2016                  |
| Statement of Attainment                                     | Other                  | 01/06/2015                  | 17/06/2015                  |
| Other   | WorkCover Licences     | 24/06/2014                  |                             |
| Statement of Attainment                                     | Building, Construction | 01/01/2014                  | 18/06/2014                  |
| Year 10 (No School Certificate)                             | General Education      | 01/01/1994                  | 30/06/1994                  |
| <b>Employment</b>   |                        |                             |                             |
| Employed As   |                        | Start Date                  | End Date                    |
| FORKLIFT DRIVER   |                        | 02/01/2007                  | 01/01/2009                  |
| LABOURER  |                        | 02/07/1999                  | 01/01/2007                  |
| Unemployed  |                        | 01/07/1994                  | 01/07/1999                  |
| <b>Related Information</b>                                  |                        |                             |                             |
| Classification: C2 MINIMUM SECURITY                         |                        |                             |                             |
| Earliest Possible Release Date: 31-MAY-17                   |                        |                             |                             |
| LSI-R Rating:   |                        |                             |                             |
| Primary Language Spoken: ENGLISH                            |                        | Secondary Languages Spoken: |                             |
| ATSI: NO  |                        |                             |                             |
| Disability Type(s):   |                        |                             |                             |
| <b>Assessment Type</b>                                      |                        | <b>Comment</b>              |                             |
| Core Skills Assessment                                      |                        |                             |                             |
| What level of numeracy has the offender achieved?           |                        | Level 3                     |                             |
| What level of oracy has the offender achieved?              |                        | N/A                         |                             |
| What level of reading has the offender achieved?            |                        | Level 3                     |                             |
| What level of writing has the offender achieved?            |                        | Level 3                     |                             |

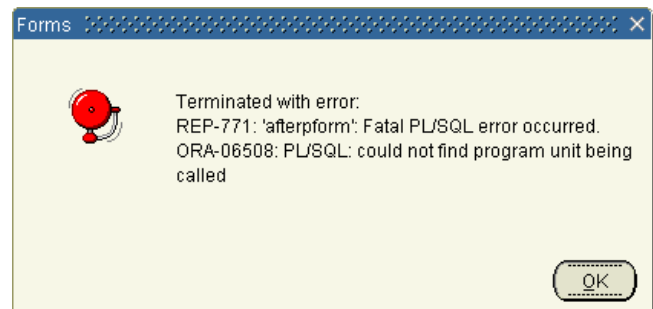
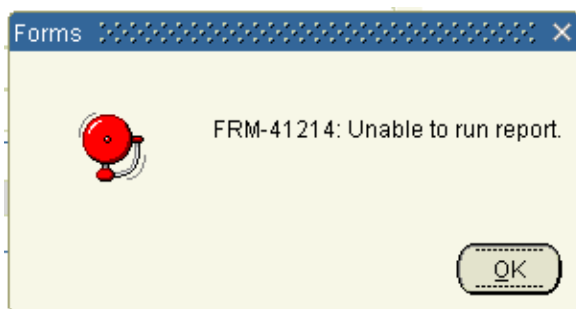
## 4. OIMS error when running a report


On rare occasions you may have entered all the information in the Parameters correctly but OIMS provides an error message after you have clicked on Run Report.

| Parameter | Value  |
|-----------|--------|
| MIN#      | 408289 |
|           |        |
|           |        |
|           |        |
|           |        |
|           |        |
|           |        |
|           |        |
|           |        |
|           |        |

There isn't actually an error in the report; there is just an occasional bug in OIMS which generally happens if you have been generating a high volume of reports.

Select OK at the Unable to Run Report Prompt and OK at Terminated error prompt.



Then reselect  and your report should run. If you keep getting these errors exit out and re-enter Report Submission.