



Australian Government

**Assessment Requirements for DEFDPL031
Provide support in service discipline law
matters**

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- analysing requests and documents for completeness and timelines
- assisting instructing legal officer to plan and prepare for support to service discipline proceedings
- communicating effectively on legal matters with instructing legal officer and stakeholders providing the required information
- filing and maintaining records for service discipline law matters in accordance with Defence policy
- preparing and processing documents and briefs involved in discipline law matters under instruction of legal officer
- undertaking post-matter administration
- undertaking research to support instructing legal officer and preparing summaries of research in accordance with identified processes.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- access to case law, precedents and Legal Technical Guidance resources
- Defence Force Discipline Act (DFDA) and related legislation
- documents and forms supporting criminal law matters and service discipline proceedings
- records management in accordance with Defence policy
- relationship between and hierarchy of levels within the service discipline system
- relevant discipline manuals
- relevant legal processes and practices, documents, exhibits and witnesses, correct delegations and stages involved in the entire discipline process requiring legal support
- relevant legal terminology and its use in accordance with organisational procedures.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation, including legislation, regulations, codes of practice, workplace procedures and operation manuals
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>