



**Australian Government**

# **DEFDPL031 Provide support in service discipline law matters**

**Release: 1**

# DEFDPL031 Provide support in service discipline law matters

## Modification History

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

## Application

This unit describes the skills and knowledge required to provide paralegal support in service discipline law matters.

It includes planning and processing documents for the provision of support in service discipline law. It also includes researching case histories and assisting the instructing legal officer to prepare for trials and service discipline proceedings.

This unit applies to Defence personnel who, under supervision, provide services to support legal practitioners in service discipline law matters.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work mostly independently while part of a team, and perform routine and complex tasks. They work with limited supervision, with identified approval authorities. They apply solutions to a variety of predictable and complex problems in familiar and unfamiliar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

## Pre-requisite Unit

Not applicable.

## Competency Field

Defence Paralegal Operations.

## Unit Sector

Not applicable.

## Elements and Performance Criteria

### ELEMENTS

### PERFORMANCE CRITERIA

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

<b>1 Plan and prepare for the provision of support in service discipline law</b>	<b>1.1</b>	Receive and act on instructions that require the provision of support in service discipline law matters
	<b>1.2</b>	Analyse circumstances, and interpret and clearly define discipline issues
	<b>1.3</b>	Review requests for information with instructing legal officer
<b>2 Prepare and process documents involved in service discipline law matters</b>	<b>2.1</b>	Check incoming documents for completeness and timely delivery, and contact sender where insufficient information is supplied or deadlines are not honoured
	<b>2.2</b>	Identify, complete initial preparation and process documents in accordance with legal practices and organisational procedures
	<b>2.3</b>	Despatch documents in accordance with legal practices and organisational procedures
<b>3 Perform research to support instructing legal officer</b>	<b>3.1</b>	Review matter and determine search requirements in conjunction with instructing legal officer
	<b>3.2</b>	Retrieve and process relevant documents and exhibits in accordance with legal practices and organisational procedures
	<b>3.3</b>	Retrieve, research and review precedent and case law, legislation procedural manuals and make summaries, as required
	<b>3.4</b>	Forward summaries from research and review to instructing legal officer and present explanations, as required
<b>4 Conduct post-matter administration</b>	<b>4.1</b>	Conduct post-matter administration, as required, in accordance with organisational procedure
	<b>4.2</b>	Update and maintain legal records in relation to operational and legal requirements

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the DEF Defence Training Package Companion Volume Implementation Guide.

## Unit Mapping Information

This unit replaces and is equivalent to DEFDPL010 Provide support in service discipline law matters.

## Links

Companion Volume Implementation Guides are found on VETNet -

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