



Australian Government

Department of Education, Employment and Workplace Relations

PSP50304 Diploma of Government (Court Services)

Revision Number: 2

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Modification History

PSP50304 Release 2: Layout adjusted. No changes to content.

PSP50304 Release 1: Primary release.

Description

This specialist qualification covers the competencies required by Court Officers, Sheriff's Officers, Bailiffs or Marshals. There are two streams catered for within the qualification - the management of court services and court compliance for those who have supervisory responsibilities for a small team, carry out the directions of the court and ensure a secure and efficient environment in which the court can function. There are five core units in common plus separate requirements for each stream. Electives should reflect the responsibilities of the individual and the job skills required for effective performance. Where a free choice of Electives is possible in the qualification packaging rules, electives may also be drawn from other Training Packages to reflect the work context and career plans of the individual.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Not applicable.

Packaging Rules

This qualification requires 11 units including:

- 5 core units
- 6 elective units

Choose 6 elective units from the list below

- 1 unit from Group A or B
- a minimum of 2 units from Group C or D
- remaining units from Group E **or** from elsewhere within this Training Package, **or** from another endorsed Training Package **or** Accredited Course.

Units selected should not duplicate content already covered by other units in this qualification.

All elective units must be selected from an equivalent qualification level or higher, unless otherwise stated.

** For this qualification, a maximum of 1 unit from Certificate IV level may be used.

Core Units	
PSPETHC501B	Promote the values and ethos of public service
PSPGOV502B	Develop client services
PSPGOV505A	Promote diversity
PSPOHS501A	Monitor and maintain workplace safety
PSPLEGN501B	Promote compliance with legislation in the public sector
Elective Units	
Group A Elective Unit (Court compliance)	
PSPGOV504B	Undertake research and analysis
Group B Elective Unit (Management of court services)	
PSPCRT601B	Manage court practice and process
Group C Elective Units (Management of court services)	
PSPCRT501C	Perform court duties
PSPCRT502C	Manage jurors
PSPCRT503C	Execute process

PSPCRT504C	Carry out possessions/evictions
Group D Elective Unit (Court compliance)	
PSPCRT501C	Perform court duties
PSPCRT502C	Manage jurors
PSPCRT505B	Undertake senior court listing activities
PSPCRT506B	Perform quasi-judicial functions
PSPCRT507B	Record complex court proceedings
Group E Elective Unit (Court compliance)	
PSPGOV507A	Undertake negotiations
PSPGOV508A	Manage conflict
PSPOHS501A	Monitor and maintain workplace safety
CSCSAS502A	Determine response to security risk
CSCSAS306A	Manage conflict through negotiation
CPPSEC4005A	Facilitate workplace briefing and debriefing processes
PUAOPE003B	Navigate in urban and rural environments
PUAPOLGD001A	Maintain police operational safety
PUAPOL007B	Manage persons in care or custody or in need of assistance
PUAPOL031B	Confiscate assets
PUAPOL033B	Manage intelligence information processes
PUAVEH001B	Drive vehicles under operational conditions
PSPCOM503A	Build and maintain community relationships