



Australian Government

Department of Education, Employment and Workplace Relations

PSPCRT407B Undertake court listings

Revision Number: 3

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Modification History

Release	TP Version	Comments
3	PSP12V1	Elements and performance criteria pre-content edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the ability to undertake court listings in a range of matters for courts. It includes preparing court files, maintaining listing systems, assisting in the allocation of courtrooms and judicial officers, preparing court lists and advising on listings. In practice, undertaking court listings may overlap with other generalist or specialist public sector work activities, such as acting ethically, complying with legislation, applying government processes, using resources, providing client services and gathering information. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

The task of preparing court listings may be performed in all jurisdictions and will be undertaken by authorised court staff operating under specified procedures.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare court files.	1.1. <i>Files listed</i> are located and checked to ensure relevant documents are on file. 1.2. Missing file documents are followed up according to organisational policy and procedures. 1.3. <i>Documentation</i> is prepared according to court requirements. 1.4. Advice is provided that files are ready for collection.
2. Maintain listing systems.	2.1. Listing system is set up according to the number of presiding officials available as per <i>rosters</i> . 2.2. <i>Lists</i> are established for hearings according to court requirements and organisational policies and procedures. 2.3. Lists are distributed according to organisational policies and procedures.
3. Assist allocation of courtrooms and judicial officers.	3.1. List of pending cases is accessed from records and information on priorities is obtained. 3.2. Cases are <i>allocated</i> to judicial officers in accordance with legislative requirements. 3.3. Files are located and sorted according to practice and procedures.
4. Prepare court lists.	4.1. Lists of all matters are printed according to organisational policy and procedures. 4.2. <i>Other information</i> on matters is gathered and appropriate action is taken according to organisational policies and procedures. 4.3. Data relating to the allocation of court and judicial officers is recorded. 4.4. Completed lists are <i>prepared</i> and <i>distributed</i> according to practice and procedures.
5. Provide information and options on listings.	5.1. <i>Documentation</i> is prepared and sent to parties in accordance with legislative requirements, practice and procedures. 5.2. Where required, interpreters are booked according to organisational policies and procedures. 5.3. For urgent matters contact is made with the parties and necessary <i>staff</i> . 5.4. <i>Records</i> are completed and <i>forwarded</i> according to organisational policy and procedures.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- initiative and enterprise skills to apply:
 - legislative requirements to court listings
 - procedures relating to public sector legislation, such as OHS and environment in the context of court listings
- literacy skills to gather and analyse information
- problem-solving skills in response to contingencies
- communication skills to deal effectively with a diverse range of stakeholders, such as judicial support officers, associates, court reporters, interpreters, sheriff's officers, and other parties
- interpersonal skills to respond to diversity, including gender and disability
- technical skills to type
- technology skills to operate court-specific software
- planning and organising skills to distribute information

Required knowledge

- legislation, regulations, policies, procedures and guidelines relating to court listings
- courts administration structure
- principles of judicial independence
- current approaches to courts administration
- rules, procedures and practice directions specific to the listing of cases and hearings
- record management procedures and protocols
- client services in relation to listing protocols
- equal employment opportunity principles
- equity and diversity principles
- working ethically
- public sector legislation, such as OHS and environment in the context of court listings

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to:

- locate and use appropriate documentation to prepare court files
- establish and distribute lists in accordance with available judiciary and court requirements
- access pending case information to allocate judicial officers and courtrooms
- complete and distribute lists of matters to appropriate parties in accordance with legislative requirements, practices and procedures

Consistency in performance

Competency should be demonstrated by undertaking court listings for various matters, on a range of occasions and over time.

Context of and specific resources for assessment

Assessment must comply with:

- applicable regulations and codes
- workplace procedures and protocols.

Access may be required to:

- a workplace environment or one that closely resembles normal work practices and replicates the range of conditions likely to be encountered when undertaking court listings, including coping with difficulties, irregularities and breakdowns in routine
- legislation, policy, procedures and protocols relating to court listings
- case studies and workplace scenarios to capture the range of situations likely to be encountered when undertaking court listings for a range of matters

Guidance information for assessment

The following assessment methods are suggested:

- oral questioning about relevant legislation, acting ethically, and applying processes
- observation of the candidate responding to a range of contexts to ensure achievement of the unit outcomes
- feedback from peers and/or supervisor that the candidate consistently applies relevant workplace procedures
- review of records completed by candidate or reports of performance

In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency that are difficult to assess directly. Questioning techniques should suit the

language and literacy levels of the candidate.

Range Statement

<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. <i>Bold italicised</i> wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Files listed</i> may be for:	<ul style="list-style-type: none"> • same day. • following day • future day
<i>Documentation</i> may include:	<ul style="list-style-type: none"> • information sheet • statistical form • electronic record keeping • register • list
<i>Rosters</i> may be established by:	<ul style="list-style-type: none"> • presiding officials • judicial support staff • administrative support staff
<i>Lists</i> may include:	<ul style="list-style-type: none"> • presiding official's schedule • matters listed in order of priority • matters listed by jurisdiction • matters listed by duration
<i>Allocated</i> cases may involve:	<ul style="list-style-type: none"> • responding to cases on the day • determination of date • obtaining information on duration of case • identification of jurisdiction • determination of availability of services
<i>Other information</i> may include:	<ul style="list-style-type: none"> • manual diary and notifications from judicial support officers • availability of services
<i>Preparation</i> of list may include:	<ul style="list-style-type: none"> • printing • conversion to applicable electronic format • manual registration
<i>Distribution</i> of list may be to:	<ul style="list-style-type: none"> • stakeholders • website • newspapers • court reporting services • court complex • internal and external clients
<i>Documentation</i> for parties may include:	<ul style="list-style-type: none"> • letter • computer-generated notice

	<ul style="list-style-type: none"> • electronic publication
Staff may include:	<ul style="list-style-type: none"> • court reporter • sheriff's officer • corrections officer • judicial support staff • presiding official • court administration officer • security
Records may include:	<ul style="list-style-type: none"> • record of contacts, such as copy of letter or notice on file, or a note on file • case outcomes • notification of outcomes produced to listings • information from outcomes recorded separately for statistical purposes • electronic records
Forwarded records may include:	<ul style="list-style-type: none"> • notice of outcome sent to parties • file forwarded depending on outcome • electronic record keeping

Unit Sector(s)

Not applicable.

Competency field

Courts.