# PUA41506 Certificate IV in Public Safety (Defence Paralegal Services)

**Release: 1**

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

## PUA41506 Certificate IV in Public Safety (Defence Paralegal Services)

## Modification History

Not applicable.

## Description

Not applicable.

## Pathways Information

Not applicable.

## Licensing/Regulatory Information

Not applicable.

## Entry Requirements

Not applicable.

# Employability Skills Summary

**Employability Skills Summary for PUA41506 Certificate IV in Public Safety (Defence Paralegal Services)**

Employability Skills are part of a unit of competency.

Employability Skills statements from a selection of units of competency from the PUA41506 Certificate IV in Public Safety (Defence Paralegal Services) have been reproduced in the table below.

This table provides an example of Employability Skills for the qualification because Employability Skills within a qualification will vary depending on the qualification packaging options.

| Public Safety qualifications have core units (which must be achieved) and elective units (where there is a choice of units which must be achieved) so different Employability Skills Summaries are possible within the one qualification, depending on the package of core units and chosen elective units.<br><br>**Employability Skill** | **Employability Skills Statement** |
| --- | --- |
| **Communication** | • compile reports on equity and diversity issues<br>• comply with organisational policies and practices including legislative requirements and standard procedures<br>• develop techniques for giving and receiving feedback in a constructive manner<br>• identify and communicate equity and diversity strategies to team members<br>• provide feedback on equity and diversity strategies to managers<br>• use verbal and non-verbal communication techniques including body language, language style and active listening |
| **Teamwork** | • apply techniques to support others<br>• foster and promote equity and diversity practices<br>• provide assistance to maximise individual contribution to the |

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| | attainment of the team objectives |
| | • supervise and monitor equity and diversity processes within the workplace |
| | • understand team dynamics, aims and objectives |
| | • understand the composition, roles and responsibilities of team members |
| **Problem solving** | • analyse and solve problems |
| | • deal with minor incidents |
| | • resolve grievances and complaints without bias |
| | • take action to correct inappropriate behaviour |
| **Initiative and enterprise** | • translate research and analysis into clear advice to stakeholders |
| **Planning and organising** | • apply processes to resolve grievance and complaints |
| | • determine and manage the constraints and risks relevant to the task |
| | • identify sources of information on equity and diversity in accordance with legislative requirements, and organisational policies and practices |
| | • understand and apply throughout the operation, occupational health and safety requirements and recognised safety precautions, including those contained in Australian Defence Force procedures |
| **Self-management** | • act independently |
| | • ensure that the individual decision making process is conducted in accordance with standard procedures |
| **Learning** | • develop an understanding of equity and diversity strategies and techniques |
| **Technology** | • use appropriate information technology and software |

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# Packaging Rules

**Qualification Requirement**: **15 units**
**All 8 core units plus 1 unit from the specialisation elective units plus 6 general elective units**
Specialisation elective units should be selected from the fields that most closely align to an individual's occupational outcomes.
The general elective units may be taken from the general elective units listed below, or may include 2 units taken from within this Training Package or any other endorsed Training Package at the same qualification level or at a higher level.

| Code | Core Units |
| --- | --- |
| PUADEFEQ001C | Work with equity and diversity |
| BSACS301A | Apply the principles of confidentiality and security within the legal environment |
| BSALC301A | Use legal terminology in order to carry out tasks |
| BSALPP301A | Apply knowledge of the legal system to complete tasks |
| PSPGOV201B | Work in a public sector environment |
| PSPGOV202B | Use routine workplace communication techniques |
| PSPGOV302B | Contribute to workgroup activities |
| PSPOHS201B | Follow workplace safety procedures |

| Code | Specialisation Elective Units |
| --- | --- |
| PUADEFPL001B | Provide support in service discipline and criminal law matters |
| PUADEFPL003B | Provide support in administrative law matters |
| PUADEFPL005B | Provide support in operations law matters |
| PUADEFPL007B | Provide support in contract law matters |
| PUADEFPL009B | Provide support in environmental law matters |
| PUADEFPL011B | Provide support in legal assistance matters |
| PUADEFPL012B | Assess civil claims |

| Code | General Elective Units |
| --- | --- |
| BSACS401A | Provide non-legal advice |

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| Code | Core Units |
|------|------------|
| BSALC401A | Interact with other parties |
| BSALC402A | Research, locate and provide legal and other information in response to requests |
| BSALF301A | Maintain records for time and disbursements in a legal practice |
| BSALLG401A | Arrange documents and list exhibits for litigation support |
| BSALO301A | Assist in prioritising and planning activities in a legal practice |
| BSALPP302A | Carry out search of the public record |
| BSALPP303A | Deliver court documentation |
| BSALPP501A | Obtain information from a client |
| BSALR301A | Handle receipt and despatch of information |
| BSBSUS301A | Implement and monitor environmentally sustainable work practices |
| PSPGOV422A | Apply government processes |
| PUADEFEQ002B | Supervise equity and diversity in the workplace |
| PUADEFRI001B | Treat risk within Defence at an operational level |
| PUADEFRI002B | Conduct risk assessment in a Defence environment |

**NOTES**

BSA units have been imported from the BSB01 Business Services Training Package.

PSP units have been imported from the PSP04 Public Sector Training Package.


Information about customising PUA00 Public Safety Training Package qualifications is on page <u>12</u>.