



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **SFICOMP204B Present evidence in a court setting**

**Release: 1**

## SFICOMP204B Present evidence in a court setting

### Modification History

Not Applicable

### Unit Descriptor

<b>Unit descriptor</b>	<p>This unit of competency involves participating in courtroom procedures and protocols and presenting evidence in court relating to observations.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.</p>
------------------------	--

### Application of the Unit

<b>Application of the unit</b>	<p>When a person provides evidence of non-compliance to agencies that have the authority to prosecute, that person may be required as a witness to present the evidence in a judicial or quasi-judicial setting.</p> <p>The observations will not relate to seized items.</p>
--------------------------------	---

### Licensing/Regulatory Information

Refer to Unit Descriptor

### Pre-Requisites

<b>Prerequisite units</b>		

## Employability Skills Information

<b>Employability skills</b>	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 required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
---	--

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Attend briefing with prosecutor	<p>1.1. <b>Briefing</b> arrangements are confirmed prior to briefing.</p> <p>1.2. Evidence and relevant documentation required at briefing are confirmed with prosecutor or representative.</p> <p>1.3. <b>Evidence</b> and relevant documentation are accurate and presented at briefing in a clear and concise manner.</p> <p>1.4. Briefing details are recorded and documented and required actions are completed according to prosecutor instructions.</p>
2. Prepare for presentation of evidence	<p>2.1. Confirmation is sought confirming judicial proceedings, including responsibilities and roles.</p> <p>2.2. Evidence and documentation to be presented are prepared according to prosecutor instructions and organisational <b>policies and procedures</b>.</p> <p>2.3. Familiarisation with judicial <b>protocols</b> and procedures is undertaken.</p> <p>2.4. Evidence to be presented is reviewed for completeness.</p>
3. Present evidence	<p>3.1. Evidence is accurate and presented in court in a clear and concise manner.</p> <p>3.2. Judicial protocols and procedures are adhered to.</p> <p>3.3. Prosecutor's instructions throughout proceedings are followed.</p> <p>3.4. Advice and opinions are provided as requested.</p>

## Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
<b>Required skills</b>
<ul style="list-style-type: none"> <li>presenting evidence in a clear and logical manner in a judicial or quasi-judicial setting</li> <li>reviewing evidence</li> </ul>

**REQUIRED SKILLS AND KNOWLEDGE**

- communicating clearly and concisely.

**Literacy skills used for:**

- recording briefing details
- preparing statements.

**Required knowledge**

- agency policies and procedures relating to evidence
- court room procedures and protocols
- roles and responsibilities of officers of the court
- rules of evidence.

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<p>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.</p>	
<b>Overview of assessment</b>	
<b>Critical aspects for assessment evidence required to demonstrate competence in this unit</b>	<p>Assessment must confirm the ability to:</p> <ul style="list-style-type: none"> <li>• present information in a judicial or quasi-judicial setting</li> <li>• present evidence in a clear and logical manner in keeping with courtroom protocols and procedures.</li> </ul> <p>Assessment must confirm knowledge of:</p> <ul style="list-style-type: none"> <li>• courtroom protocols and procedures</li> <li>• rules of evidence.</li> </ul>
<b>Context of and specific resources for assessment</b>	<p>Assessment is to be conducted in a workplace or in a simulated courtroom environment.</p> <p>Resources may include:</p> <ul style="list-style-type: none"> <li>• courtroom setting</li> <li>• evidence relevant to the brief</li> <li>• prosecution brief.</li> </ul>
<b>Method of assessment</b>	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> <li>• observation of practical demonstration</li> <li>• oral questions and answers</li> <li>• role-play.</li> </ul>
<b>Guidance information for assessment</b>	<p>This unit may be assessed holistically with other units within a qualification.</p>

## Range Statement

<b>RANGE STATEMENT</b>
<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. <b>Bold italicised</b></p>

<b>RANGE STATEMENT</b>	
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.	
<b>Briefing</b> may include:	<ul style="list-style-type: none"> <li>• telephone</li> <li>• written correspondence.</li> </ul>
<b>Evidence</b> may include:	<ul style="list-style-type: none"> <li>• equipment or fish samples</li> <li>• expert opinion</li> <li>• field notes</li> <li>• logbooks and entries</li> <li>• photographs and drawings</li> <li>• records of conversations, including:               <ul style="list-style-type: none"> <li>• email</li> <li>• face to face</li> <li>• telephone</li> </ul> </li> <li>• relevant documents</li> <li>• reports.</li> </ul>
<b>Policies and procedures</b> may include:	<ul style="list-style-type: none"> <li>• internal memorandums</li> <li>• minutes</li> <li>• organisational guidelines</li> <li>• prosecutor's notes and instructions</li> <li>• quality standards</li> <li>• relevant legislation</li> <li>• standard operating procedures (SOPs).</li> </ul>
<b>Protocols</b> may include:	<ul style="list-style-type: none"> <li>• forms of communication</li> <li>• preparation of statement</li> <li>• recognised codes of practice</li> <li>• respect for people and the office held</li> <li>• standard of dress.</li> </ul>

## Unit Sector(s)

<b>Unit sector</b>	Fisheries compliance
--------------------	----------------------

## Co-requisite units

<b>Co-requisite units</b>		

## Competency field

<b>Competency field</b>	
-------------------------	--