



**Australian Government**

# **CHCADV003 Represent clients in court**

**Release: 1**

## CHCADV003 Represent clients in court

### Modification History

Release	Comments
Release 1	<p>This version was released in <i>CHC Community Services Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages.</p> <p>Significant changes to performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence.</p>

### Application

This unit describes the skills and knowledge required to adequately support and represent clients as they work through the court or tribunal process.

This unit applies to workers at any level in community services or advocacy settings who are responsible for providing formal advocacy services to clients in this capacity.

*The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.*

### Elements and Performance Criteria

#### ELEMENT

*Elements define the essential outcomes*

#### 1. Prepare for court

#### PERFORMANCE CRITERIA

*Performance criteria specify the performance needed to demonstrate achievement of the element*

- 1.1 Communicate with client to ensure representation is based on needs and is relevant
- 1.2 Inform client of court processes and clarify roles and responsibilities
- 1.3 Follow appropriate court preparation procedures and format in line with organisation requirements
- 1.4 Liaise and brief solicitor or legal representative at all stages of court or tribunal process
- 1.5 Check files and relevant paperwork and update for accuracy
- 1.6 Deliver relevant and appropriate legal notice/s with

**ELEMENT****PERFORMANCE CRITERIA**

*Elements define the essential outcomes*

*Performance criteria specify the performance needed to demonstrate achievement of the element*

adequate time allowed prior to court appearance

2. Represent client in court

2.1 Observe appropriate court dress, grooming and etiquette and professional attitude

2.2 Answer questions and present facts clearly, concisely, confidently and accurately

3. Follow up court appearance according to organisation procedures

3.1 Prepare accurate records, reports and updates resulting from the court appearance

3.2 Undertake appropriate debriefing with client, colleagues, supervisor and/or solicitor

3.3 Discuss and confirm with solicitor, supervisor and/or colleagues a process for monitoring any actions during the period of adjustment following the court or tribunal appearance

**Foundation Skills**

*The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.*

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

**Unit Mapping Information**

No equivalent unit.

**Links**

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4fle53>