



**Australian Government**

# **DEFDPL001 Provide high-level support on service discipline matters**

**Release: 1**

# **DEFDPL001 Provide high-level support on service discipline matters**

## **Modification History**

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

## **Application**

This unit specifies the skills and knowledge required to provide high-level support on service discipline matters within a Defence legal environment.

It includes planning and preparing to provide highlevel support, clarifying complex legal issues and performing legal research. It also includes preparing complex documents and finalising legal matters.

This unit applies to Defence personnel who are required to provide more complex paralegal support services.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work mostly independently while part of a team, and perform routine and complex tasks. They work with limited supervision, with identified approval authorities. They apply solutions to a variety of predictable and complex problems in familiar and unfamiliar contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## **Pre-requisite Unit**

Not applicable

## **Competency Field**

Defence Paralegal Operations

## **Unit Sector**

Not applicable.

## Elements and Performance Criteria

### ELEMENTS

### PERFORMANCE CRITERIA

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

**1 Plan and prepare to provide support**

**1.1** Receive high-level service discipline task

**1.2** Analyse and identify high-level legal issues for the task

**2 Clarify legal issues**

**2.1** Review and clarify high-level legal issues of task with instructing legal officer

**2.2** Obtain additional information relevant to task as required

**2.3** Clearly outline paralegal legal limits of responsibility to stakeholders and establish mutual expectations in accordance with organisational and legal procedures

**3 Perform legal research**

**3.1** Conduct legal research for task as necessary

**3.2** Analyse and document outcomes of legal research in accordance with organisational procedures

**4 Prepare legal documents**

**4.1** Prepare documents for task under instruction from instructing legal officer

**4.2** Review documents for task with instructing legal officer and amend as required

**5 Finalise matter**

**5.1** Finalise documents in accordance with legal and task requirements

**5.2** Communicate task outcomes to stakeholders, as required

**5.3** Update file notes and place outcomes on file in accordance with organisational procedures

**5.4** Appropriately store and secure file to meet legal requirements

## Foundation Skills

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

## Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

## Unit Mapping Information

This unit replaces but is not equivalent to DEFPL014 Provide high level support on service discipline matters.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>