



**Australian Government**

# **DEFDPL002 Provide high-level support on criminal law matters**

**Release: 1**

# DEFDPL002 Provide high-level support on criminal law 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 paralegal support services within a Defence legal environment.

It includes planning and preparing to provide high-level support, clarifying complex legal issues and performing legal research. It also includes preparing complex documents and finalising criminal law matters.

This unit applies to Defence personnel who are required to provide 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 of a team, and perform routine and complex tasks. They would 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.

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|--|--|
| <b>1 Plan and prepare to provide support</b> | <b>1.1</b> Receive criminal law matter task  |
|  | <b>1.2</b> Analyse and identify legal issues for the task  |
| <b>2 Clarify legal issues</b>                | <b>2.1</b> Identify and clarify complex legal issues of task with instructing legal officer  |
|  | <b>2.2</b> Obtain additional information as required to meet task requirements   |
|  | <b>2.3</b> Outline legal limits of own responsibility clearly to stakeholders and establish mutual expectations in accordance with legal and organisational requirements |
| <b>3 Perform legal research</b>              | <b>3.1</b> Identify requirements for researching the task  |
|  | <b>3.2</b> Conduct legal research via multiple resources to complete task  |
|  | <b>3.3</b> Analyse and document research outcomes  |
| <b>4 Prepare documents</b>                   | <b>4.1</b> Prepare required documents for task under instruction from instructing legal officer  |
|  | <b>4.2</b> Review documents for task with instructing legal officer and amend as required  |
| <b>5 Finalise criminal law matter</b>        | <b>5.1</b> Finalise legal documents in accordance with legal and organisational procedures   |
|  | <b>5.2</b> Communicate outcomes to stakeholders as appropriate   |
|  | <b>5.3</b> Update file notes and place outcomes on file in accordance with operating guidelines  |
|  | <b>5.4</b> Store and secure file appropriately   |

## 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 DEFPL015 Provide high-level support on criminal law matters.

## Links

Companion Volume implementation guides are found in VETNet -

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