



**Australian Government**

# **DEFDPL003 Provide high-level support on administrative law matters**

**Release: 1**

# **DEFDPL003 Provide high-level support on administrative 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 high-level support on administrative law matters within a Defence legal environment.

It includes planning, preparing and clarifying complex legal issues, performing legal research and preparing complex legal documents.

This unit applies to Defence personnel who are required to provide highlevel 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.

- |  |   |
|--|---|
| <b>1 Plan and prepare to provide high-level administrative support</b> | <p><b>1.1</b> Receive administrative law task</p> <p><b>1.2</b> Analyse and identify complex legal issues for administrative law task</p>   |
| <b>2 Clarify legal issues</b>  | <p><b>2.1</b> Review and clarify complex legal issues of administrative law task with instructing legal officer</p> <p><b>2.2</b> Obtain additional information as required to meet task requirements</p> <p><b>2.3</b> Clearly outline paralegal legal limits of responsibility to stakeholders in accordance with legal and organisational procedures</p> |
| <b>3 Perform legal research</b>  | <p><b>3.1</b> Conduct legal research for task as necessary</p> <p><b>3.2</b> Analyse and document research outcomes to meet task requirements</p>   |
| <b>4 Prepare legal documents</b>                                       | <p><b>4.1</b> Prepare required legal documents for task under instruction from instructing legal officer</p> <p><b>4.2</b> Review legal documents for task with instructing legal officer and amend, as required</p>  |
| <b>5 Finalise matter</b>   | <p><b>5.1</b> Finalise legal documents to meet legal and task requirements</p> <p><b>5.2</b> Communicate task outcomes to stakeholders, as required</p> <p><b>5.3</b> Update file notes and place outcomes on file in accordance with operating guidelines</p> <p><b>5.4</b> Appropriately store and secure file</p>  |

## 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 DEFPL016 Provide high-level support on administrative law matters.

## Links

Companion Volume implementation guides are found in VETNet -

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