



Australian Government

DEFDPL004 Provide support in Defence administrative law matters

Release: 1

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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 research and prepare documents in administrative law matters within a Defence legal environment.

It includes planning and preparing support and documents involved in administrative law matters. It also includes researching case history and assisting the instructing legal officer to prepare for administrative inquiry processes.

This unit applies to Defence personnel who provide services to support legal practitioners in administrative enquiries and processes under supervision. These services include processing documents and assisting in preparation for administrative inquiries.

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 for the provision of support in administrative law

1.1 Receive and act on instructions that require the provision of support in administrative law

1.2 Analyse circumstances covered by the instruction and interpret issues

2 Prepare and process documents involved in administrative law matters

2.1 Identify, prepare and process documents in accordance with legal practices and organisational procedures

2.2 Prepare letters and other required documents and forward to instructing legal officer for review

2.3 Identify, prepare and process documents for administrative inquiries and/or other relevant processes

2.4 Review information with instructing legal officer and retrieve, copy and despatch identified documents in accordance with legal practices and organisational procedures

2.5 Collect and archive post administrative inquiry documents in accordance with organisational procedures, as required

3 Assist instructing legal officer to prepare for administrative inquiries

3.1 Identify different administrative inquiries and prepare appropriate files

3.2 Discuss file with instructing legal officer and plan work in accordance with critical dates

3.3 Canvass availability of legal officers and forward details to instructing legal officer to facilitate engagement that meets task 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 and is equivalent to DEFPL017 Provide support in 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>