



Australian Government

Assessment Requirements for DEFDPL009 Manage and analyse a legal file

Release: 1

Assessment Requirements for DEFDPL009 Manage and analyse a legal file

Modification History

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

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- classifying and sorting information
- determining processes and steps to facilitate running a file
- opening a file for the legal matter at hand including:
 - assembling and evaluating background information and critical documents
 - carrying out conflict of interest test
 - communicating effectively on complex legal matters
 - coordinating with instructing legal officer to prepare for complex trial or service discipline proceedings
 - ensuring trial/tribunal and post-trial/tribunal administration is completed in accordance with legal and operational procedures
 - establishing timelines and criteria
 - implementing written and oral instructions to prepare effective complex briefs
 - initiating preliminary file activities
 - obtaining relevant documents
 - preparing and processing documents involved in complex criminal law matters
 - preparing legal documents to support complex legal matters
 - preparing summaries of cases in complex legal matters
 - providing appropriate support in complex criminal law matters
 - undertaking analysis of information to determine status and value
 - undertaking complex research to support instructing legal officer.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- client negotiation techniques
- complex legal practices and procedures
- conflict of interest test check procedure

- criminal law matters and service discipline proceedings
- Defence Force Discipline Act (DFDA) and related legislation
- legal terminology relevant to simple and complex legal matters
- privacy principles
- relationship between trials and tribunals, and potential impact on legal proceedings
- relevant legal practices and procedures
- relevant legal process, documents and exhibits, legislation and sections, and stages involved in the legal process
- running a file procedures and required tasks
- summary hearing/court/tribunal processes and their relevance to paralegal operational procedures
- trials and service discipline proceedings and their relevance to paralegal operational procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet -

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