



Australian Government

DEFDPL012 Work in a public service legal environment

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 describes the skills required to provide paralegal support services within a Defence legal environment. This includes understanding workplace requirements of the public sector and the tasks and processes required within this.

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.

Those undertaking this unit would work both independently and as part of a team while performing routine tasks. They would work with direct supervision and apply known solutions to a variety of predictable problems.

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

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

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

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|---|---|
| 1 Provide legal support | 1.1 Keep paperwork up to date and report on the progress of matter to stakeholders under guidance of the instructing legal officer |
| | 1.2 Conflicts of interest or potential conflict of interest for the matter are checked and referred to the instructing legal officer |
| | 1.3 Treat clients and colleagues with respect and behave with honesty and integrity at all times |
| | 1.4 Ensure all files are appropriately stored and secured |
| 2 Maintain confidentiality | 2.1 Ensure information is protected |
| | 2.2 Use discretion and judgement in all communication |
| | 2.3 Ensure that legal matters are only discussed within the confines of the practice and with appropriate personnel |
| 3 Use appropriate legal terminology in all communication | 3.1 Use appropriate legal terminology in all communication |
| | 3.2 Spell and pronounce legal terminology correctly and in the appropriate context when completing work tasks |

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

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

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