



Australian Government

Assessment Requirements for DEFDPL016

Conduct legal research

Release: 1

Assessment Requirements for DEFDPL016 Conduct legal research

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 the requirements of the elements and performance criteria on at least one occasion and include:

- analysing information to determine facts, issues and scope of a task in keeping with the instructing legal officer's brief
- communicating research findings effectively and logically
- filing and maintaining records in accordance with Defence policy
- identifying and developing research strategies utilising available resources, including staff
- preparing legal documents in accordance with identified processes
- undertaking research, reporting findings and seeking feedback to confirm the task is completed.

Knowledge Evidence

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

- document presentation to convey research findings
- records management in accordance with Defence policy
- relevant administrative and legal practices and procedures mandated by Defence
- relevant legal terminology and its use in accordance with organisational procedures
- relevant legislation, policies and commentary reflecting the particular matter
- research strategies and scoping techniques
- working knowledge of recognised legal research tools, databases and Defence information management systems.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

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.

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.

Resources for assessment must include access to:

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

Links

Companion Volume Implementation Guides are found on VETNet -

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