



Australian Government

Assessment Requirements for DEFDPL018 Manage and analyse a legal matter file

Release: 1

Assessment Requirements for DEFDPL018 Manage and analyse a legal matter 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 the requirements of the elements and performance criteria on at least one occasion and include:

- classifying and sorting information to extract relevant information and identify timelines
- communicating effectively across legal matters with legal officer and clients
- coordinating with instructing legal officer to plan the support and resourcing of the legal matter
- determining processes and steps to facilitate running a file
- filing and maintaining records in accordance with Defence policy
- implementing instructions to prepare effective briefs for support staff and clients
- opening a file for the legal matter at hand, including:
 - assembling and evaluating background information and critical documents
 - carrying out conflict of interest test
 - ensuring file administration is completed in accordance with legal and operational procedures
 - establishing timelines and criteria
 - initiating preliminary file activities
 - obtaining relevant documents
 - preparing and processing documents involved across legal matters
- undertaking research to support instructing legal officer.

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 include knowledge of:

- client and staff engagement techniques
- conflict of interest test check procedure
- Defence legal practices, procedures and standards
- information sharing in accordance with organisational policies and procedures
- legal terminology relevant to simple and complex legal matters within the legal office
- privacy principles and records management in accordance with Defence policy

- records management in accordance with Defence policy
- relevant legal process, documents and exhibits, legislation and sections, and stages involved in the legal process for matters within the legal office
- running a file procedure and required tasks.

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>