



Australian Government

**Assessment Requirements for DEFDPL023
Provide high-level support on
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.

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:

- communicating effectively on complex legal matters
- coordinating with instructing legal officer to prepare for law matters
- ensuring all relevant administration is completed in accordance with legal and operational procedures
- filing and maintaining records for administrative law matters in accordance with Defence policy
- preparing and processing documents involved in complex administrative law matters
- providing appropriate support in complex administrative law matters
- undertaking analysis of information to determine relevance and value
- undertaking complex research to support instructing legal officer
- updating all records, storing and securing files in accordance with legal and record keeping requirements, upon finalisation.

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:

- administrative law matters and their relevance to paralegal operational procedures
- complex legal practices and procedures
- Defence (Inquiry) Regulation and related legislation
- interrelationship between administrative law matters and discipline law matters, and potential impact on legal procedure
- legal terminology relevant to Defence administrative law matters
- military administrative law matters and service discipline proceedings
- records management in accordance with Defence Policy
- relevant legal practices, procedures and application to matters
- relevant manuals and policies involved in the Defence administrative legal process.

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>