



Australian Government

DEFDPL023 Provide high-level support on administrative law matters

Release: 1

DEFDPL023 Provide high-level support on administrative law matters

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 and knowledge required to provide high-level support on administrative law matters within a Defence legal environment.

It includes planning, preparing and clarifying complex legal issues; performing legal research and preparing complex legal documents.

This unit applies to Defence personnel who are required to provide high-level 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.

Persons undertaking this unit work mostly independently while part of a team and perform routine and complex tasks. They work with limited supervision, with identified approval authorities. They apply solutions to a variety of predictable and complex problems, in familiar and unfamiliar contexts.

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

PERFORMANCE CRITERIA

Elements describe the essential outcomes.

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

1 Plan and prepare to provide high-level administrative support

- 1.1** Receive and register an administrative law matter
- 1.2** Determine what stage in the process the administrative law matter has reached
- 1.3** Analyse and identify complex legal issues for administrative law matter

2 Clarify legal issues

- 2.1** Review and clarify complex legal issues of administrative law matter with instructing legal officer
- 2.2** Obtain additional information, as required, to meet matter requirements
- 2.3** Clearly outline paralegal legal limits of responsibility to stakeholders in accordance with legal and organisational procedures

3 Perform legal research

- 3.1** Conduct legal research for matter as necessary
- 3.2** Analyse and document research outcomes to meet matter requirements

4 Prepare legal documents and advices

- 4.1** Prepare required legal documents and advices under instruction from instructing legal officer
- 4.2** Review legal documents and advices with instructing legal officer and amend, as required

5 Finalise matter

- 5.1** Finalise legal documents to meet legal and matter requirements under instruction from instructing legal officer
- 5.2** Communicate matter outcomes to stakeholders, as required
- 5.3** Update file notes and place outcomes on file in accordance with operating guidelines
- 5.4** Store and secure file in accordance with organisational procedures

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 DEF Defence Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFDPL003 Provide high-level support on administrative law matters.

Links

Companion Volume Implementation Guides are found on VETNet -

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