



Australian Government

**Assessment Requirements for DEFDPL024
Provide high-level support on criminal 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:

- analysing information to determine context and category of request so relevant organisation procedures are followed
- communicating effectively and logically on criminal legal matters with instructing legal officer, client and stakeholders
- coordinating with instructing legal officer to prepare for high-level support in criminal law matters trial
- ensuring administration requirements are completed in accordance with legal and operational procedures
- filing and maintaining records for criminal law matters in accordance with Defence policy
- identifying appropriate templates and precedents for use
- implementing written and oral instructions to prepare effective complex advice briefs
- planning, preparing and processing documents involved in criminal law matters in accordance with instructions from legal office
- progressing and managing the matter in conjunction with the instructing legal officer
- 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 of the requirements of the elements and performance criteria and include knowledge of:

- legal practices, procedures and stages relevant to criminal law matters and awareness of relationship with Australian Defence Force (ADF) administrative law and service discipline law
- legislation, regulations and policies relevant to high-level support to criminal law matters compliant with paralegal operational procedures
- records management in accordance with Defence policy
- relationship between trials and tribunals and their impact

- relevant legal practices and procedures
- relevant legal process, documents and exhibits, legislation and sections, and stages involved in the legal process
- relevant legal terminology and its use in accordance with organisational procedures
- stakeholders/agencies involved in criminal law matters
- summary hearing/court/tribunal processes within and external to Defence.

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>