DEFDPL026 Provide high-level support on operations 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.

Application

This unit describes the skills and knowledge required to provide high-level support on operations law matters within a Defence legal environment.

It includes planning and preparing for the provision of high-level support on operations law matters, analysing the circumstance surrounding a complex issue, conducting research, consulting legal officers and providing information.

This unit applies to Defence personnel who provide high-level support services to legal practitioners on operations law matters.

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.

The high-level support provided in this unit must be within the legal limit of the individual's responsibility.

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 support on operations law matters	1.1 Identify circumstances that require the provision of high-level support on operations law
	1.2 Analyse identified circumstances and interpret and clearly define issues
2 Receive enquiry	2.1 Identify, analyse and clarify enquirer needs
	2.2 Clearly outline to enquirer, the paralegal legal limits of responsibility prior to imparting information in accordance with organisational policy
	2.3 Identify enquiries outside area of own responsibility and seek assistance or refer enquiry to legal officer, as required
3 Provide information on operations law	3.1 Record enquirer or event details and problems in accordance with organisational procedures
	3.2 Relay information, as required, in accordance with organisational procedures
	3.3 Conduct research within scope of own paralegal legal responsibility
	3.4 Assess and confirm information that can be disclosed and not disclosed in consultation with relevant personnel
	3.5 Communicate information once disclosure status has been confirmed in accordance with organisational procedures
4 Consult legal officer to resolve issues	4.1 Discuss issues with legal officer in accordance with legal practices and operational procedures
	4.2 Communicate issues to legal officer and discuss appropriate action in accordance with legal practices and operational procedures
	4.3 Complete agreed action in accordance with legal practices and operational 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 DEFDPL005 Provide high-level support on operations law matters.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9