



**Australian Government**

# **DEFDPL027 Provide high-level support on service discipline matters**

**Release: 1**

# **DEFDPL027 Provide high-level support on service discipline 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 service discipline matters within a Defence legal environment.

It includes planning and preparing to provide high-level support, clarifying complex legal issues and performing legal research. It also includes preparing complex documents and finalising legal matters.

This unit applies to Defence personnel who are required to provide more complex 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 support**

**1.1** Receive high-level service discipline matter and determine if it involves a Summary Authority Hearing or Superior Tribunal matter

**1.2** Analyse and identify high-level legal issues for the matter

#### **2 Clarify legal issues**

**2.1** Review and clarify high-level legal issues of matter with instructing legal officer

**2.2** Obtain additional information relevant to matter from stakeholders, as required

**2.3** Outline limitations within scope of the paralegal's responsibility to stakeholders and establish mutual expectations in accordance with organisational and legal procedures

#### **3 Perform legal research**

**3.1** Conduct legal research for matter, as necessary

**3.2** Analyse and document outcomes of legal research in accordance with organisational procedures

#### **4 Prepare legal documents**

**4.1** Prepare documents for matter under instruction from instructing legal officer

**4.2** Review documents for matter with instructing legal officer and amend as required

#### **5 Finalise matter**

**5.1** Finalise documents in accordance with legal and matter requirements

**5.2** Communicate matter outcomes to stakeholders, as required

**5.3** Update file notes and place outcomes on file in accordance with organisational procedures

**5.4** Store and secure file to meet legal requirements

## 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 supersedes and is equivalent to DEFDPL001 Provide high level support on service discipline matters.

## Links

Companion Volume Implementation Guides are found on VETNet -

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