



Australian Government

DEFDPL028 Provide paralegal support across Defence legal matters and tasks

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 paralegal support across legal matters and tasks within a Defence legal environment.

It includes scoping the provision of paralegal support; preparing, processing and recording documents; and performing legal research. It also includes understanding public sector workplace requirements, tasks and processes.

This unit applies to Defence personnel who are required to provide 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

Elements describe the essential outcomes.

1 Scope the provision of paralegal support

2 Prepare, process and record documents

3 Perform legal research

PERFORMANCE CRITERIA

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

1.1 Receive and register legal matters from client or instructing legal officer

1.2 Confirm purpose and timeframe of client requirements

1.3 Clearly outline legal matter to client and establish mutual expectations in accordance with operating guidelines and within the scope of the paralegal's responsibility

2.1 Identify, prepare and record documents to meet matter requirements

2.2 Check incoming documents and contact sender where additional information is required

2.3 Review documents with instructing legal officer

3.1 Use and retrieve precedents and case law in conjunction with instructing legal officer to complete matter

3.2 Maintain records of research outcomes in accordance with operating procedures and using relevant Defence systems

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 DEFDPL006 Provide support in legal assistance matters.

Links

Companion Volume Implementation Guides are found on VETNet -

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