



Australian Government

DEFDPL029 Provide support in 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.

Application

This unit describes the skills and knowledge required to provide paralegal support in criminal law matters.

It includes planning and preparing for the provision of support in criminal law, documenting and researching case histories, and assisting instructing legal officer to prepare for criminal law matters. It also includes assisting instructing legal officer to prepare for trial or service discipline proceedings, and conducting pre- and post-trial/tribunal administration.

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

PERFORMANCE CRITERIA

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and prepare for the provision of support in criminal law matters	1.1 Receive and act on instructions that require the provision of support in criminal law matters
	1.2 Analyse circumstances, and interpret and clearly define discipline issues
	1.3 Review requests for information with instructing legal officer and retrieve, copy and despatch identified documents in accordance with legal practices and procedures
2 Prepare and process documents involved in criminal law matters	2.1 Check incoming documents for completeness and timely delivery, and contact sender where insufficient information is supplied or deadlines are not honoured
	2.2 Identify, complete initial preparation and process documents in accordance with legal practices and procedures
	2.3 Despatch documents in accordance with legal practices and organisational procedures
3 Perform research to support instructing legal officer	3.1 Review files and determine research requirements in conjunction with instructing legal officer
	3.2 Retrieve and process relevant documents and exhibits in accordance with legal practices and organisation procedures
	3.3 Retrieve, research and review precedent and case law, Defence Legal Technical Guidance material, procedural manuals and legislation and make summaries, as required
	3.4 Forward summaries from research and review to instructing legal officer and present explanations, as required
4 Assist instructing legal officer to prepare advice for Command	4.1 Discuss file with instructing legal officer to determine appropriate level of engagement with the matter, and plan and diarise work
	4.2 Assist legal officer to identify relevant trial/tribunal and prepare appropriate files and notifications
	4.3 Prepare brief under instruction of legal officers for

		delivery to Command
5 Conduct trial administration	5.1	Provide administrative support for the conduct of pre, during and post-trial
	5.2	Prepare and process relevant trial administrative instruction
	5.3	Identify and notify superior tribunal personnel of roles and other relevant trial details
	5.4	Collect and archive, as required, post-trial relevant documents, process outcomes, and liaise with stakeholders

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 but is not equivalent to DEFDPL011 Provide support in criminal law matters.

Links

Companion Volume Implementation Guides are found on VETNet -

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