



Australian Government

Department of Education, Employment and Workplace Relations

DEF41512 Certificate IV in Defence Paralegal Services

Release: 1

DEF41512 Certificate IV in Defence Paralegal Services

Modification History

Not applicable.

Description

Not applicable.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Employability Skills Summary for DEF41512 Certificate IV in Defence Paralegal Services

Employability Skills are part of a unit of competency.

Employability Skills statements from a selection of units of competency from the DEF41512 Certificate IV in Defence Paralegal Services have been reproduced in the table below.

This table provides an example of Employability Skills for the qualification because Employability Skills within a qualification will vary depending on the qualification packaging options.

Employability Skill	Employability Skills Statement
Communication	<ul style="list-style-type: none"> • compile reports on equity and diversity issues • comply with organisational policies and practices including legislative requirements and standard procedures • develop techniques for giving and receiving feedback in a constructive manner • identify and communicate equity and diversity strategies to team members • provide feedback on equity and diversity strategies to managers • use verbal and non-verbal communication techniques including body language, language style and active listening
Teamwork	<ul style="list-style-type: none"> • apply techniques to support others • foster and promote equity and diversity practices • provide assistance to maximise individual contribution to the attainment of the team objectives • supervise and monitor equity and diversity processes within the workplace • understand team dynamics, aims and objectives • understand the composition, roles and responsibilities of team members
Problem solving	<ul style="list-style-type: none"> • analyse and solve problems • deal with minor incidents • resolve grievances and complaints without bias • take action to correct inappropriate behaviour
Initiative and enterprise	<ul style="list-style-type: none"> • translate research and analysis into clear advice to stakeholders
Planning and	<ul style="list-style-type: none"> • apply processes to resolve grievance and complaints • determine and manage the constraints and risks relevant to the

organising	<p>task</p> <ul style="list-style-type: none"> • identify sources of information on equity and diversity in accordance with legislative requirements, and organisational policies and practices • understand and apply throughout the operation, occupational health and safety requirements and recognised safety precautions, including those contained in Australian Defence Force procedures
Self-management	<ul style="list-style-type: none"> • act independently • ensure that the individual decision making process is conducted in accordance with standard procedures
Learning	<ul style="list-style-type: none"> • develop an understanding of equity and diversity strategies and techniques
Technology	<ul style="list-style-type: none"> • use appropriate information technology and software

Packaging Rules

Qualification Requirement: 15 units

All 8 core units plus 1 unit from the specialisation elective units plus 6 general elective units

Specialisation elective units should be selected from the fields that most closely align to an individual's occupational outcomes.

The general elective units may be taken from the general elective units listed below, or may include 2 units taken from within this Training Package or any other endorsed Training Package at the same qualification level or at a higher level.

Code	Core Units
DEFEQ001C	Work with equity and diversity
BSACS301A	Apply the principles of confidentiality and security within the legal environment
BSALC301A	Use legal terminology in order to carry out tasks
BSALPP301A	Apply knowledge of the legal system to complete tasks
PSPGOV201B	Work in a public sector environment
PSPGOV202B	Use routine workplace communication techniques
PSPGOV302B	Contribute to workgroup activities
PSPOHS201B	Follow workplace safety procedures
Code	Specialisation Elective Units
DEFPL001B	Provide support in service discipline and criminal law matters
DEFPL003B	Provide support in administrative law matters
DEFPL005B	Provide support in operations law matters
DEFPL007B	Provide support in contract law matters
DEFPL009B	Provide support in environmental law matters
DEFPL011B	Provide support in legal assistance matters
DEFPL012B	Assess civil claims
Code	General Elective Units
BSACS401A	Provide non-legal advice
BSALC401A	Interact with other parties
BSALC402A	Research, locate and provide legal and other information in response to requests
BSALF301A	Maintain records for time and disbursements in a legal practice
BSALLG401A	Arrange documents and list exhibits for litigation support
BSALO301A	Assist in prioritising and planning activities in a legal practice

BSALPP302A	Carry out search of the public record
BSALPP303A	Deliver court documentation
BSALPP501A	Obtain information from a client
BSALR301A	Handle receipt and despatch of information
BSBSUS301A	Implement and monitor environmentally sustainable work practices
PSPGOV422A	Apply government processes
DEFEQ002B	Supervise equity and diversity in the workplace
DEFRI001B	Treat risk within Defence at an operational level
DEFRI002B	Conduct risk assessment in a Defence environment
