



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **DEF51112 Diploma of Defence Paralegal Services**

**Release: 1**

## **DEF51112 Diploma of 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 DEF51112 Diploma of Defence Paralegal Services

Employability Skills are part of a unit of competency.

Employability Skills statements from a selection of units of competency from the DEF51112 Diploma of 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.

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

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

## Packaging Rules

### Qualification Requirement: 13 units

### All 5 core units plus 1 unit from the specialisation elective units plus 7 general elective units

Specialist 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 a higher level.

<b>Code</b>	<b>Core Units</b>
DEFEQ002B	Supervise equity and diversity in the workplace
BSALC501A	Run a file
BSALPP401A	Prepare and produce complex legal documents
BSALPP502A	Draft legally binding documents
PSPOHS401B	Implement workplace safety procedures and programs
<b>Code</b>	<b>Specialisation Elective Units</b>
DEFPL002B	Provide advice on service discipline and criminal law matters
DEFPL004B	Provide advice on administrative law matters
DEFPL006B	Provide advice on operations law matters
DEFPL008B	Provide advice on contract law matters
DEFPL010B	Provide advice on environmental law matters
DEFPL013B	Provide advice on civil claims
<b>Code</b>	<b>General Elective Units</b>
BSALLG501A	Assist with the discovery process
BSALLG502A	Appear in court
BSALLG503A	Attend pre-trial negotiations
BSALPL501A	Cost complex files
BSBADM406A	Organise business travel
BSBADM502A	Manage meetings
BSBFLM501B	Manage personal work priorities and professional development
BSBFLM503B	Manage effective workplace relationships
BSBFLM511B	Develop a workplace learning environment
BSBSUS301A	Implement and monitor environmentally sustainable work practices
FNSACCT501A	Provide financial and business performance information

FNSACCT609A	Evaluate financial risk
PSPGOV503B	Coordinate resource allocation and usage
PSPGOV511A	Provide leadership
DEFEQ003B	Manage equity and diversity
DEFRI001B	Treat risk within Defence at an operational level
DEFRI002B	Conduct risk assessment in a Defence environment
TAAASS401C	Plan and organise assessment
TAAASS402C	Assess competence
TAAASS404B	Participate in assessment validation
TAADEL301C	Provide training through instruction and demonstration of work skills

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