Assessment Requirements for PSPCRT004 Handle exhibits and documents tendered

Release: 1

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Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying legislation, rules, practices and procedures relating to working in a court environment
- explaining procedures and the correct use of personal protective equipment to those handling potentially hazardous exhibits and documents
- completing court forms, documentation and administrative requirements
- recording trial and courtroom numbers, marking/tagging exhibits
- responding to contingencies

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legislative requirements, court procedures and protocols
- documentary and administrative requirements
- procedures relating to WHS and handling potentially hazardous exhibits and documents

Assessment Conditions

Assessment of this unit requires evidence gathered over time in a workplace environment or one that closely resembles normal work practice and replicates the diverse conditions likely to be encountered when handling exhibits and documents.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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