



Australian Government

PSPCART012 Audio record complex court proceedings

Release: 1

PSPCRT012 Audio record complex court proceedings

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPCRT411B Audio record complex court proceedings. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • All PC revised in Element 1 and 3

Application

This unit describes the skills required to produce recordings and monitor information in courts, including more complex, difficult or unusual proceedings. The unit includes preparing for complex hearings, preparing audio/visual recording equipment and recording complex proceedings.

This unit applies to those working within the court system operating under procedures set by the court.

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, particularly those set by the court.

Those undertaking this unit would generally work independently with occasional supervisory responsibilities. They would perform complex tasks in a range of familiar and unfamiliar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Courts

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for complex hearings	1.1 Examine court roster and cause list to identify jurisdiction, number of judiciary and status of case. 1.2 Locate and check existing glossaries, running sheet and previous transcripts including information specific to the case or jurisdiction. 1.3 Check resources and allow sufficient time to set up before proceedings begin. 1.4 Ensure special requirements for relief recorders and standby equipment have been implemented.
2. Prepare for audio and/or visual recording	2.1 Set up and check microphone and/or recording equipment and cabling. 2.2 Approach counsel at the bar to establish clear identification for audio purposes. 2.3 Obtain case information and scan court file for relevant information.
3. Undertake audio and/or visual recording of complex proceedings	3.1 Operate and monitor recording equipment to achieve and maintain high-quality recording. 3.2 Maintain court protocols, particularly while dealing with legal representatives and responding to queries regarding the transcript. 3.3 Clarify proceedings during adjournments. 3.4 Advise supervisor when court is completed or adjourned. 3.5 Process and secure audio materials in readiness for handover. 3.6 Transfer audio materials to court reporters.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing NA					Oral communication					Numeracy				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to PSPCRT411B Audio record complex court proceedings.

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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