



Australian Government

PSPCART022 Undertake senior court listing activities

Release: 1

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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 PSPCART505B Undertake senior court listing activities. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 2.3 removed

Application

This unit describes the skills required to undertake senior listing activities in a range of criminal, trial, civil and duty matters for courts that may be federal, family, supreme, district, or magistrates. It includes managing listing functions and managing the listing system.

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 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. Manage listing functions	1.1 Monitor listing functions in relevant jurisdictions to ensure effective case management and disposition of cases. 1.2 Produce, maintain and analyse quantitative and qualitative data to evaluate effectiveness of case management and disposition processes. 1.3 Provide information to the legal profession, government agencies and the public regarding complex listing issues and procedures and legislative requirements. 1.4 Monitor allocation of a listing date to ensure efficient listing and avoid over-listing. 1.5 Liaise with the presiding official when allocating cases. 1.6 Respond to complaints from presiding officials relating to listings.
2. Manage listing system	2.1 Monitor maintenance of listing system according to presiding official's availability and rosters and legislative requirements. 2.2 Determine and monitor minimum and maximum numbers of hearings for the list. 2.3 Monitor the distribution of lists.

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 NA					Reading					Writing					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 PSPCRT505B Undertake senior court listing activities.

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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