



**Australian Government**

# **Assessment Requirements for PSPCRT024 Record complex court proceedings**

**Release: 1**

# Assessment Requirements for PSPCRT024 Record complex court proceedings

## Modification History

Release	Comments
1	<p>These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages.</p> <ul style="list-style-type: none"><li>• Assessment Requirements created drawing upon specified assessment information from superseded unit</li></ul>

## 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.

- editing and summarising transcriptions
- managing a large personal workload
- meeting deadlines
- working effectively under pressure
- representing forms and outlines in shorthand
- producing high-quality transcriptions with 99% accuracy at speeds of up to 200 wpm depending on jurisdiction
- applying legislation, regulations, policies and procedures relating to the recording of complex court proceedings
- liaising effectively with a diverse range of people
- reading back transcripts
- operating a shorthand machine

## 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.

- administrative requirements of court reporting
- legal terminology
- legislation, regulations, policies, procedures and guidelines relating to the recording of complex court proceedings

- principles of judicial independence
- proceedings in a full range of courts
- related legislation, including Acts
- federal, state and territory court systems
- formats that interface with litigation support products
- software programs that support electronic archiving and retrieval of transcript
- English language, spelling, punctuation and grammar

## Assessment Conditions

Assessment of this unit requires a workplace environment or one that closely resembles normal work practice and replicates the diverse conditions likely to be encountered when recording complex court proceedings.

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>

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>