



Australian Government

PSPCRT026 Record court proceedings

Release: 1

PSPCRT026 Record court proceedings

Modification History

Supersedes and is equivalent to PSPCRT001 Audio record court proceedings.

Application

This unit describes the performance outcomes, skills and knowledge required to prepare, set up, record and rectify any issues in relation to the recording of court proceedings.

This unit applies to those working within the law court system and is applicable across different court environments. Those undertaking this unit generally work independently. They perform routine tasks in familiar contexts.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

Competency Field

Courts

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Prepare for content of matter to be heard.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Check court roster to identify jurisdiction, presiding officials and status of case.
- 1.2. Locate and check existing glossaries, running sheet and previous transcripts, including information specific to the case or jurisdiction.

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| 2. Prepare recording. | <ul style="list-style-type: none"> 2.1. Set up and check recording equipment and cabling for operational readiness. 2.2. Document recording details in accordance with court procedures. 2.3. Approach counsel at the bar to establish clear identification for audio purposes. 2.4. Obtain case information and review court file for relevant information. 2.5. Ensure special requirements for relief recorders are included in preparations. |
| 3. Undertake recording of proceedings. | <ul style="list-style-type: none"> 3.1. Operate recording equipment to achieve high quality recording. 3.2. Maintain court protocol, 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 recorded material in readiness for handover. 3.6. Transfer recording to court reporters in accordance with court procedures. |

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS

DESCRIPTION

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| Reading skills to: | <ul style="list-style-type: none"> • locate and identify court and case information in familiar documents relating to court proceedings. |
| Writing skills to: | <ul style="list-style-type: none"> • complete a variety of forms to record court proceedings. |
| Oral communication skills to: | <ul style="list-style-type: none"> • communicate with a diverse range of people in the context of court proceedings. |
| Numeracy skills to: | <ul style="list-style-type: none"> • read and interpret numerical data to apply time management linked to running sheet and duration of recordings. |

Unit Mapping Information

Supersedes and is equivalent to PSPCRT001 Audio record court proceedings.

Links

Companion Volume implementation guides are found in VETNet -

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