



**Australian Government**

# **PSPCART028 Manage witnesses**

**Release: 1**

# PSPCRT028 Manage witnesses

## Modification History

Supersedes and is equivalent to PSPCRT003 Manage witnesses.

## Application

This unit describes the performance outcomes, skills and knowledge required to manage witnesses attending court to give evidence face to face or via audio visual link facilities.

This unit applies to court clerks, court attendants and court orderlies working within the court system operating under procedures set by the court. They perform complex tasks in a range of familiar and unfamiliar 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 or certificate 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*

### PERFORMANCE CRITERIA

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

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|--|--|
| 1. Facilitate court appearances of witnesses.                            | <ul style="list-style-type: none"> <li>1.1. Apply protocols regarding presence of witnesses in the courtroom according to type of proceeding.</li> <li>1.2. Identify witnesses and provide details to the court.</li> <li>1.3. Record witness details and report non-appearances.</li> <li>1.4. Call witnesses, escort them to the witness box and swear in if required.</li> <li>1.5. Provide appropriate screening or audio-visual link at the direction of the presiding official, for witnesses who are apprehensive of giving evidence in front of an accused.</li> <li>1.6. Complete administrative duties relating to witness appearances in accordance with court procedures.</li> </ul> |
| 2. Maintain the integrity of court proceedings in a remote witness room. | <ul style="list-style-type: none"> <li>2.1. Prepare witness room and equipment to meet requirements.</li> <li>2.2. Position witness and other authorised persons so they are visible and clearly audible to the court.</li> <li>2.3. Maintain security of witnesses, witness rooms and exhibits and report any attempted security breach to the court.</li> <li>2.4. Perform functions in the witness room according to set role.</li> <li>2.5. Deliver witnesses at the end of the evidence and examination into the care of a responsible person and return exhibits to required locations.</li> </ul>   |

## 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.

### DESCRIPTION

#### SKILLS

- Reading skills to:
- interpret documentary and administrative requirements for witnesses appearing in court
  - interpret information about court proceedings.

## Unit Mapping Information

Supersedes and is equivalent to PSPCRT003 Manage witnesses.

## **Links**

Companion Volume implementation guides are found in VETNet -

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