



Australian Government

Department of Education, Employment and Workplace Relations

PSPCRT401C Carry out court orderly functions

Release 3

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Modification History

Release	TP Version	Comments
3	PSP12V1	Elements and performance criteria pre-content edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the ability to perform court orderly functions in a range of courts and jurisdictions. It includes preparing the courtroom, following court procedures and protocols, managing court appearances, and taking action in accordance with court outcomes. In practice, carrying out court orderly functions may overlap with other generalist or specialist public sector work activities, such as acting ethically, complying with legislation, exercising regulatory powers, and applying government processes. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

The tasks of the court orderly are undertaken by authorised court officials operating with a high level of skill according to the jurisdiction. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

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 statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare the courtroom.	1.1. Security procedures are performed according to organisational policy and procedures. 1.2. Court lay-out, and <i>equipment and technology</i> requirements are arranged according to the requirements of the court and legal practitioners. 1.3. <i>Courtroom amenities</i> are checked and adjusted as required. 1.4. On completion of sitting, courtroom is restored according to organisational policy and procedures.
2. Follow court procedures and protocols.	2.1. <i>Court forms and documents</i> are prepared and used according to organisational policy and procedures and legislative requirements. 2.2. Proclamations are made according to court procedures and protocols, and organisational standards for oral presentations. 2.3. Modes of address, manner and movement in the courtroom are monitored, and <i>instructions to court users</i> and the public are made according to court procedures and protocols and organisational requirements. 2.4. Procedures for <i>special court requirements</i> are followed in accordance with legislative requirements and organisational policy and procedures.
3. Manage court appearances.	3.1. Persons are called and non-appearances are reported to the court according to court procedures and protocols. 3.2. <i>Persons</i> required to be accompanied to and from their station in the courtroom are escorted according to court procedures and protocols and operational safety requirements. 3.3. <i>Oaths and affirmations</i> are administered if required in accordance with legislative and organisational requirements for the type of proceedings and client preference for the particular oath or affirmation. 3.4. Court technology is used at the direction of the presiding official and <i>contingencies</i> are managed according to organisational policy and procedures and the direction of the court.
4. Take action in accordance with court outcomes.	4.1. Action relating to <i>orders of the court</i> is taken in accordance with legislative and organisational policy and procedures. 4.2. <i>Documentary requirements of court outcomes</i> are identified and completed in accordance with legislative and organisational requirements.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- initiative and enterprise skills to apply:
 - legislation, rules, and organisational practices and procedures relating to court functions
 - procedures relating to public sector legislation, such as OHS and environment in the context of court functions
- problem-solving skills in response to contingencies
- communication skills to:
 - deal effectively with a diverse range of stakeholders, such as judicial support officers, associates, court reporters, interpreters, sheriff's officers, and parties in custody
 - make proclamations
 - instruct court users
 - administer oaths
- interpersonal skills to respond to diversity, including gender and disability
- technical skills to type
- technology skills to:
 - operate technology
 - apply court-specific software
 - self-management skills to work ethically

Required knowledge

- courts administration structure
- standard court operating procedures and protocols
- principles of judicial independence
- current approaches to courts administration
- organisational policies and procedures relating to carrying out court orderly functions
- rules, procedures and practice directions
- oaths, affirmations and their administration
- court technology
- record-management procedures and protocols
- equal employment opportunity principles
- equity and diversity principles
- public sector legislation, such as OHS and environment in the context of court functions

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to:

- apply appropriate security measures
- arrange required courtroom equipment and technology
- monitor and provide instructions on court protocols
- apply court documentary requirements
- apply court duties within scope of authority
- provide appropriate actions in relation to orders of the court

Consistency in performance

Competency should be demonstrated by carrying out court orderly functions on a range of occasions, over time.

Context of and specific resources for assessment

Assessment must comply with:

- applicable regulations and codes
- workplace procedures and protocols

Access may be required to:

- a workplace environment or one that closely resembles normal work practices and replicates the range of conditions likely to be encountered when carrying out court orderly functions, including coping with difficulties, irregularities and breakdowns in routine
- legislation, policy, procedures and protocols relating to court orderly functions
- case studies and workplace scenarios to capture the range of situations likely to be encountered when carrying out court orderly functions

Guidance information for assessment

The following assessment methods are suggested:

- oral questioning about relevant legislation, acting ethically, and applying processes
- observation of the candidate responding to a range of contexts to ensure achievement of the unit outcomes
- feedback from peers and/or supervisor that the candidate consistently applies relevant workplace procedures
- review of records completed by candidate or reports of performance

In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency that are difficult to assess directly. Questioning techniques should suit the

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language and literacy levels of the candidate.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Equipment and technology</i> may include:	<ul style="list-style-type: none"> • electronic whiteboard • electronic equipment for slides, videos, etc. • telephone conferencing equipment • remote viewing equipment • video conferencing equipment • overhead projectors • computers • document readers • digital recording equipment • tape recording equipment
<i>Courtroom amenities</i> may include:	<ul style="list-style-type: none"> • seating • lighting • air conditioning • water and drinking cups • court forms and documents
<i>Court forms and documents</i> may include:	<ul style="list-style-type: none"> • cause list • client information sheet • witness forms • juror's forms • statistical forms
<i>Instructions to court users</i> may include:	<ul style="list-style-type: none"> • when to stand or be seated • silence in court • no eating or drinking • not to approach dock
<i>Special court requirements</i> may include:	<ul style="list-style-type: none"> • victim of crime present • restraining orders and domestic violence order matters • use of door panels for closed court
<i>Persons</i> may include:	<ul style="list-style-type: none"> • presiding officials • defendants • jurors • witnesses • victims and complainants
<i>Oaths and affirmations</i> may include:	<ul style="list-style-type: none"> • religious oaths • interpreter's oath or affirmation

<i>Contingencies</i> may include:	<ul style="list-style-type: none"> • equipment breakdown • technology not functioning as required • problems with information to be displayed
<i>Orders of the court</i> may include:	<ul style="list-style-type: none"> • reporting conditions • alcohol and drug assessment reports • pre-sentencing reports • requesting actions relating to reports • action relating to defendant's release • action relating to placing persons in custody • escorting parties to complete procedural requirements • referrals
<i>Documentary requirements of court outcomes</i> may include:	<ul style="list-style-type: none"> • paperwork for release on bail or community service orders • guarantor's details and documents to be signed • remand and adjournment slips • small claims proformas • notice of payment forms • care and protection forms • adoption forms • jury documentation

Unit Sector(s)

Not applicable.

Competency field

Courts.