



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **PSPCRT403C Handle exhibits and documents tendered**

**Revision Number: 2**

## **PSPCRT403C Handle exhibits and documents tendered**

### **Modification History**

PSPCRT403C Release 1: Layout adjusted. No changes to content.  
PSPCRT403C Release 2: Primary release.

### **Unit Descriptor**

This unit covers the ability to deal with court exhibits and documents tendered to the court. It includes the handling and security of exhibits and documents, and completing the necessary court documentation.

In practice, handling exhibits and tendered documents may overlap with other generalist or specialist public sector work activities, such as acting ethically, complying with legislation 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 task of handling exhibits and documents may be undertaken in a court or secure premises by authorised court officials according to legislative requirements and organisational policies and procedures.

### **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 required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<b>1. Follow procedures to handle exhibits and documents.</b>	<ol style="list-style-type: none"><li>1.1. <i>Exhibits</i> and <i>documents</i> are received and recorded according to organisational policy and procedures and legislative requirements.</li><li>1.2. Court exhibits and documents are <i>secured</i> according to organisational policy and procedures and legislative requirements.</li><li>1.3. Exhibits and documents are <i>passed</i> for examination as required at the direction of the court, according to standard operating procedures.</li><li>1.4. <i>Hazardous exhibits and documents</i> are handled by self and others using procedures and personal protective equipment according to organisational safety requirements.</li><li>1.5. <i>Court documentation</i> relating to exhibits and documents is completed in accordance with legislative requirements and organisational policy, procedures and timelines.</li></ol>
<b>2. Process exhibits and documents.</b>	<ol style="list-style-type: none"><li>2.1. Court registry is checked for exhibits and <i>documents tendered by the parties</i> and administrative requirements are completed according to organisational policy and procedures and legislative requirements.</li><li>2.2. Exhibits and documents are stored appropriately and accurately, and are secured according to organisational policy and procedures and legislative requirements.</li><li>2.3. When required, exhibits and documents are delivered to court according to organisational policy and procedures and legislative requirements.</li><li>2.4. Administrative arrangements for tendered documents are implemented in accordance with the outcomes of the court process.</li></ol>

## 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, practices and procedures relating to working in a court environment and handling potentially hazardous exhibits
  - procedures relating to public sector legislation, such as OHS procedures relating to working in a court environment and handling potentially hazardous exhibits and documents
- communication skills to ensure persons handling hazardous exhibits understand procedures and the need for personal protective equipment
- literacy and numeracy skills to:
  - keep accurate records
  - complete court forms, documentation and administrative requirements
  - record trial and courtroom numbers and mark or tag exhibits accurately
- interpersonal skills to respond to diversity, including gender and disability
- problem-solving skills in response to contingencies

### Required knowledge

- legislative requirements relating to exhibits and documents
- court procedures and protocols relating to exhibits and documents
- organisational policy and procedures relating to exhibits and documents
- documentary and administrative requirements relating to exhibits and documents
- procedures for handling hazardous exhibits
- equal employment opportunity principles
- equity and diversity principles
- working ethically
- public sector legislation, such as OHS and environment in the context of working in a court environment and handling potentially hazardous exhibits

## 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:

- handle tendered court exhibits and documents in compliance with organisational policy and procedures and legislative requirements
- apply appropriate procedures to ensure security of exhibits and documents
- apply appropriate procedures when dealing with hazardous exhibits to ensure safety of self, others and the workplace.

### Consistency in performance

Competency should be demonstrated by handling exhibits and documents tendered in a range of contexts 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 dealing with exhibits and documents tendered, including coping with difficulties, irregularities and breakdowns in routine
- legislation, policy, procedures and protocols relating to handling exhibits and documents tendered
- case studies and workplace scenarios to capture the range of situations likely to be encountered when dealing with exhibits and documents.

### Guidance information for assessment

The following assessment methods are suggested:

- oral questioning about relevant legislation, acting ethically, and applying processes
- observation of the candidate in 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

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.

- Exhibits*** may include:
- summonsed exhibits
  - exhibits tendered during trial
  - exhibits not to be tendered immediately and marked for identification.
- Documents*** may include:
- answers to subpoena
  - court documentation
  - documents created in court
  - documents and items marked for identification but not tendered for exhibits
  - documentary evidence.
- Secured*** exhibits and documents:
- may include those:
    - in locked courtroom
    - locked in court exhibit and document room
    - separated from other exhibits and documents and clearly identified with the name of the trial
    - in registry
    - in transit
  - may be:
    - during hearings and short adjournments
    - overnight
    - while awaiting trial
    - at trial conclusion.
- Exhibits ***passed*** may include:
- between presiding official, bar table and witness box
  - to jury
  - to witness in witness room.
- Hazardous exhibits and documents*** may include:
- biological fluids
  - other biological items
  - stained items
  - weapons.
- Court documentation*** may include:
- exhibit lists
  - receipts
  - endorsements
  - electronic records
  - file index.



- Documents tendered by the parties*** may include:
- Crown papers
  - witness statements
  - medical records
  - materials tendered in answer to a subpoena
  - written evidence
  - audio-visual material
  - electronic storage devices.

### **Unit Sector(s)**

Not applicable.

### **Competency field**

Courts.

### **Co-requisite units**

Not applicable.