



**Australian Government**

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

# **PSPCRT505B Undertake senior court listing activities**

**Release 3**

## PSPCRT505B Undertake senior court listing activities

### 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 undertake senior listing activities in a range of criminal, trial, civil and duty matters for courts that may be federal, family, supreme, district, magistrates, etc. It includes overseeing listing functions and the diary system.

In practice, undertaking senior court listing activities may overlap with other generalist or specialist public sector work activities, such as acting ethically, complying with legislation, using resources, providing client services and undertaking research and analysis.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

### Application of the Unit

The task of undertaking listing activities may be performed in a range of court settings and by authorised court officials operating under specified requirements 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 range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

#### 1. Manage listing functions.

- 1.1. Listing functions in relevant jurisdictions are monitored to ensure effective case management and disposition of cases in accordance with legislative requirements and organisational policy and procedures.
- 1.2. Statistical reports are produced, maintained and analysed to evaluate the effectiveness of case management and disposition processes.
- 1.3. Information is provided to the legal profession, government agencies and the public regarding complex listing issues and procedures, and legislative requirements.
- 1.4. Allocation of a listing date is monitored to ensure efficient listing and to address issues of over-listing.
- 1.5. Liaison is undertaken with the presiding official according to practice and procedures when allocating cases.
- 1.6. Complaints from presiding officials relating to listings are dealt with according to organisational policy and procedures.

#### 2. Manage listing system.

- 2.1. Maintenance of listing system is monitored according to presiding official's availability and *rosters* and legislative requirements, organisational policy and procedure.
- 2.2. Minimum and maximum numbers for the list are determined according to organisational policy and procedures.
- 2.3. Maintenance of *lists* for hearings is monitored in accordance with legislative requirements and organisational policy and procedures.
- 2.4. Monitoring of distribution of lists occurs in accordance with legislative requirements and organisational policy and procedures.

## Required Skills and Knowledge

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

### Required skills

- initiative and enterprise skills to apply:
  - legislative requirements to senior court listing activities
  - procedures relating to public sector legislation, such as OHS and environment in the context of senior listing activities
- literacy and numeracy skills to:
  - gather and analyse statistical information
  - produce reports that require formality of language and style
  - interpret results of analysis
- problem-solving skills to:
  - respond to analysis
  - determine minimum and maximum numbers for lists
- communication skills to deal effectively with a diverse range of stakeholders, such as:
  - the judiciary
  - judicial support officers
  - associates
  - court reporters
  - interpreters
  - sheriff's officers
- interpersonal skills to respond to diversity, including gender and disability
- technology skills to operate court-specific software

### Required knowledge

- legislation and regulations relating to senior court listing activities
- organisational policies and procedures relating to senior court listing activities
- practice and procedures relating to the listing of matters before the court
- court systems
- philosophies relating to the provision of court services and the administration of justice
- Rules of Court
- courts administration structure
- principles of judicial independence
- principles of case flow management
- statistical tools, such as mainframe and software tools, such as SPSS, Excel and Access
- equal employment opportunity principles
- equity and diversity principles

- working ethically
- public sector legislation, such as OHS and environment in the context of senior court listing activities

## 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 effective management and disposition of cases
- apply analysis of case management and disposition processes
- provide information on legislative requirements and complex issues
- apply legislative and organisational practices and procedures to:
  - ensure efficient listings
  - monitor and maintain lists
- locate and use relevant information to monitor and maintain lists

### Consistency in performance

Competency should be demonstrated by undertaking senior court listings 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 undertaking senior court listing activities, including coping with difficulties, irregularities and breakdowns in routine
- legislation, policy, procedures and protocols relating to senior court listings
- case studies and workplace scenarios to capture the range of situations likely to be encountered when undertaking senior court listings

### 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 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.

<b><i>Rosters</i></b> may be established by:	<ul style="list-style-type: none"> <li>• heads of jurisdictions</li> <li>• presiding officials</li> <li>• judges</li> <li>• magistrates</li> <li>• tribunal members</li> <li>• judicial support staff</li> <li>• administrative staff</li> </ul>
<b><i>Lists</i></b> may be:	<ul style="list-style-type: none"> <li>• magistrates</li> <li>• judges</li> <li>• members</li> <li>• court administrative staff</li> <li>• presiding officials</li> </ul>

## Unit Sector(s)

Not applicable.

## Competency field

Courts.

## Co-requisite units

Not applicable.