



Australian Government

Department of Education, Employment and Workplace Relations

PSPCRT507B Record complex court proceedings

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 produce verbatim reporting and transcription of complex court proceedings using high-speed shorthand or machine shorthand at speeds required by the jurisdiction (typically in excess of 170-200 words per minute [wpm], with 99% accuracy). It includes preparing for complex hearings, setting up court arrangements, recording complex proceedings in shorthand, and producing transcripts.

In practice, recording complex court proceedings may overlap with other generalist or specialist public sector work activities, such as acting ethically, working with diversity, complying with legislation 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 recording verbatim, where a transcript of unusual or difficult proceedings may be required, will be undertaken by authorised court officials operating with extremely high levels of skill, according to the jurisdiction and in a court environment.

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 for complex hearings.	1.1. Court rosters are checked and cause list is examined to identify <i>jurisdiction</i> , number of <i>presiding officials</i> and <i>status of case</i> . 1.2. Existing glossaries, running sheet and previous transcript are located. 1.3. For new <i>cases</i> , dictionaries and glossaries of names and <i>terms</i> from court (case) file are created in accordance with court standards, and dictionaries are loaded. 1.4. Resources and materials to be taken to court are organised and sufficient time is allowed to get to court and set up before proceedings begin.
2. Set up court arrangements.	2.1. Court arrangements are set up, <i>equipment</i> is tested, and problems are remedied where possible, or reported according to practice and procedures. 2.2. Equipment is placed and cables are secured in compliance with workplace safety requirements. 2.3. <i>Liaison</i> with court, judicial staff and legal profession is undertaken on proceedings and references. 2.4. Case information is obtained and checked for <i>relevant information</i> . 2.5. Preparations are made to include any special requirements for recording proceedings in a team, as opposed to individually.
3. Capture complex proceedings.	3.1. <i>Commencement procedures</i> are undertaken according to practice and procedures. 3.2. Shorthand or notes are taken of proceedings, or machine is operated, to <i>create accurate transcript</i> . 3.3. Clarification on proceedings is obtained from participants where necessary according to practice and procedures. 3.4. Transcript is <i>read back</i> as requested in accordance with court procedures and protocol. 3.5. Correct procedure is followed when working with or taking over from audio reporters. 3.6. Court protocol is maintained throughout proceedings.

Required Skills and Knowledge

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

Required skills

- literacy skills to edit and summarise transcriptions
- planning and organising skills to:
 - manage a large volume of work
 - meet required deadlines
 - work effectively under pressure
- interpersonal skills to respond to diversity, including gender and disability
- technical skills to:
 - represent forms and outlines in shorthand
 - produce high-quality transcriptions with the required speed and accuracy (in excess of 170-200 wpm depending on jurisdiction, with 99% accuracy)
- initiative and enterprise skills to apply:
 - legislation, regulations, policies and procedures relating to the recording of complex court proceedings
 - procedures relating to public sector legislation, such as OHS and environment in the context of complex court proceedings
- communication skills to:
 - liaise effectively with a diverse range of people
 - obtain information
 - read back transcripts
- technology skills to operate a shorthand machine
- self-management skills to work individually and as a member of a team

Required knowledge

- administrative requirements of court reporting
- court practices, procedure and protocols
- structure, roles and functions of courts and court administration
- legal terminology
- legislation, regulations, policies, procedures and guidelines relating to the recording of complex court proceedings
- principles of judicial independence
- proceedings in a full range of courts
- related legislation, such as Acts relating to bail, criminal law sentencing, and evidence
- federal, state and territory court systems
- structure, roles and functions of courts
- formats that interface with litigation support products
- software programs that support electronic archiving and retrieval of transcript

- English language, spelling, punctuation and grammar
- public sector legislation, such as OHS and environment in the context of recording complex court procedures
- working ethically
- equal employment opportunity principles
- equity and diversity principles

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:

- locate and interpret appropriate information relevant to jurisdiction, presiding officials and case
- operate equipment and resources necessary for effective recording
- record information to produce accurate transcript of complex court proceedings
- apply appropriate formatting and style to transcript
- comply with organisational and legislative procedures and protocols

Consistency in performance

Competency should be demonstrated by recording complex court proceedings on a range of occasions, over time and according to organisational policy and procedure.

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 recording complex court proceedings, including coping with difficulties, irregularities and breakdowns in routine
- legislation, policy, procedures and protocols relating to the recording of complex court proceedings
- case studies and workplace scenarios to capture the range of situations likely to be encountered when recording complex court proceedings

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.

<i>Jurisdiction</i> includes:	<ul style="list-style-type: none"> • all types of proceedings, in particular: <ul style="list-style-type: none"> • Full Court • Court of Criminal Appeal - Supreme Court
<i>Presiding officials</i> may include:	<ul style="list-style-type: none"> • full bench • single judge, master, magistrate, registrar or commissioner • tribunal member
<i>Status of case</i> may include:	<ul style="list-style-type: none"> • appeal • new case • part-heard
<i>Case</i> may be:	<ul style="list-style-type: none"> • appeal • civil • criminal • trial
<i>Terms</i> may include:	<ul style="list-style-type: none"> • business • financial • forensic • legal • medical • police • technical, including building, mechanical, aviation and nautical
<i>Equipment</i> may include:	<ul style="list-style-type: none"> • audio/visual • digital or analogue recording equipment • headphones • leads • microphones, including monitoring microphones • shorthand machine
<i>Liaison</i> may be with:	<ul style="list-style-type: none"> • court security officer • interpreter • judge's tipstaff or associate • judicial support officer • lawyer

	<ul style="list-style-type: none"> • prosecutor • sheriff's officer
Relevant information may include whether case is:	<ul style="list-style-type: none"> • civil • criminal • federal
Commencement procedures may include:	<ul style="list-style-type: none"> • inputting start message to identify commencement of proceedings • taking previous reporter off using established procedures (e.g. end of sentence)
Creating accurate transcripts:	<ul style="list-style-type: none"> • includes: <ul style="list-style-type: none"> • required accuracy • correct outlines • required speed • may be affected by: <ul style="list-style-type: none"> • management style of presiding officer • noise and movement in courtroom • demeanour of participants, such as witnesses and counsel • speed of speakers • language issues, such as: <ul style="list-style-type: none"> • complexity of language used • use of interpreter • accents • grammar and syntax • clarity of speaker • shorthand method: <ul style="list-style-type: none"> • Pitmans • shorthand machine (e.g. Stentura) • online transcription • individual transcription
Read back may include:	<ul style="list-style-type: none"> • finding reference by: <ul style="list-style-type: none"> • scrolling back on shorthand machine • reviewing paper tape

Unit Sector(s)

Not applicable.

Competency field

Courts.