



**Australian Government**

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

# **PSP50312 Diploma of Government (Court Services)**

**Release: 1**

## PSP50312 Diploma of Government (Court Services)

### Modification History

Release	TP Version	Comments
1	PSP12 V1	First release. Supersedes and equivalent to PSP50304

### Description

This specialist qualification covers the competencies required by Court Officers, Sheriff's Officers, Bailiffs or Marshals. There are two streams catered for within the qualification - the management of court services and court compliance for those who have supervisory responsibilities for a small team, carry out the directions of the court and ensure a secure and efficient environment in which the court can function. There are five core units in common plus separate requirements for each stream. Electives should reflect the responsibilities of the individual and the job skills required for effective performance. Where a free choice of Electives is possible in the qualification packaging rules, electives may also be drawn from other Training Packages to reflect the work context and career plans of the individual.

### Pathways Information

Not applicable.

### Licensing/Regulatory Information

Not applicable.

### Entry Requirements

Not applicable.

### Employability Skills Summary

Not applicable.

## Packaging Rules

11 units of competency are required for this qualification:

- 4 core units
- 7 elective units

Choose 7 elective units from the list below:

- 1 unit from Group A
- a minimum of 2 units from Group D or E
- remaining units from Group F or from elsewhere within this Training Package, or from another endorsed Training Package or Accredited Course

**Units selected should not duplicate content already covered by other units in this qualification.**

All elective units must be selected from an equivalent qualification level or higher, unless otherwise stated.

\*\* For this qualification, a maximum of 1 unit from Certificate IV level may be used.

<b>Core Units</b>	
PSPETHC501B	Promote the values and ethos of public service
PSPGOV502B	Develop client services
PSPGOV505A	Promote diversity
PSPLEGN501B	Promote compliance with legislation in the public sector
<b>Group A Elective Units</b>	
PSPOHS301A	Contribute to workplace safety
PSPOHS501A	Monitor and maintain workplace safety
<b>Group B Elective Unit (Court compliance)</b>	
PSPGOV504B	Undertake research and analysis
<b>Group C Elective Unit (Management of court services)</b>	
PSPCRT601B	Manage court practice and process
<b>Group D Elective Units (Management of court services)</b>	
PSPCRT501C	Perform court duties
PSPCRT502C	Manage jurors
PSPCRT503C	Execute process

PSPCRT504C	Carry out possessions and evictions
<b>Group E Elective Unit (Court compliance)</b>	
PSPCRT501C	Perform court duties
PSPCRT502C	Manage jurors
PSPCRT505B	Undertake senior court listing activities
PSPCRT506B	Perform quasi-judicial functions
PSPCRT507B	Record complex court proceedings
<b>Group F Elective Unit (Court compliance)</b>	
PSPCOM503A	Build and maintain community relationships
PSPGOV507A	Undertake negotiations
PSPGOV508A	Manage conflict
PSPOHS501A	Monitor and maintain workplace safety
CSCSAS306A	Manage conflict through negotiation
CSCSAS502A	Determine response to security risk
CPPSEC4005A	Facilitate workplace briefing and debriefing processes
PUAOPE003B	Navigate in urban and rural environments
PUAPOLGD001A	Maintain police operational safety
PUAPOLGD007A	Manage persons in care or custody
PUAPOL031B	Confiscate assets
PUAPOL033B	Manage intelligence information processes
PUAVEH001B	Drive vehicles under operational conditions