



Australian Government

Department of Education, Employment and Workplace Relations

PUADEFPL005B Provide support in operations law matters

Revision Number: 1

PUADEFPL005B Provide support in operations law matters

Modification History

Not applicable.

Unit Descriptor

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This unit covers the competency required to analyse information and prepare documents in *operations law* matters.

This competency includes researching case histories and the provision of instruction in operations law to service personnel.

Application of the Unit

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The application of this unit in the workplace - the environments, complexities and situations involved - will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

This text will be useful for the purposes of job descriptions, recruitment advice or job analysis; where possible, it will not be too job specific to allow other industries to import it into other Training Packages, where feasible.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite Unit/s Nil

Employability Skills Information

Employability Skills 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 required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan and prepare for the provision of support in operations law	1.1 <i>Instructions</i> that require the provision of support in operations law are received and acted upon 1.2 Circumstances are analysed and operational issues are interpreted and clearly defined
2. Prepare and process documents involved in operations law matters	2.1 Documents are identified, prepared and processed in accordance with <i>legal and government practices and procedures</i> 2.2 Documents are despatched/served in accordance with legal practices and procedures 2.3 Incoming documents are checked for completeness and timely delivery, and sender is contacted where insufficient information or deadlines are not honoured 2.4 <i>Secure documents</i> are registered in secure documents registers and are handled in accordance with security classifications 2.5 Requests for information are reviewed with instructing legal officer and identified documents are retrieved, copied and despatched in accordance with legal practices and procedures
3. Perform research to support legal officer	3.1 Files are reviewed and research requirements are determined in conjunction with legal officer 3.2 <i>Relevant documents</i> are retrieved and processed 3.3 Precedent and case law are retrieved, researched and reviewed, and summaries are made where appropriate 3.4 Summaries are forwarded to legal officer and explanations are presented where necessary
4. Provide instruction to service personnel	4.1 Instruction details are prepared and cleared with legal officer 4.2 Instructions and other lessons are provided to service personnel 4.3 Comments related to instructions and lessons are considered and the style or format of the presentation is reviewed to ensure it meets service requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- communicate ideas, arguments and conclusions logically
- conduct research
- follow complex legal procedures
- follow written and oral instructions with regards to preparation of briefs
- identify and evaluate status of information
- prepare complex legal documents
- prepare summaries of cases
- use appropriate legal terminology

Required Knowledge

- applicable legal practices and procedures required in the full range of tasks covered
- human rights, including international humanitarian law
- international treaties and other arrangements
- legal terminology
- legal terminology specific to operations law
- orders for Opening Fire
- relevant domestic law
- relevant legal process, legislation and sections, and stages involved in the legal process
- relevant policies, processes and procedures
- Rules of Engagement
- Use of Force
- government foreign policy

Evidence Guide

EVIDENCE GUIDE

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

Assessment must confirm the ability to identify the issues surrounding the provision of support in operations law matters, and to research and analyse information in relation to these issues to comply with professional codes of practice and ethical standards at all times; and to implement access, equity and diversity principles and practices.

Assessment must also confirm the ability to support the legal officer or senior paralegal to prepare for operation law matters

Consistency in performance

Competency should be assessed in the workplace or in a simulated workplace environment providing a range of support services.

Context of and specific resources for assessment

Context of assessment

Competency should be demonstrated providing a range of support services over time.

Specific resources for assessment

Access to appropriate documentation and resources normally found in the work environment and required for the job or task to be properly performed.

Guidance information for assessment

Information that will assist or guide assessment will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

Range Statement

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 in the Performance Criteria is detailed below.

Operations law may include	<ul style="list-style-type: none"> Government foreign policy Human rights, including international humanitarian law International treaties and other arrangements (e.g. status for forced agreements, memorandum of understanding, environmental) Laws of Armed Conflict Law of the Sea Law of Aerial Warfare Rules of Engagement Orders for Opening Fire Relevant domestic law (e.g. fisheries, customs, immigration, Aid to the Civil Power) Use of Force
Instructions may include	<ul style="list-style-type: none"> Human rights International agreements Orders for Opening Fire Rules of Engagement
Documents may include	<ul style="list-style-type: none"> Confirming letters outlining results of research Deployment plans Instructional/lesson reminder letters Service requests for assistance Operation orders Operations law advice
Legal and government practices and procedures may include	<ul style="list-style-type: none"> Department of Foreign Affairs & Trade Engaging experts Equity Government policies Legal officer supervisory procedures

RANGE STATEMENT

	Practice notes
	Protocol for accommodating special client needs e.g. Case manager, social worker, parole officer
	Protocol for contacting clients e.g. translator, interpreter
	Recording information
	Security/confidentiality/privacy procedures
	Verifying and authorising information
Secure documents may include those that are classified	Confidential
	Restricted
	Secret
	Top secret
	Or that otherwise have had their reading restricted through privacy gradings
Relevant documents may include	Human rights
	International arrangements
	Orders for opening fire
	Rules of Engagement

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s Nil