



Australian Government

SFICPL304 Support the judicial process

Release: 1

SFICPL304 Support the judicial process

Modification History

Release	Comments
Release 1	This version released with SFI Seafood Industry Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to perform a supporting role in the judicial process.

The unit applies to individuals who prepare and manage evidence, support witnesses, present evidence and follow up on the outcomes of proceedings.

Regulatory requirements apply to this unit. Users are required to check with the relevant jurisdiction for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Compliance (CPL)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare and forward court documents	1.1 Prepare own statement of evidence according to jurisdiction legal rules of evidence 1.2 Prepare the brief of evidence based on comprehensive and accurate elements of offences and points of proof 1.3 Ensure brief of evidence complies with jurisdictional, court-required, document formats and presentation standards 1.4 Ensure brief of evidence and management of exhibits comply with jurisdiction legal rules of evidence

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.5 Forward documents including summonses to relevant persons and authorities within required timeframe
2. Manage and support witnesses	<p>2.1 Identify witnesses and arrange court appearances</p> <p>2.2 Arrange and serve witness summonses in accordance with jurisdictional law to ensure witness attendance at courts</p> <p>2.3 Maintain liaison and support of witnesses before, during and after the trial</p> <p>2.4 Support witness preparation in an ethical manner to enable them to present their evidence in court</p>
3. Liaise with and assist prosecuting authority	<p>3.1 Confirm arrangements, role and involvement in court proceedings</p> <p>3.2 Provide documentation to support the prosecution's case</p> <p>3.3 Maintain informal and formal communication channels with the prosecuting authority</p> <p>3.4 Observe and adhere to judicial guidelines, protocols and legal requirements at all times</p>
4. Present evidence	<p>4.1 Adhere to proceedings and protocols relevant to the jurisdiction throughout the court proceedings</p> <p>4.2 Adhere to rules of evidence relevant to the jurisdiction</p> <p>4.3 Ensure demeanour is appropriate and evidence is presented to professional standards</p> <p>4.4 Ensure considered expert evidence is consistent with qualifications and expertise and is provided on request</p>
5. Undertake post-court procedures and follow up outcomes of proceedings	<p>5.1 Return or dispose of property and exhibits following proceedings</p> <p>5.2 Notify relevant parties of court results in a timely manner</p> <p>5.3 Discuss, constructively and objectively, avenues of possible further action with a prosecuting authority as necessary</p> <p>5.4 Note and file the outcomes of the proceedings and complete reports</p> <p>5.5 Complete any required actions from outcomes of the proceedings</p>

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	<ul style="list-style-type: none"> Determines quantities of seized property Measures and compares quantities and weights
Reading	<ul style="list-style-type: none"> Interprets and identifies relevant information and requirements of jurisdictional laws, by-laws and regulations, briefing information and relevant court documents
Writing	<ul style="list-style-type: none"> Prepares detailed and comprehensive briefing evidence and documents Records compliance monitoring activities
Navigate the world of work	<ul style="list-style-type: none"> Interprets and follows regulatory requirements, and seeks clarification or other assistance when required
Interact with others	<ul style="list-style-type: none"> Uses appropriate vocabulary, conventions and protocols, including technical language relevant to role and judicial process, cultural awareness, ethical behaviour and integrity Uses active listening, observational and questioning techniques to confirm and clarify understanding, seek further information, establish rapport, negotiate and resolve conflict
Get the work done	<ul style="list-style-type: none"> Operate and access computer technology to prepare and store documentation Maintain privacy and security of information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
SFICPL304 Support the judicial process	SFICOMP315A Support the judicial process	<p>Updated to meet Standards for Training Packages</p> <p>Removal of one element and amendments to elements and performance criteria to better reflect outcomes</p>	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=e31d8c6b-1608-4d77-9f71-9ee749456273>