



Australian Government

CHCLEG002 Interpret and use legal information

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in <i>CHC Community Services Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency. Significant change to knowledge evidence.

Application

This unit describes the skills and knowledge required to identify and interpret specific legislation and regulations to support client service or broader work practice. It does not include the provision of legal advice.

This unit applies in a broad range of work contexts, to individuals who assist clients with legal issues, or to those who may be required to interpret legal information for other purposes.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element

1. Identify legislative framework

1.1 Identify legislation that applies to the situation based on client or broader work needs

1.2 Investigate the scope and coverage of the legislation and its relevance to the situation

1.3 Correctly interpret terms and definitions in the legislation

1.4 Seek assistance or clarification from relevant personnel or experts

ELEMENT**PERFORMANCE CRITERIA**

2. Interpret legislative provisions and regulations

- 2.1 Research legislation and its provisions that apply to the situation
- 2.2 Correctly interpret the detail of provisions within scope of own role
- 2.3 Extract and distil information relevant to the situation
- 2.4 Clearly and accurately document information

3. Use legal information

- 3.1 Summarise and present relevant legal information in a way that is suited to the client or other audience
- 3.2 Analyse how legal provisions directly link to the situation
- 3.3 Identify and respond to challenges presented by the situation and associated legal information
- 3.4 Clearly communicate options for action and possible outcomes
- 3.5 Identify situations where referral to legal experts is required and take action accordingly
- 3.6 Take action that supports achievement of the best possible outcome

4. Maintain knowledge of legal information

- 4.1 Identify and use opportunities to maintain knowledge of current and emerging legal information
- 4.2 Share updated knowledge and information with peers and colleagues
- 4.3 Pro-actively engage in process of review and improvement

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this

unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53>

Assessment Requirements for CHCLEG002 Interpret and use legal information

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Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- identified, interpreted and used legislation within scope of own work role to address 3 different client or work situations

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- function and structure of the Australian legal system:
 - federal/state relationships
 - common law
 - statute law
 - courts and tribunals
 - regulatory bodies
 - other legal service providers
- key principles that underpin the legal system:
 - procedural fairness
 - social justice
 - access and equity
- roles and responsibilities of different people in the legal process and the limitations of different workers

- key aspects of legislation and its interpretation relevant to the area of work, including:
 - what it is
 - where to find it
 - how it is structured
 - basic rules for interpreting legislation
 - interrelationships between pieces of legislation
 - definitions and terms
 - legislative provisions
- techniques for distilling and summarising relevant information from legislation

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including current legislation and regulations relevant to area of work
- modelling of industry operating conditions, including presence of problem solving activities

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

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