



Australian Government

Department of Education, Employment and Workplace Relations

CHCPROT404D Prepare information for justice processes

Release: 1

CHCPROT404D Prepare information for justice processes

Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit describes the knowledge and skills required by workers who contribute to justice processes by preparing information on child protection cases

It does not involve providing evidence

Application of the Unit

Application

This unit may apply to community service work in security contexts

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Collect and *prepare* material

- 1.1 Conduct interviews to *gather evidence* from witnesses to obtain a *factual record* of events
- 1.2 Crosscheck relevant information gathered from interviews and confirm with a number of sources
- 1.3 Use *established procedures* to prepare evidence and information for court consideration
- 1.4 Liaise with relevant parties and keep informed of status of evidence and court process
- 1.5 Collect and document evidence so as to ensure statutory requirements and procedures are satisfied
- 1.6 Use established procedures to make *arrangements to support attendance of witnesses in court*
- 1.7 Undertake all requirements for reporting and storage of written materials in accordance with organisation procedures

ELEMENT**PERFORMANCE CRITERIA****2. *Provide information to the justice process***

2.1 Provide information about status of case and court processes to relevant parties on an ongoing basis

2.2 Check understanding of outcomes of court action with all relevant parties

2.3 Facilitate exploration of options arising from court action with all relevant parties

3. Prepare reports

3.1 Record and report on investigation in line with organisation and legal requirements

3.2 Maintain information systems, including computer records, case notes, files and reports

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

These include knowledge of:

- Legal implications and responsibilities of statutory work
- Relevant policy and procedures
- Relevant legislation
- Stages of child development
- Workings of court and legal processes
- Legal implications of material collected through interviews
- Family dynamics in different cultures

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Demonstrate evidence collection and witness preparation processes
- Balance statutory power, rights of clients and significant others
- Interpret legal requirements
- Demonstrate knowledge related to applicable agency and legislative requirements
- Use typical processes listed in the Range Statement

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

These include the ability to:

- Interpret policies, procedures, standards and statutory obligations
- Use communication techniques; active listening, reflection, summarising, questions and statements, gaining agreement on actions and explaining outcomes

REQUIRED SKILLS AND KNOWLEDGE

- Interpret legalese into language understood by client and significant others
- Set boundaries for roles and actions
- Demonstrate empathy and rapport building
- Demonstrate application of skills in:
 - action planning
 - age appropriate language and questioning techniques
 - conflict resolution
 - managing grief and change processes
 - working with adolescents
 - stress management
 - dealing with cross cultural issues

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

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

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- This unit of competence must be assessed in the workplace and under the normal range of workplace conditions
- Consistency in performance should consider the complexity of court processes in which workers are expected to participate

EVIDENCE GUIDE

- Access and equity considerations:*
- All workers in community services should be aware of access, equity and human rights issues in relation to their own area of work
 - All workers should develop their ability to work in a culturally diverse environment
 - In recognition of particular issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on Aboriginal and Torres Strait Islander people
 - Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on Aboriginal and/or Torres Strait Islander clients and communities
- Context of and specific resources for assessment:*
- This unit can be assessed independently, however holistic assessment practice with other community services units of competency is encouraged
 - Resource requirements for assessment include access to:
 - an appropriate workplace or an environment capable of accurately simulating the workplace for assessment purposes
- Method of assessment:*
- In cases where the learner does not have the opportunity to cover all relevant aspects in the work environment, the remainder should be assessed through realistic simulations, projects, previous relevant experience or oral questioning on 'What if?' scenarios
 - Assessment of this unit of competence will usually include observation of processes and procedures, oral and/or written questioning on Essential knowledge and skills and consideration of required attitudes
 - Where performance is not directly observed and/or is required to be demonstrated over a 'period of time' and/or in a 'number of locations', any evidence should be authenticated by colleagues, supervisors, clients or other appropriate persons

EVIDENCE GUIDE

Related units:

This unit should be assessed in conjunction with related units:

- CHCCM506B Undertake case management in a child protection framework
- CHCCOM403A Use targeted communication skills to build relationships

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. Add any 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.

The contexts for preparing for court processes include:

- Within a juvenile justice process
- Within a care and protection process

Prepare for court processes will be carried out within requirements established by:

- Legal and court systems
- Commonwealth, and state legislation
- International conventions relating to the rights of children and young persons
- Organisation policy and procedures
- Relevant program standards

Factual record includes:

- Establishing the 'who, what, where, when and how' of incidents in descriptive terms
- A level of detail where personal bias and prejudices are not evident

RANGE STATEMENT

- Established procedures include:*
- Writing affidavits
 - Preparing witness statements
 - Reports on recommendations for sentencing
 - Orders, as required by court
- Gather evidence and document includes:*
- Material that does not neglect leading, descriptive and factual questions
- Arrangements to support attendance of witnesses in court include:*
- Transport arrangements
 - Briefing about etiquette and protocol of court process
- Provide information to users of the court process includes:*
- Explaining court and legal process jargon to clients and significant others, ensuring that they have understood the implications of a court decision
 - Pre and post court briefing about etiquette and protocol of court processes and linkage to case plan and or future actions

Unit Sector(s)

Not Applicable