



Australian Government

Assessment Requirements for DEFDPL007

Provide high-level support on legal assistance matters

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively on complex legal matters
- coordinating with instructing legal officer to prepare for complex trial or service discipline proceedings
- ensuring trial/tribunal and post-trial/tribunal administration is completed in accordance with legal and operational procedures
- implementing written and oral instructions to prepare effective complex briefs
- preparing and processing documents involved in complex criminal law matters
- preparing legal documents to support legal assistance matters
- preparing summaries of cases in complex legal matters
- providing appropriate support on complex legal assistance matters
- undertaking analysis of information to determine status and value
- undertaking complex research to support instructing legal officer.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- complex legal practices and procedures
- criminal law matters, legal assistance matters and service discipline proceedings
- Defence Force Discipline Act (DFDA) and related legislation
- legal terminology relevant to both simple and complex legal matters
- relationship between trials and tribunals, and potential impacts on legal proceedings
- relevant legal practices and procedures
- relevant legal process, documents and exhibits, legislation and sections, and stages involved in the legal process
- summary hearing/court/tribunal processes and their relevance to paralegal operational procedures
- trials and service discipline proceedings and their relevance to paralegal operational procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools and equipment currently used in industry
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>