



Australian Government

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.

Application

This unit specifies the skills and knowledge required to provide high-level support on legal assistance matters within a Defence legal environment. This includes knowledge of Defence military law.

It includes planning and preparing to provide support, clarifying complex legal issues and performing legal research. It also includes preparing complex legal documents and finalising matters.

This unit applies to Defence personnel who are required to provide highlevel paralegal support services.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work mostly independently while part of a team, and perform routine and complex tasks. They work with limited supervision, with identified approval authorities. They apply solutions to a variety of predictable and complex problems, in familiar and unfamiliar contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable

Competency Field

Defence Paralegal Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

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

1 Plan and prepare to provide high-level support on legal assistance support	1.1	Receive high-level task instructions
	1.2	Analyse task requirements and identify task legal issues
2 Clarify legal issues	2.1	Review and clarify task legal issues with instructing legal officer
	2.2	Obtain additional information as required to address task requirements
	2.3	Clearly outline paralegal legal limits of responsibility to stakeholders and establish clear responsibilities with client in accordance with operational procedures
3 Perform legal research	3.1	Conduct legal research to meet task requirements
	3.2	Analyse and document information gathered in accordance with task requirements
4 Prepare legal documents	4.1	Prepare required legal documents for task consultation with instructing legal officer
	4.2	Review prepared legal documents with instructing legal officer and amend as required
5 Finalise matter	5.1	Finalise legal documents in accordance with task and organisational requirements
	5.2	Communicate task outcomes to stakeholders, as required
	5.3	Update file notes and place outcomes on file in accordance with operating guidelines
	5.4	Appropriately store and secure task file

Foundation Skills

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

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to DEFPL020 Provide high-level support on legal assistance matters.

Links

Companion Volume implementation guides are found in VETNet -

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