



Australian Government

Assessment Requirements for DEFDPL025

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 the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively on complex legal matters with instructing legal officer, client and stakeholders
- ensuring administration requirements are completed in accordance with legal and operational procedures
- filing and maintaining records for legal assistance matters in accordance with Defence policy
- identifying appropriate templates and precedents for use
- identifying legislation, regulations and policies relevant to general and service-related legal assistance matters
- preparing and processing documents involved in legal assistance matters in accordance with instructions from legal officer
- progressing and managing the matter in conjunction with the instructing legal officer
- undertaking analysis of requests received to determine context and category of request so that relevant organisational procedures are followed
- 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 the requirements of the elements and performance criteria and include knowledge of:

- legal practices, procedures and stages relevant to high-level support to legal assistance matters
- legal terminology relevant to both simple and complex legal assistance matters
- legislation, regulations and policies relevant to high-level support to legal assistance matters compliant with paralegal operational procedures
- records management in accordance with Defence policy
- stakeholders/agencies involved in high-level legal assistance matters.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

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 simulations
- applicable documentation, including legislation, regulations, codes of practice, workplace procedures and operation manuals
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet -

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