



Australian Government

DEFDPL025 Provide high-level support on legal assistance matters

Release: 1

DEFDPL025 Provide high-level support on legal assistance matters

Modification History

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

Application

This unit describes 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 high-level 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.

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| 1 Plan and prepare to provide high-level support on legal assistance support | 1.1 Receive high-level task instructions and identify elements to assist in triaging the request |
| | 1.2 Identify the category of legal assistance requested and analyse the task requirements according to organisational procedures |
| | 1.3 Determine staffing required to action the request and identify any stakeholder and/or military entities |
| 2 Clarify legal issues | 2.1 Review and clarify task legal issues with allocated legal officer |
| | 2.2 Obtain additional information, as required, to address matter requirements and manage client and stakeholder expectations |
| | 2.3 Outline the scope of the paralegal's responsibility clearly to stakeholders and establish clear responsibilities with client in accordance with legal and operational requirements |
| 3 Perform legal research | 3.1 Identify scope/requirements for researching the matter |
| | 3.2 Conduct legal research and engagement with stakeholders to meet matter requirements |
| | 3.3 Analyse and document information gathered and propose a course of action in accordance with matter requirements |
| 4 Prepare legal documents | 4.1 Prepare required legal documents according to instructions of legal officer for review and/or sign-off in accordance with organisation's policies and procedures |
| | 4.2 Review prepared legal documents with instructing legal officer, confirm document accuracy with client and amend, as required |
| 5 Finalise matter | 5.1 Finalise legal documents in accordance with matter 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 Store and secure matter records in accordance with operating guidelines

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 DEF Defence Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFDPL007 Provide high-level support on legal assistance matters.

Links

Companion Volume Implementation Guides are found on VETNet -

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

Assessment Requirements for DEFDPL025 Provide high-level support on legal assistance matters

Modification History

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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

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