



Australian Government

Assessment Requirements for DEFDPL027

Provide high-level support on service discipline 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 service discipline legal matters
- coordinating with instructing legal officer to prepare for and support high-level service discipline proceedings
- ensuring pre, during and post Summary Authority Hearing or Superior Tribunal administration is completed in accordance with legal and operational procedures
- filing and maintaining records for service discipline law matters in accordance with Defence policy
- preparing legal documents to support complex service discipline legal matters
- preparing outcomes of cases in high-level legal matters for stakeholders, as required
- undertaking analysis of information to determine status and value of the matter
- undertaking and documenting complex research to support instructing legal officer
- updating all records, storing and securing files in accordance with legal and record keeping requirements, upon finalisation.

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:

- complex discipline law legal practices and procedures, and legal and military justice entities and their interrelatedness in criminal law matters and service discipline proceedings
- legal terminology relevant to high-level service discipline legal matters and trials and tribunals
- records management in accordance with Defence policy
- relationship between trials and tribunals, and potential impact on legal proceedings
- relevant legal process, documents, exhibits and witnesses, and stages involved in pre-, during and post Summary Authority Hearing or Superior Tribunal
- relevant manuals and legislation
- service discipline proceedings, and their relevance to paralegal operational procedures within the scope of the supported legal office.

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>