



Australian Government

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.

Application

This unit describes the skills and knowledge required to provide high-level support on service discipline matters within a Defence legal environment.

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

This unit applies to Defence personnel who are required to provide more complex 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.

1 Plan and prepare to provide support

2 Clarify legal issues

3 Perform legal research

4 Prepare legal documents

5 Finalise matter

PERFORMANCE CRITERIA

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

1.1 Receive high-level service discipline matter and determine if it involves a Summary Authority Hearing or Superior Tribunal matter

1.2 Analyse and identify high-level legal issues for the matter

2.1 Review and clarify high-level legal issues of matter with instructing legal officer

2.2 Obtain additional information relevant to matter from stakeholders, as required

2.3 Outline limitations within scope of the paralegal's responsibility to stakeholders and establish mutual expectations in accordance with organisational and legal procedures

3.1 Conduct legal research for matter, as necessary

3.2 Analyse and document outcomes of legal research in accordance with organisational procedures

4.1 Prepare documents for matter under instruction from instructing legal officer

4.2 Review documents for matter with instructing legal officer and amend as required

5.1 Finalise documents in accordance with legal and matter requirements

5.2 Communicate matter outcomes to stakeholders, as required

5.3 Update file notes and place outcomes on file in accordance with organisational procedures

5.4 Store and secure file to meet legal requirements

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 DEFDPL001 Provide high level support on service discipline matters.

Links

Companion Volume Implementation Guides are found on VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>