



Australian Government

Assessment Requirements for DEFDPL028

Provide paralegal support across Defence legal matters and tasks

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:

- analysing matter information to determine scope and timeframe
- filing and maintaining records for legal matters in accordance with Defence policy
- identifying appropriate templates and precedents for use
- interpreting written and oral instructions to prepare effective draft briefs
- planning and preparing for the provision of support in legal matters
- preparing an initial draft for simple matters
- preparing and processing documents involved in legal matters in accordance with identified processes
- preparing client communications under instruction from legal officer
- undertaking 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 includes knowledge of:

- range of legal assistance available to Defence members
- records management in accordance with Defence policy
- relevant administrative practices and procedures mandated by Defence
- relevant legal practices and procedures mandated by Defence
- relevant legal terminology and its use in accordance with organisational procedures
- relevant legislation and legislative instruments.

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>