



Australian Government

DEFDPL028 Provide paralegal support across Defence legal matters and tasks

Release: 1

DEFDPL028 Provide paralegal support across Defence legal matters and tasks

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 paralegal support across legal matters and tasks within a Defence legal environment.

It includes scoping the provision of paralegal support; preparing, processing and recording documents; and performing legal research. It also includes understanding public sector workplace requirements, tasks and processes.

This unit applies to Defence personnel who are required to provide 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 Scope the provision of paralegal support

2 Prepare, process and record documents

3 Perform legal research

PERFORMANCE CRITERIA

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

1.1 Receive and register legal matters from client or instructing legal officer

1.2 Confirm purpose and timeframe of client requirements

1.3 Clearly outline legal matter to client and establish mutual expectations in accordance with operating guidelines and within the scope of the paralegal's responsibility

2.1 Identify, prepare and record documents to meet matter requirements

2.2 Check incoming documents and contact sender where additional information is required

2.3 Review documents with instructing legal officer

3.1 Use and retrieve precedents and case law in conjunction with instructing legal officer to complete matter

3.2 Maintain records of research outcomes in accordance with operating procedures and using relevant Defence systems

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 replaces and is equivalent to DEFDPL006 Provide support in 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 DEFDPL028 Provide paralegal support across Defence legal matters and tasks

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>