



Australian Government

Assessment Requirements for DEFDPL030 Provide support in Defence administrative law 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:

- analysing requests and documents for completeness, timelines and to determine scope of tasking
- assisting instructing legal officer to plan and prepare for administrative law matters, trial or service discipline
- communicating effectively and logically on legal matters with instructing legal officer and stakeholders providing the required information
- completing initial preparation and processing documents and advices involved in administrative law matters under instruction of the legal officer
- filing and maintaining records for administrative law matters in accordance with Defence policy
- undertaking administration across the breadth of Defence administrative law matters
- undertaking research to support instructing legal officer and preparing summaries of research in accordance with identified processes.

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:

- Defence administrative law matters, including Administrative Inquiries, Redress of Grievance and Administrative Sanction processes
- Fact Finds and Administrative Inquiries processes and application to matters
- records management in accordance with Defence policy
- relevant legal practices, procedures, documents and forms supporting the breadth of Defence administrative law practices
- relevant legal terminology and its use in accordance with organisational procedures
- relevant policies, guidance documents and their application to 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

Companion Volume Implementation Guides are found on VETNet -

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