



Australian Government

Assessment Requirements for DEFDPL032 Work in a public service legal environment

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, professionally and logically on legal matters in accordance with organisational processes and standards whilst using appropriate legal terminology
- identifying potential conflicts of interest with supporting staff
- maintaining confidentiality of matters within the agreed work team
- maintaining corporate and legal files and tracking the progress of matters in accordance with Defence policies and procedures
- using appropriate interpersonal communication strategies to convey decisions and courses of actions.

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:

- Defence organisational structures, administrative practices and procedures
- Defence values, behaviours and code of conduct
- principles of effective communication and their application
- records management in accordance with Defence policy
- relevant legal terminology and its use in accordance with organisation procedures
- relevant legislation.

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>