



Australian Government

DEFDPL032 Work in a public service legal environment

Release: 1

DEFDPL032 Work in a public service legal environment

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 services within a Defence legal environment. This includes understanding workplace requirements of the public sector and the tasks and processes required within this.

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.

Those undertaking this unit would work both independently and as part of a team while performing routine tasks. They would work with direct supervision and apply known solutions to a variety of predictable problems.

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.

PERFORMANCE CRITERIA

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

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| 1 Provide legal support | 1.1 Keep electronic files and hard copy documents up to date and report on the progress of matter to stakeholders under guidance of the instructing legal officer |
| | 1.2 Check conflicts of interest or potential conflict of interest for the matter and refer to the instructing legal officer |
| | 1.3 Maintain professionalism and treat clients and colleagues with respect and behave with honesty and integrity, at all times |
| | 1.4 Ensure all files are appropriately stored and secured a Defence legal environment |
| 2 Maintain confidentiality | 2.1 Ensure information is protected during communications and when stored and maintain legal professional privilege |
| | 2.2 Apply public sector values and code of conduct, including discretion and judgement, in all communication |
| | 2.3 Ensure that legal matters are only discussed within the confines of the practice and with appropriate personnel |
| 3 Use appropriate legal terminology in all communication | 3.1 Use appropriate legal terminology in all communication |
| | 3.2 Spell and pronounce legal terminology correctly and in the appropriate context when completing work tasks |
| 4 Access and apply organisational information and work practices | 4.1 Identify the organisational structure, staffing composition and where the work office sits within the legal organisation |
| | 4.2 Recognise sources of information for conducting self and when engaging with clients and colleagues |
| | 4.3 Demonstrate an appreciation of the diversity of staff and their work and communication styles |

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 but is not equivalent to DEFDPL012 Work in a public service legal environment.

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 DEFDPL032 Work in a public service legal environment

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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

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