



Australian Government

DEF42812 Certificate IV in Defence Paralegal Services

Release: 1

DEF42812 Certificate IV in Defence Paralegal Services

Modification History

Release	TP version	Comments
2	DEF12 V2	New qualification. Equivalent to DEF41512 Certificate IV in Defence Paralegal Services. Structure and packaging rules changed.
1	DEF12 V1	First release.

Description

Not applicable.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Employability Skills are part of a unit of competency.

Employability Skills statements from a selection of units of competency from the DEF42812 Certificate IV in Defence Paralegal Services have been reproduced in the table below.

This table provides an example of Employability Skills for the qualification because Employability Skills within a qualification will vary depending on the qualification packaging options.

Defence qualifications have core units (which must be achieved) and elective units (where there is a choice of units which must be achieved) so different Employability Skills Summaries are possible within the one qualification, depending on the package of core units and chosen elective units.

Employability Skill	Employability Skills Statement
Communication	<ul style="list-style-type: none"> • compile reports on equity and diversity issues • comply with organisational policies and practices including legislative requirements and standard procedures • develop techniques for giving and receiving feedback in a constructive manner • identify and communicate equity and diversity strategies to team members • provide feedback on equity and diversity strategies to managers • use verbal and non-verbal communication techniques including body language, language style and active listening
Teamwork	<ul style="list-style-type: none"> • apply techniques to support others • foster and promote equity and diversity practices • provide assistance to maximise individual contribution to the attainment of the team objectives • supervise and monitor equity and diversity processes within the workplace • understand team dynamics, aims and objectives • understand the composition, roles and responsibilities of team members
Problem solving	<ul style="list-style-type: none"> • analyse and solve problems • deal with minor incidents • resolve grievances and complaints without bias • take action to correct inappropriate behaviour
Initiative and enterprise	<ul style="list-style-type: none"> • translate research and analysis into clear advice to stakeholders
Planning and organising	<ul style="list-style-type: none"> • apply processes to resolve grievance and complaints • determine and manage the constraints and risks relevant to the task • identify sources of information on equity and diversity in accordance with legislative requirements, and organisational policies and practices

	<ul style="list-style-type: none">• understand and apply throughout the operation, occupational health and safety requirements and recognised safety precautions, including those contained in Australian Defence Force procedures
Self-management	<ul style="list-style-type: none">• act independently• ensure that the individual decision making process is conducted in accordance with standard procedures
Learning	<ul style="list-style-type: none">• develop an understanding of equity and diversity strategies and techniques
Technology	<ul style="list-style-type: none">• use appropriate information technology and software

Packaging Rules

11 units of competency are required for this qualification including:

- 5 core units
- 6 elective units

Choose a minimum of 3 elective units from the Group A or B lists below, of which 1 unit must be from Group A.

Choose the remaining 3 elective units from the Group A or B elective lists below, **or** elsewhere within this training package, **or** another endorsed training package, **or** accredited course.

Where a pre-requisite unit is attached to an elective unit it is identified by this symbol \perp .

The pre-requisite units attached to any of the elective units must be undertaken and are additional to the number of elective units required for the qualification.

The elective units should be selected from the units that most closely align to an individual's occupational outcomes.

Elective units selected must not duplicate content already covered by other units in this qualification.

Code	Core Units
BSBCMM402A	Implement effective communication strategies
BSBLEG304A	Apply the principles of confidentiality and security within the legal environment
BSBLEG305A	Use legal terminology in order to carry out tasks
PSPGOV201B	Work in a public sector environment
PSPPROC303A	Carry out basic procurement
Code	Group A Elective Units (Specialisation)
DEFPL023	Provide support in service discipline matters
DEFPL017	Provide support in administrative law matters
DEFPL024	Provide support in criminal law matters
DEFPL019	Provide support in legal assistance matters
Code	Group B Elective Units (General)
DEFPL021	Obtain information from a client

BSBADM406B	Organise business travel
BSBADM502B	Manage meetings
BSBINM302A	Utilise a knowledge management system
BSBLEG308A	Assist in prioritising and planning activities in a legal practice
BSBLEG412A	Interpret and apply legislation
BSBLEG418A	Produce complex legal documents
BSBSUS201A	Participate in environmentally sustainable work practices
BSBCMN311B	Maintain workplace safety
PSPGOV303B	Build and maintain internal networks
PSPGOV402B	Deliver and monitor service to clients
PSPGOV406B	Gather and analyse information
PSPGOV418A	Develop internal and external networks
PSPLEGN401A	Encourage compliance with legislation in the public sector
TAEASS301B	Contribute to assessment
TAEDEL301A	Provide work skill instruction
TAEDEL404A	Mentor in the workplace