



**Australian Government**

# **DEF52612 Diploma of Defence Paralegal Services**

**Release: 1**

## DEF52612 Diploma of Defence Paralegal Services

### Modification History

Release	TP version	Comments
2	DEF12 V2	New qualification. Equivalent to DEF51112 Diploma of 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 DEF52612 Diploma of 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
<b>Communication</b>	<ul style="list-style-type: none"> <li>• compile reports on equity and diversity issues</li> <li>• develop techniques for giving and receiving feedback in a constructive manner</li> <li>• identify and communicate equity and diversity strategies to team members</li> <li>• provide feedback on equity and diversity strategies to managers</li> <li>• use verbal and non-verbal communication techniques including body language, language style and active listening</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• apply techniques to support others</li> <li>• foster and promote equity and diversity practices</li> <li>• provide assistance to maximise individual contribution to the attainment of the team objectives</li> <li>• supervise and monitor equity and diversity processes within the workplace</li> <li>• understand team dynamics, aims and objectives</li> <li>• understand the composition, roles and responsibilities of team members</li> </ul>
<b>Problem solving</b>	<ul style="list-style-type: none"> <li>• analyse and solve problems</li> <li>• deal with minor incidents</li> <li>• resolve grievances and complaints without bias</li> <li>• take action to correct inappropriate behaviour</li> </ul>
<b>Initiative and enterprise</b>	<ul style="list-style-type: none"> <li>• translate research and analysis into clear advice to stakeholders</li> </ul>
<b>Planning and organising</b>	<ul style="list-style-type: none"> <li>• apply processes to resolve grievance and complaints</li> <li>• determine and manage the constraints and risks relevant to the task</li> <li>• identify sources of information on equity and diversity in accordance with legislative requirements, and organisational policies and practices</li> <li>• understand and apply throughout the operation, occupational health and safety requirements and recognised safety precautions,</li> </ul>

	including those contained in Australian Defence Force procedures
<b>Self-management</b>	<ul style="list-style-type: none"><li>• act independently</li><li>• ensure that the individual decision making process is conducted in accordance with standard procedures</li></ul>
<b>Learning</b>	<ul style="list-style-type: none"><li>• develop an understanding of equity and diversity strategies and techniques</li></ul>
<b>Technology</b>	<ul style="list-style-type: none"><li>• use appropriate information technology and software</li></ul>

## Packaging Rules

8 units of competency are required for this qualification including:

- 2 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
DEFPL022	Run a file
BSBLEG418A	Produce complex legal documents
Code	Group A Elective Units (Specialisation)
DEFPL014	Provide high level support on service discipline matters
DEFPL015	Provide high level support on criminal law matters
DEFPL016	Provide high level support on administrative law matters
DEFPL018	Provide high level support on operations law matters
DEFPL020	Provide high level support on legal assistance matters
Code	Group B Elective Units (General)
DEFRI001B	Treat risk within Defence at an operational level
DEFRI002B	Conduct risk assessment in a Defence environment
BSBADM406B	Organise business travel

BSBADM502B	Manage meetings
BSBMGT502B	Manage people performance
BSBWOR501B	Manage personal work priorities and professional development
PSPGOV414A	Provide workplace mentoring
PSPGOV415A	Provide workplace coaching
PSPGOV418A	Develop internal and external networks
PSPGOV503B	Coordinate resource allocation and usage
PSPGOV504B	Undertake research and analysis
PSPGOV506A	Support workplace coaching and mentoring
PSPGOV516A	Develop and use emotional intelligence
PSPLEGN401A	Encourage compliance with legislation in the public sector
PSPOHS401B	Implement workplace safety procedures and programs
PSPPROC411A	Plan procurement
PSPPROC412A	Develop and distribute requests for offers
PSPPROC413A	Select providers and develop contracts