



Australian Government

POLPRO001 Conduct mention duties

Release: 1

POLPRO001 Conduct mention duties

Modification History

Release	Comments
1	This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PUAPOLPR004A Conduct mention duties. • Content and formatting updated to comply with new standards • Unit recoded POL • Element 4 removed • PC 1.1 and 3.3 revised • PC 1.3 and 3.4 removed • PC 2.2 and 2.3 merged • New PC added to Element 3 • Element 5 all PC revised

Application

This unit describes the skills required to review briefs for mentions, communicate with stakeholders, present a case and complete mention duties. This includes performing prosecution duties in a professional, ethical and accountable manner that ensures public confidence in the police.

This unit applies to police prosecutors undertaking mention duties.

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, particularly those related to court proceedings and prosecution guidelines.

Those undertaking this unit would generally work autonomously within a court/justice system environment but may be required to work under supervision at times. They will perform complex tasks and required to demonstrate adaptability across a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Prosecution

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Review briefs for mention	1.1 Reconcile briefs against the court list. 1.2 Evaluate briefs to determine if any remedial action is required.
2. Communicate with stakeholders	2.1 Engage stakeholders to resolve issues. 2.2 Document actions undertaken on brief for transparency and recording purposes. 2.3 Provide assistance and advice to the court regarding management of mentions.
3. Present a case	3.1 Present circumstances of the case for court's consideration. 3.2 Tender documentation to support the case. 3.3 Analyse information critically to formulate arguments for inclusion in submissions. 3.4 Present submissions to assist court decisions. 3.5 Assess status of unresolved issues continually throughout proceedings to identify further actions required.
4. Complete mention duties	4.1 Analyse circumstances of the case to determine need for applications. 4.2 Submit applications to achieve desired outcome of prosecution. 4.3 Record issues and court outcomes for future reference. 4.4 Process briefs for administrative purposes. 4.5 Communicate with stakeholders to inform them of unresolved issues and outcomes. 4.6 Analyse conduct of prosecution case critically to identify areas for improvement. 4.7 Develop recommendations for continuous improvement purposes.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading					Writing					Oral communication					Numeracy NA				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to PUAPOLPR004A Conduct mention duties.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351>

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Assessment Requirements for POLPRO001 Conduct mention duties

Modification History

Release	Comments
1	These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- reviewing and processing files and briefs for court purposes
- communicating with stakeholders
- identifying remedial actions for briefs and files when required
- presenting case and tendering documents within court
- presenting persuasive and judicial submissions and applications to court
- recording actions and outcomes for future reference
- developing recommendations for continuous improvement

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- current Commonwealth, national, state or territory legislation, jurisdictional policies and procedures which regulate the Rules of Evidence and the judicial process
- jurisdictional information management systems and legal databases
- stakeholder roles and responsibilities
- organisational policy and procedures
- legal ethics

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Consideration must be given to holistic assessment for this unit. Refer to advice in the companion volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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