



Australian Government

PSPCART001 Audio record court proceedings

Release: 1

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Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPCART301B Audio record court proceedings. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.2 and 1.3, PC 2.1 and 2.2 merged • PC 1.4 and 3.2 removed

Application

This unit describes the skills required to prepare, set up, record and rectify any issues in relation to the audio recording of court proceedings.

This unit applies to those working within the law court system and is applicable across a wide range of court environments.

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 WHS and those set by the court.

Those undertaking this unit would generally work independently. They would perform routine tasks in a range of familiar contexts.

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

Competency Field

Courts

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. Prepare for content of matter to be heard	1.1 Check court roster to identify jurisdiction, presiding officials and status of case. 1.2 Locate and check existing glossaries, running sheet and previous transcripts, including information specific to the case or jurisdiction.
2. Prepare for audio and/or visual recording	2.1 Set up and check microphone and/or recording equipment and cabling. 2.2 Document recording details. 2.3 Approach counsel at the bar to establish clear identification for audio purposes. 2.4 Obtain case information and scan court file for relevant information. 2.5 Ensure special requirements for relief recorders are included in preparations.
3. Undertake audio and/or visual recording of proceedings	3.1 Operate recording equipment to achieve high-quality recording. 3.2 Maintain court protocol, particularly while dealing with legal representatives and responding to queries regarding the transcript. 3.3 Clarify proceedings during adjournments. 3.4 Advise supervisor when court is completed or adjourned. 3.5 Process and secure recorded material in readiness for handover. 3.6 Transfer audio materials to court reporters.

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				

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 PSPCRT301B Audio record court proceedings.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Assessment Requirements for PSPCRT001 Audio record court proceedings

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector 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.

- managing a large personal workload
- working under pressure
- meeting required deadlines
- reading and interpreting legislation, regulations and policies
- monitoring proceedings in two or more types of courts
- communicating orally with a diverse range of people
- making clear announcements

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.

- legislation, regulations, policies, procedures and practice relating to audio/visual recordings of court proceedings
- structure, roles, functions, procedures and protocols of courts
- principles of judicial independence
- public sector legislation, including WHS and environment, in the context of audio and/or visual recording of court proceedings

Assessment Conditions

Assessment of this unit requires evidence gathered over time in a workplace environment or one that closely resembles normal work practice and replicates the diverse conditions likely to be encountered when recording court proceedings.

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

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