



Australian Government

PSPCART002 Perform duties to support a hearing

Release: 1

PSPCART002 Perform duties to support a hearing

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 PSPCART401C Carry out court orderly functions. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • Unit title changed to better reflect unit outcomes • All PC revised in Element 1

Application

This unit describes the skills required to perform court orderly functions in a range of courts and jurisdictions. It includes preparing the courtroom, following court procedures and protocols, managing court appearances and taking action in accordance with court outcomes.

This unit applies to those working within the court system operating under procedures set by the court.

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 with occasional supervisory responsibilities. They would perform complex tasks in a range of familiar and unfamiliar 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 the courtroom	1.1 Apply security procedures, ensuring courtroom amenities are checked and adjusted as required. 1.2 Set up and arrange equipment and technology. 1.3 Restore courtroom on completion of sitting.
2. Follow court procedures and protocols	2.1 Prepare court forms and documents and ensure they are used correctly. 2.2 Make proclamations. 2.3 Monitor modes of address, manner and movement in the courtroom and instruct court users and the public on protocols. 2.4 Accommodate special court requirements.
3. Manage court appearances	3.1 Call persons and report non-appearances to the court. 3.2 Escort persons required to be accompanied to and from their station in the courtroom. 3.3 Administer oaths and affirmations if required, in accordance with the type of proceedings and client preference for the particular oath or affirmation. 3.4 Use court technology at the direction of the presiding official and manage contingencies.
4. Take action in accordance with court outcomes	4.1 Take action relating to orders of the court. 4.2 Identify documentary requirements of court outcomes and complete.

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					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 PSPCART401C Carry out court orderly functions.

Links

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for PSPCRT002 Perform duties to support a hearing

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.

- applying legislation, rules, and organisational practices and procedures relating to court functions
- using problem-solving skills in response to contingencies
- dealing effectively with different stakeholders, including at least one of:
 - judicial support officers
 - associates
 - court reporters
 - interpreters
 - sheriff's officers
 - parties in custody
- instructing court users

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.

- courts administration management, procedures and protocols
- court operating procedures and protocols
- principles of judicial independence
- organisational policies and procedures relating to carrying out court orderly functions
- oaths, affirmations and their administration

- court technology
- public sector legislation in the context of court functions

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 supporting a court hearing.

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

Links

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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