



Australian Government

PSPCART003 Manage witnesses

Release: 1

PSPCART003 Manage witnesses

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 PSPCART402C Manage witnesses. • 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 revised

Application

This unit describes the skills required to manage witnesses attending court to give evidence face-to-face or via audio-visual link facilities. It includes facilitating witnesses' court appearances and maintaining the integrity of court proceedings in a remote witness room.

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 relating 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. Facilitate court appearances of witnesses	1.1 Apply requirements regarding presence of witnesses according to for the type of proceeding. 1.2 Identify witnesses and provide details to the court. 1.3 Record witness details and report non-appearances. 1.4 Call witnesses, escort them to the witness box and swear in, if required. 1.5 Provide appropriate screening or audio-visual link for witnesses who are apprehensive of giving evidence in front of an accused, at the direction of the presiding official. 1.6 Complete administrative duties relating to witness appearances.
2. Maintain the integrity of court proceedings in a remote witness room	2.1 Prepare witness room and equipment. 2.2 Position witness and other authorised persons so they are visible and clearly audible to the court. 2.3 Maintain security of witnesses, witness rooms and exhibits and report any attempted security breach to the court. 2.4 Perform functions in the witness room according to set role. 2.5 Deliver witnesses at the end of the evidence and examination into the care of a responsible person and return exhibits.

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 PSPCRT402C Manage witnesses.

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 PSPCART003 Manage witnesses

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, practices and procedures of the court environment
- making oral presentations to call witnesses and administer oaths and affirmations
- eliciting witness information
- dealing effectively with legal representatives and judge's associates
- completing court forms
- operating court technology

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.

- types of proceedings
- role and function of sheriff's officer or court officer in relation to witnesses giving evidence in person and via audio-visual link
- legislative requirements of witnesses
- court and standard operating procedures and protocols relating to witnesses
- documentary and administrative requirements relating to witnesses appearing in court
- ethical work practices

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 managing witnesses.

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

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