



Australian Government

PSPCART004 Handle exhibits and documents tendered

Release: 1

PSPCART004 Handle exhibits and documents tendered

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 PSPCART403C Handle exhibits and documents tendered • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 1.1 and 1.2 merged

Application

This unit describes the skills required to deal with court exhibits and documents tendered to the court. It includes the handling and security of exhibits and documents and completing the necessary documentation.

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 set by the court.

Those undertaking this unit would generally work independently, with occasional supervisory responsibilities. They would perform routine 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. Follow procedures to handle exhibits and documents	1.1 Receive, record and secure exhibits and documents. 1.2 Pass exhibits and documents for examination as directed by the court. 1.3 Handle hazardous exhibits and documents using safety procedures and personal protective equipment. 1.4 Complete court documentation relating to exhibits and documents.
2. Process exhibits and documents	2.1 Check court registry for exhibits and documents tendered by the parties and complete administrative requirements. 2.2 Store and secure exhibits and documents. 2.3 Deliver exhibits and documents to court when required. 2.4 Implement administrative arrangements for tendered documents in accordance with the outcomes of the court process.

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 PSPCRT403C Handle exhibits and documents tendered

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 PSPCRT004 Handle exhibits and documents tendered

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 relating to working in a court environment
- explaining procedures and the correct use of personal protective equipment to those handling potentially hazardous exhibits and documents
- completing court forms, documentation and administrative requirements
- recording trial and courtroom numbers, marking/tagging exhibits
- responding to contingencies

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.

- legislative requirements, court procedures and protocols
- documentary and administrative requirements
- procedures relating to WHS and handling potentially hazardous exhibits and documents

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 handling exhibits and documents.

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

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