



Australian Government

PSPCRT008 Undertake court listings

Release: 1

PSPCART008 Undertake court listings

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 PSPCART407B Undertake court listings. • 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, PC 1.3 and 1.4, PC 2.2 and 2.3 merged • PC 4.1 removed

Application

This unit describes the skills required to undertake court listings in a range of matters for courts. It includes preparing court files, maintaining listing systems, assisting in the allocation of courtrooms and judicial officers, preparing court lists and advising on listings.

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 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 court files	1.1 Locate and check files listed to ensure relevant documents are on file and any missing documents followed up. 1.2 Prepare documentation and advise when files are ready for collection.
2. Maintain listing systems	2.1 Set up listing system according to the number of available presiding officials as per roster. 2.2 Establish and distribute lists for hearings.
3. Assist allocation of courtrooms and judicial officers	3.1 Access list of pending cases from records and obtain information on priorities. 3.2 Allocate cases to judicial officers. 3.3 Locate and sort files.
4. Prepare court lists	4.1 Gather other information on matters and take appropriate action. 4.2 Record data relating to the allocation of court and judicial officers. 4.3 Prepare and print completed lists of all matters and distribute.
5. Provide information and options on listings	5.1 Prepare documentation and send to parties. 5.2 Book interpreters as required. 5.3 Make contact with all parties and necessary staff for urgent matters. 5.4 Complete records and forward.

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				

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 PSPCRT407B Undertake court listings.

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 PSPCRT008 Undertake court listings

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 legislative requirements to court listings
- gathering and analysing information
- responding to contingencies using problem-solving skills
- dealing effectively with different stakeholders, including at least one of:
 - judicial support officers
 - associates
 - court reporters
 - interpreters
 - sheriff's officers
- operating court-specific software

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.

- legislation, regulations, policies, procedures and guidelines relating to court listings and hearings
- courts administration structure
- principles of judicial independence
- current approaches to courts administration
- record management procedures and protocols

- client services in relation to listing protocols

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 undertaking court listings.

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

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