



Australian Government

Assessment Requirements for PSPCART012 Audio record complex court proceedings

Release: 1

Assessment Requirements for PSPCRT012 Audio record complex 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 Assessment Requirements created drawing upon specified assessment information from superseded unit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.

- applying legislation, regulations and policies relating to audio recordings of complex court proceedings
- producing high-quality audio/visual recording
- monitoring proceedings in two or more types of courts
- managing a large personal workload
- working effectively under pressure using time-management skills
- setting up and operating portable audio-recording equipment
- producing high-quality transcripts of audio recordings with 99% accuracy at a speed of up to 120 words per minute depending on jurisdiction
- dealing effectively with a diverse range of people
- obtaining clarification of proceedings if necessary
- responding to queries about transcript in court
- gathering and analysing information

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 recordings of complex court proceedings

- procedures relating to public sector legislation, including WHS and environment, in the context of audio recording complex court proceedings
- roles and functions of courts
- courts administration structure
- principles of judicial independence
- court procedures and protocols
- legal terms and abbreviations
- general knowledge of places and terms
- English language, spelling, punctuation and grammar

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 audio recording court proceedings.

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>

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