



Australian Government

PSPCRT012 Audio record complex court proceedings

Release: 1

PSPCRT012 Audio record complex court proceedings

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 PSPCRT411B Audio record complex court proceedings. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • All PC revised in Element 1 and 3

Application

This unit describes the skills required to produce recordings and monitor information in courts, including more complex, difficult or unusual proceedings. The unit includes preparing for complex hearings, preparing audio/visual recording equipment and recording complex proceedings.

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 for complex hearings	1.1 Examine court roster and cause list to identify jurisdiction, number of judiciary and status of case. 1.2 Locate and check existing glossaries, running sheet and previous transcripts including information specific to the case or jurisdiction. 1.3 Check resources and allow sufficient time to set up before proceedings begin. 1.4 Ensure special requirements for relief recorders and standby equipment have been implemented.
2. Prepare for audio and/or visual recording	2.1 Set up and check microphone and/or recording equipment and cabling. 2.2 Approach counsel at the bar to establish clear identification for audio purposes. 2.3 Obtain case information and scan court file for relevant information.
3. Undertake audio and/or visual recording of complex proceedings	3.1 Operate and monitor recording equipment to achieve and maintain high-quality recording. 3.2 Maintain court protocols, particularly while dealing with legal representatives and responding to queries regarding the transcript. 3.3 Clarify proceedings during adjournments. 3.4 Advise supervisor when court is completed or adjourned. 3.5 Process and secure audio materials in readiness for handover. 3.6 Transfer audio materials to court reporters.

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 NA					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 PSPCRT411B Audio record complex court proceedings.

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 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.

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