



Australian Government

Assessment Requirements for PSPCART013 Record court proceedings using shorthand

Release: 1

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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 Assessment Requirements created drawing upon specified assessment information from superseded unit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 the recording of court proceedings
- gathering and analysing case information
- operating shorthand machinery
- producing high-quality transcriptions with 99% accuracy at speeds of up to 160 words per minute depending on jurisdiction
- editing and summarising transcripts
- managing a large personal workload and working effectively under pressure to meet deadlines
- reading aloud transcripts

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 guidelines relating to the recording of court proceedings
- administrative requirements of court reporting
- structure, roles and functions of courts
- commonwealth, state and territory court systems
- courts administration structure
- principles of judicial independence

- proceedings in two or more types of courts and the related legislation
- legal terminology
- computer-based registry systems
- formats that interface with litigation support products
- software programs that support electronic archiving and retrieval of transcript
- legal terms and abbreviations
- general knowledge of places and terms
- English language, spelling, punctuation and grammar
- public sector legislation, including WHS and environment, in the context of recording court procedures

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 recording court proceedings using shorthand.

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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