



Australian Government

PSPCRT019 Manage jurors

Release: 1

PSPCART019 Manage jurors

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 PSPCART502C Manage jurors. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 1.3 and 1.4 merged • PC 2.4 and 3.5 removed

Application

This unit describes the skills required to manage jurors before, during and after they are selected for jury duty to ensure the integrity of the jury process. It includes supporting the jury selection process, ensuring the welfare and security of jurors during trials, and completing post-trial duties.

This unit applies to those working within the court system operating 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. Support the jury selection process	1.1 Direct jurors to the assembly point for preliminary procedures, including jury panel information. 1.2 Escort jurors into court and direct to the jury box. 1.3 Orientate jurors to the jury room, following selection procedures, brief on general protocols and complete relevant documentation. 1.4 Direct non-empanelled jurors from the courtroom and confirm ongoing commitment to attend court.
2. Ensure the welfare and security of jurors during trials	2.1 Interact with jurors with courtesy and impartiality and respond to their needs. 2.2 Implement jury security procedures in the court and court precincts, during jury deliberations and as jurors leave the courthouse for meals. 2.3 Facilitate the jury to express views and address jury questions. 2.4 Follow procedures for jury deliberations in accordance with legislative requirements and the number of officers on duty.
3. Complete duties during deliberations and after discharge of jury	3.1 Record and administer items used and produced by jurors during deliberations. 3.2 Brief jurors on support and counselling available as required. 3.3 Escort jurors from the court precinct. 3.4 Restore jury room after use and finalise documentation relating to the jury.

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 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 PSPCRT502C Manage jurors.

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 PSPCRT019 Manage jurors

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, practice and procedures relating to managing jurors
- following procedures relating to public sector legislation
- announcing persons in court
- confirming jurors' personal details
- responding to diversity
- completing court forms and documentation

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.

- jury selection process
- role and function of juries
- legislative requirements, general procedures and protocols relating to jurors
- standard operating procedures relating to jury management
- court procedures relating to juries
- documentary and administrative requirements relating to juries

Assessment Conditions

Assessment of this unit requires a workplace environment or one that closely resembles normal work practice and replicates the diverse conditions likely to be encountered when managing jurors.

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

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