



Australian Government

PSPCIRT020 Execute process

Release: 1

PSPCART020 Execute process

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 PSPCART503C Execute process. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 3.2 and 3.4 merged

Application

This unit describes the skills required to execute or attempt to execute warrants, orders or writs as directed by the court, for civil and criminal processing. It includes completing preliminary requirements and using notes to give evidence.

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	Performance criteria describe the performance needed to demonstrate

the essential outcomes	achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Complete preliminary requirements prior to execution of process	1.1 Endorse warrants with time and date, determine priorities for execution where multiple warrants are issued against the same judgement debtor and/or defendant. 1.2 Enter details of process to be executed into data system. 1.3 Check warrants prior to execution to confirm requirements, details of judgement debtor and/or defendant, accompanying documents and time and/or date of issue. 1.4 Determine potential risk in advance and any assistance required to execute process. 1.5 Deal with stays of action.
2. Execute or attempt to execute process	2.1 Locate judgement debtor and/or defendant in order to make a demand for payment. 2.2 Attend location as instructed by the court, and confirm identity of the judgement debtor and/or defendant. 2.3 Structure and deliver statements. 2.4 Seize property belonging to the judgement debtor and/or defendant if unable to satisfy the debt. 2.5 Maintain safety of self and others and arrange for assistance if required. 2.6 Record claims of ownership of seized property by persons other than the judgement debtor and/or defendant, and advise them of the process to progress their claim. 2.7 Assess value and types of seized property. 2.8 Arrange for custodianship or removal, storage, maintenance, or sale of seized property.
3. Use notes to give evidence	3.1 Complete documentation if process cannot be executed, and determine follow-up action. 3.2 Complete and sign inventories and documentation relating to seizures. 3.3 Deal with monies seized or received in satisfaction of a writ, update data system and complete organisational records.

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 PSPCRT503C Execute process.

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 PSPCART020 Execute process

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 executing process
- assessing risk to persons occupying property
- following procedures relating to public sector legislation, including WHS procedures relating to maintaining operational safety while executing process
- dealing with judgement debtors, defendants and creditors
- making effective demand for payment
- responding to diversity
- interpreting warrants
- maintaining accurate records
- estimating value of goods to be seized
- operating related technology
- responding to contingencies using problem-solving skills

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 and regulations relating to execution of process
- organisational policy and procedures relating to execution of process
- operational safety procedures

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 executing process.

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

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