



Australian Government

PSPCART022 Undertake senior court listing activities

Release: 1

PSPCART022 Undertake senior court listing activities

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 PSPCART505B Undertake senior court listing activities. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 2.3 removed

Application

This unit describes the skills required to undertake senior listing activities in a range of criminal, trial, civil and duty matters for courts that may be federal, family, supreme, district, or magistrates. It includes managing listing functions and managing the listing system.

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 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. Manage listing functions	1.1 Monitor listing functions in relevant jurisdictions to ensure effective case management and disposition of cases. 1.2 Produce, maintain and analyse quantitative and qualitative data to evaluate effectiveness of case management and disposition processes. 1.3 Provide information to the legal profession, government agencies and the public regarding complex listing issues and procedures and legislative requirements. 1.4 Monitor allocation of a listing date to ensure efficient listing and avoid over-listing. 1.5 Liaise with the presiding official when allocating cases. 1.6 Respond to complaints from presiding officials relating to listings.
2. Manage listing system	2.1 Monitor maintenance of listing system according to presiding official's availability and rosters and legislative requirements. 2.2 Determine and monitor minimum and maximum numbers of hearings for the list. 2.3 Monitor the distribution of lists.

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 NA					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 PSPCRT505B Undertake senior court listing activities.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Assessment Requirements for PSPCRT022 Undertake senior court listing activities

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 legislative requirements to senior court listing activities
- following procedures relating to public sector legislation, including WHS and environment, in the context of senior listing activities
- gathering and analysing statistical information
- interpreting results of analysis and producing reports
- determining minimum and maximum numbers for lists
- dealing with a diverse range of stakeholders including the judiciary, judicial support officers, associates, court reporters, interpreters and sheriff's officers
- operating court-specific technology

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 senior court listing activities
- organisational policies and procedures relating to senior court listing activities
- court systems
- philosophies relating to the provision of court services and the administration of justice
- Rules of Court
- courts administration structure
- judicial independence
- case flow management

- equity and diversity principles

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 undertaking senior court listing activities.

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>

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>