



Australian Government

PSPCART024 Record complex court proceedings

Release: 1

PSPCART024 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 PSPCART507B Record complex court proceedings. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 1.2 and 1.3 merged • PC 2.5 and 3.6 removed

Application

This unit describes the skills required to produce verbatim reporting and transcription of complex court proceedings using high-speed shorthand or machine shorthand at speeds required by the jurisdiction. This unit includes preparing for complex hearings, setting up court arrangements and capturing 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 existing glossaries, create dictionaries and glossaries of names and terms from court case file for new cases, load dictionaries. 1.3 Check resources and allow sufficient time to set up before proceedings begin.
2. Set up court arrangements	2.1 Set up court arrangements by placing and testing equipment, securing cables, remedying or reporting any problems arising. 2.2 Liaise with court, judicial staff and legal profession on proceedings and references. 2.3 Collect and sort files, obtain and examine relevant case information. 2.4 Include any special requirements for recording proceedings in a team, as opposed to individually.
3. Capture complex proceedings	3.1 Undertake commencement procedures. 3.2 Take shorthand or notes of proceedings manually or by machine according to individual or team delegated responsibilities. 3.3 Create accurate transcripts obtaining clarification of proceedings from participants where necessary. 3.4 Read back transcript as requested. 3.5 Follow procedures when working with or receiving materials from audio 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 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 PSPCRT507B 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 PSPCRT024 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.

- editing and summarising transcriptions
- managing a large personal workload
- meeting deadlines
- working effectively under pressure
- representing forms and outlines in shorthand
- producing high-quality transcriptions with 99% accuracy at speeds of up to 200 wpm depending on jurisdiction
- applying legislation, regulations, policies and procedures relating to the recording of complex court proceedings
- liaising effectively with a diverse range of people
- reading back transcripts
- operating a shorthand machine

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.

- administrative requirements of court reporting
- legal terminology
- legislation, regulations, policies, procedures and guidelines relating to the recording of complex court proceedings
- principles of judicial independence

- proceedings in a full range of courts
- related legislation, including Acts
- federal, state and territory court systems
- formats that interface with litigation support products
- software programs that support electronic archiving and retrieval of transcript
- English language, spelling, punctuation and grammar

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 recording complex court proceedings.

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

Links

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