



Australian Government

PSPCART025 Manage court practice and process

Release: 1

PSPCART025 Manage court practice and 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 PSPCART601B Manage court practice and process. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to implement legislative change as it applies to courts, in conjunction with judicial officers. It includes providing advice, modifying systems and procedures, fostering commitment to changed systems and procedures.

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. Provide information and options on rules and legislation	1.1 Establish consultative links with other agencies, organisations and the public having regular dealings with the court. 1.2 Provide consulting and advisory services on issues relating to the operation of the court. 1.3 Interpret, explain and apply legislation in the context of specific as well as general practice and procedures. 1.4 Interpret and assess the impact of legislative change for its effect on practice and procedures, and advise on its application. 1.5 Provide input to the development of organisational policy and procedures to implement changes in legislation.
2. Modify systems and procedures	2.1 Evaluate policies, procedures and practices, identify and analyse problems. 2.2 Review systems and methods of work and manage staffing levels to achieve agreed objectives. 2.3 Undertake consultation with a range of stakeholders to improve practice and procedures. 2.4 Identify, assess and develop alternative approaches, strategies and solutions. 2.5 Design new or improved systems and procedures to comply with legislation, determine rules and resource implications of changes.
3. Foster commitment to changed systems and procedures	3.1 Foster a positive attitude to changed systems and procedures using a range of strategies. 3.2 Provide information and strategies to staff on the requirements for effective change management and any transition arrangements. 3.3 Obtain and apply resources required to implement procedures within court administration. 3.4 Use leadership strategies to assist others to deal with ambiguity and adapt to change.

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 PSPCRT601B Manage court practice and 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 PSPCRT025 Manage court practice and 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 change management to implement new or improved practice and processes
- assessing alternative approaches
- following procedures relating to public sector legislation, including WHS and environment, in the context of court practice and process
- performing statistical analyses
- evaluating policies and procedures using research and analysis
- consulting with a diverse range of people, particularly the judiciary, legal profession and litigants

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.

- courts administration structure
- legislation conferring jurisdiction on the courts
- practice, processes and systems used in courts
- principles of analysis
- principles of change management
- principles of judicial independence
- structure, roles and functions of courts

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 practice and process.

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

Links

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