



Australian Government

PSPCART027 Perform duties to support a hearing

Release: 1

PSPCART027 Perform duties to support a hearing

Modification History

Supersedes and is equivalent to PSPCART002 Perform duties to support a hearing.

Application

This unit describes the performance outcomes, skills and knowledge required to perform court orderly functions in a range of courts and jurisdictions.

This unit applies to court attendants, court officers and court ushers working within the court system operating under procedures set by the court. Those undertaking this unit generally work independently with occasional supervisory responsibilities. They perform complex tasks in a range of familiar and unfamiliar contexts.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Courts

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Prepare courtroom.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Apply security procedures, ensuring courtroom amenities are checked and adjusted.
- 1.2. Set up and arrange equipment and technology in accordance with court requirements.
- 1.3. Restore courtroom on completion of sitting.

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| 2. Follow court procedures and protocols. | 2.1. Prepare court forms and documents and ensure they are used correctly.
2.2. Make proclamations in accordance with court protocols.
2.3. Monitor modes of address, manner and movement in the courtroom and instruct court users and the public on protocols.
2.4. Accommodate special court requirements within court operating parameters. |
| 3. Manage court appearances. | 3.1. Call persons and report non appearances in accordance with court procedures.
3.2. Escort persons required to be accompanied to and from their station in the courtroom.
3.3. Administer oaths and affirmations in accordance with the type of proceedings and client preference for the particular oath or affirmation.
3.4. Use court technology at the direction of the presiding official and manage contingencies. |
| 4. Take action in accordance with court outcomes. | 4.1. Take action relating to orders of the court in accordance with court and organisational procedures.
4.2. Identify and complete documentary requirements of court outcomes. |

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	- interpret rules and organisational practices and procedures relating to court functions - interpret a range of documentation to manage court forms and documents.
Writing skills to:	complete court documentary requirements for proceedings.
Oral communication skills to:	interact effectively with a diverse range of stakeholders, including judicial support officers, associates, court reporters, interpreters, sheriff's officers, and parties in custody.

Unit Mapping Information

Supersedes and is equivalent to PSPCART002 Perform duties to support a hearing.

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for PSPCART027 Perform duties to support a hearing

Modification History

Supersedes and is equivalent to PSPCART002 Perform duties to support a hearing.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- perform court orderly function for at least one court hearing and:
 - apply court operating procedures and protocols
 - use problem solving skills to manage contingencies
 - instruct court users
 - deal effectively with different stakeholders, including at least one of the following:
 - associates
 - court reporters
 - interpreters
 - judicial support officers
 - parties in custody
 - sheriff's officers.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- court administration structure
- court operating procedures and protocols
- principles of judicial independence
- organisational policies and procedures for carrying out court orderly functions
- record management procedures and protocols
- oaths, affirmations and their administration
- types of court documents relevant to the court orderly function
- technology used in court proceedings
- public sector legislation that impacts the court orderly function.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- legislation, policies, procedures and protocols relating to court orderly functions
- resources and equipment required of the working environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

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