



Australian Government

PSPCART028 Manage witnesses

Release: 1

PSPCART028 Manage witnesses

Modification History

Supersedes and is equivalent to PSPCART003 Manage witnesses.

Application

This unit describes the performance outcomes, skills and knowledge required to manage witnesses attending court to give evidence face to face or via audio visual link facilities.

This unit applies to court clerks, court attendants and court orderlies working within the court system operating under procedures set by the court. 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 or certificate 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

PERFORMANCE CRITERIA

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

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Facilitate court appearances of witnesses. | <ol style="list-style-type: none"> 1.1. Apply protocols regarding presence of witnesses in the courtroom according to type of proceeding. 1.2. Identify witnesses and provide details to the court. 1.3. Record witness details and report non-appearances. 1.4. Call witnesses, escort them to the witness box and swear in if required. 1.5. Provide appropriate screening or audio-visual link at the direction of the presiding official, for witnesses who are apprehensive of giving evidence in front of an accused. 1.6. Complete administrative duties relating to witness appearances in accordance with court procedures. |
| <ol style="list-style-type: none"> 2. Maintain the integrity of court proceedings in a remote witness room. | <ol style="list-style-type: none"> 2.1. Prepare witness room and equipment to meet requirements. 2.2. Position witness and other authorised persons so they are visible and clearly audible to the court. 2.3. Maintain security of witnesses, witness rooms and exhibits and report any attempted security breach to the court. 2.4. Perform functions in the witness room according to set role. 2.5. Deliver witnesses at the end of the evidence and examination into the care of a responsible person and return exhibits to required locations. |

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.

DESCRIPTION

SKILLS

- | | |
|--------------------|--|
| Reading skills to: | <ul style="list-style-type: none"> • interpret documentary and administrative requirements for witnesses appearing in court • interpret information about court proceedings. |
|--------------------|--|

Unit Mapping Information

Supersedes and is equivalent to PSPCART003 Manage witnesses.

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 PSPCART028 Manage witnesses

Modification History

Supersedes and is equivalent to PSPCART003 Manage witnesses.

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 on at least one occasion:

- apply rules, practices and procedures for managing witnesses in the court environment
- make oral presentations to call witnesses and administer oaths and affirmations
- elicit witness information
- liaise with legal representatives and judge's associates.

Knowledge Evidence

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

- court procedures and protocols for managing witnesses
- types of court proceedings
- oaths, affirmations and their administration
- role and function of sheriff's officer or court officer in relation to witnesses giving evidence in person and via audio visual link
- legislative requirements of witnesses
- documentary and administrative requirements relating to witnesses appearing in court
- ethical work practices for managing witnesses.

Assessment Conditions

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

Assessment must ensure access to:

- court procedures and protocols for managing witnesses
- resources and equipment required of the working environment.

Assessors must satisfy the Standards for Registered Training Organisations' 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>