



Australian Government

PSPCART029 Compile and use official notes

Release: 1

PSPCART029 Compile and use official notes

Modification History

Supersedes and is equivalent to PSPCART007 Compile and use official notes.

Application

This unit describes the performance outcomes, skills and knowledge required to keep notes and use them to give evidence in court, prepare statements and compile reports, including incident reports.

This unit applies to those working within the court system operating under procedures set by the court. Those undertaking this unit generally work independently with occasional supervisory responsibilities.

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. Record and retain original notes.

PERFORMANCE CRITERIA

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

- 1.1. Use official notebooks to record original notes about incidents and occurrences in accordance with organisational policies and procedures.
- 1.2. Make notes that meet content and sequencing requirements.
- 1.3. Record, retain and secure identifying information for the length of time required by law.

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| 2. Use notes to make statements. | 2.1. Use notes to refresh memory and provide factual basis for statements.
2.2. Maintain receipts and bank records.
2.3. Format details for statements to meet organisational requirements. |
| 3. Use notes to give evidence. | 3.1. Use notes to refresh memory prior to giving evidence.
3.2. Request authority of presiding official to refer to notes while giving evidence in court.
3.3. Present factual, correctly sequenced evidence that reflects information in notes.
3.4. Employ presentation standards. |
| 4. Compile reports. | 4.1. Collect, analyse and organise information for reports into a logical sequence.
4.2. Format reports to meet organisational requirements.
4.3. Complete incident reports in accordance with required formats.
4.4. Produce reports that include required detail for information management systems. |

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

Numeracy skills to:

- apply chronological and sequencing order to information.

Unit Mapping Information

Supersedes and is equivalent to PSPCRT007 Compile and use official notes.

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 PSPCART029 Compile and use official notes

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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 legislation, rules, and organisational practices and procedures relating to official note taking or working in an office environment
- interpret notes and give evidence
- take notes sequencing events chronologically
- compile reports
- assign report and file numbers
- operate equipment and technology to prepare reports.

Knowledge Evidence

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

- reasons for, and key requirements of, note taking for official purposes
- legislative and organisational requirements for structure and content of official reports and statements, including the essential elements of a report
- requirements for giving evidence
- information management including retention and security of notes.

Assessment Conditions

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

Assessment must ensure access to:

- legislation, rules, and organisational practices and procedures relating to official note taking or working in an office environment
- resources and equipment required of the working environment.

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

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