



Australian Government

Department of Education, Employment and Workplace Relations

PSPCRT301B Audio record court proceedings

Revision Number: 3

PSPCART301B Audio record court proceedings

Modification History

Release	TP Version	Comments
3	PSP12V1	Elements and performance criteria pre-content edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

Unit descriptor

This unit covers the audio recording and monitoring of information in courts. It includes preparing for content of the matter to be heard, preparing for audio/visual recording, and recording the proceedings. In practice, audio recordings of court proceedings may overlap with other generalist or specialist public sector work activities, such as working effectively, using resources, acting ethically, complying with legislation, working with diversity and organising information. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

Application of the unit

The task of audio recording proceedings may be performed in a situation where a transcript is required and will be undertaken by authorised court officials operating under procedures set by the jurisdiction.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

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 statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. **Prepare for content of matter to be heard.**
 - 1.1. Court roster is checked and cause list is examined to identify ***jurisdiction, presiding officials*** and ***status of case***.
 - 1.2. Existing glossaries, running sheet and previous transcripts are located.
 - 1.3. ***Information*** pertaining to the ***case*** and/or jurisdiction is obtained and used.
 - 1.4. ***Resources*** are checked and sufficient time is allowed to set up before proceedings begin.
2. **Prepare for audio/visual recording.**
 - 2.1. Court is ***set up***, microphone/recording checks are carried out, and problems are remedied or reported according to organisational practices and procedures.
 - 2.2. ***Equipment*** is placed and cables are secured in compliance with workplace safety requirements.
 - 2.3. Paperwork is completed according to organisational practices and procedures.
 - 2.4. Counsel at the bar is approached to ensure appropriate identification while monitoring.
 - 2.5. Case information is obtained and court file is perused for ***relevant information***.
 - 2.6. ***Special requirements*** for relief recorders, for the start of a new trial or for ongoing cases, are included in preparations.
3. **Undertake audio/visual recording of proceedings.**
 - 3.1. Recording equipment is operated to achieve and ***maintain high-quality recording***.
 - 3.2. ***Monitoring*** is undertaken according to organisational practices and procedures.
 - 3.3. Court protocol is maintained at all times particularly while dealing with legal representatives and responding to queries regarding the transcript.
 - 3.4. Where necessary, clarification of proceedings is obtained during adjournments.
 - 3.5. Supervisor is advised when court is completed or adjourned according to organisational practices and procedures.
 - 3.6. Correct procedure is followed when taken over by court reporters.
 - 3.7. Tapes are ***processed*** in accordance with legislative requirements, and organisational practices and procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- self-management skills to:
 - manage a large volume of work
 - work effectively under pressure
 - meet required deadlines
- initiative and enterprise skills to apply OHS and environmental legislation, regulations and policies to audio recordings of court proceedings
- literacy skills to read and interpret legislation, regulations and policies
- organisational and planning skills to monitor proceedings in a range of courts
- technology skills to:
 - operate recording equipment
 - produce high-quality transcriptions of audio recordings with the required speed and accuracy
 - set up and operate portable audio-recording equipment
 - undertake high-quality audio/visual recordings of court proceedings
- communication skills to:
 - deal effectively with a diverse range of people
 - make clear announcements
- interpersonal skills to respond to diversity, including gender and disability

Required knowledge

- legislation, regulations, policies, procedures and practice relating to audio/visual recordings of court proceedings
- structure, roles and functions of courts
- court administration structure
- principles of judicial independence
- court procedures and protocols
- English language, grammar and punctuation
- equal employment opportunity principles
- equity and diversity principles
- ethical standards in the workplace and how they are applied
- public sector legislation, such as OHS and environment in the context of audio/visual recording of court proceedings

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	Competency must be demonstrated in preparing for content of the matter to be heard, preparing for audio/visual recording, and recording the proceedings
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessment must confirm the ability to: • locate and interpret information relevant to jurisdiction, presiding officials and case • operate equipment and resources necessary for effective audio recording • record and monitor information to produce accurate transcript of court proceedings • apply formatting and style to transcript • comply with organisational and legislative procedures and protocols. Consistency in performance Competency should be demonstrated by producing audio recordings on a range of occasions over time, according to organisational policy and procedures.
Context of and specific resources for assessment	Assessment must comply with: • applicable regulations and codes • workplace procedures and protocols. Access may be required to: • a workplace environment or one that closely resembles normal work practices and replicates the range of conditions likely to be encountered when audio recording court proceedings, including coping with difficulties, irregularities and breakdowns in routine • legislation, policy, procedures and protocols relating to audio/visual recordings of court proceedings • access to a live courtroom • court audio/visual recording equipment • court transcription technology • case studies and workplace scenarios to capture the range of situations likely to be encountered when audio/visual recording court proceedings.
Guidance information for assessment	The following assessment methods are suggested: • oral questioning about relevant legislation, acting ethically, organisational requirements, and applying processes

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- observation of the candidate in a range of contexts to ensure achievement of the unit outcomes
- feedback from peers and/or supervisor that the candidate consistently applies relevant workplace procedures
- review of records completed by candidate or reports of performance.

In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency that are difficult to assess directly. Questioning techniques should suit the language and literacy levels of the candidate.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Jurisdiction</i> may include:	• types of matters that can be heard in that court • parties that have standing
<i>Presiding officials</i> may include:	• single judge, master or commissioner • full bench
<i>Status of case</i> may include:	• new case • part-heard • appeal
<i>Information</i> may include:	• style book information for the jurisdiction • day of case • page number
<i>Case</i> may be:	• civil • criminal • trial • appeal
<i>Resources</i> may include:	• sufficient tapes and paperwork • monitor manual
<i>Set up</i> may include:	• suitable number and placement of microphones • portable recording equipment
<i>Equipment</i> may be audio/visual and include:	• microphones, including monitoring microphones • leads • digital or analogue recording equipment • headphones
<i>Relevant information</i> in court file may include:	• correct spelling, particularly of unusual words • file numbers
<i>Special requirements</i> may include:	• drawing up a plan of the court • identifying counsel at particular microphones • checking whether opening addresses need to be typed • obtaining names of witnesses • if appeal, copies of lists of authorities and any reports
<i>Maintaining a high-quality recording</i> may include:	• checking, using headphones plugged into the jack • going into court and repositioning microphones • isolating channels periodically to ensure all speakers are clearly audible

	• checking the master tape
Monitoring includes:	• ensuring accurate and comprehensive information for audio typing, including: • announcing names through the monitor microphone • completing monitor sheet with spellings of names and places • maintaining running sheet and master logs • clearly indicating where openings and/or addresses start • clear indication and time when a judgement or ruling starts
Processed tapes may include:	• all tapes or remaining tapes returned to the office • tapes logged into the electronic file management system

Unit Sector(s)

Not applicable.

Competency field

Competency field Courts