



Australian Government

Department of Education, Employment and Workplace Relations

PSPCRT411B Audio record complex court proceedings

Release 3

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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

This unit covers the ability to produce recordings and monitor information in courts and transcribe proceedings, including more complex, difficult or unusual proceedings. The unit includes preparing for complex hearings, preparing for audio/visual recording, recording complex proceedings and producing a court transcript.

The transcript is produced with a minimum typing speed and accuracy set by the jurisdiction (up to 120 words per minute is common depending on classification level, with 99% accuracy).

In practice, audio recording of complex court proceedings may overlap with other generalist or specialist public sector work activities, such as acting ethically, working with diversity, complying with legislation, applying government processes, and gathering and analysing information.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

The task of audio recording, where a transcript of unusual or difficult proceedings may be required, will be undertaken by authorised court officials operating with a very high level of skill, according to the jurisdiction.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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 complex hearings.	1.1. Court roster is checked and cause list is examined to identify <i>jurisdiction, number of judiciary</i> and <i>status of case</i>. 1.2. Existing glossaries, running sheet and previous transcript are located. 1.3. <i>Information</i> pertaining to the <i>case</i> and/or jurisdiction is obtained and <i>used</i>. 1.4. <i>Resources</i> are checked and sufficient time is allowed to get to court and set up before proceedings begin.
2. Prepare for audio/visual recording.	2.1. Court is <i>set up</i>, microphone/recording checks are carried out, and problems are remedied where possible, or reported according to practice and procedures. 2.2. <i>Equipment</i> is placed and cables are secured in compliance with workplace safety requirements. 2.3. Necessary paperwork is completed according to practice 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 <i>relevant information</i>. 2.6. <i>Special requirements</i> for relief recorders to take over, for the start of a new trial or for ongoing cases, are included in preparations.
3. Undertake audio/visual recording of complex proceedings.	3.1. Recording equipment is operated to achieve and <i>maintain high-quality recording</i>. 3.2. <i>Monitoring</i> is undertaken according to practice 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 sought from participants during adjournments. 3.5. Supervisor is advised when court is completed or adjourned according to practice and procedures. 3.6. Correct procedure is followed when taken over by court reporters. 3.7. Tapes are <i>processed</i> in accordance with legislative requirements, practice and procedures.

Required Skills and Knowledge

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

Required skills

- language skills to apply English language grammar and punctuation appropriately
- initiative and enterprise skills to apply:
 - legislation, regulations and policies relating to audio recordings of complex court proceedings
 - procedures relating to public sector legislation, such as OHS and environment in the context of audio recording complex court proceedings
- technical skills to:
 - produce high-quality audio/visual recording
 - monitor proceedings in a range of courts
- self-management skills to:
 - manage a large volume of work
 - work effectively under pressure
- time-management skills to meet required deadlines
- technology skills to:
 - set up and operate portable audio-recording equipment
 - production of high-quality transcriptions of audio recordings with the required speed and accuracy (90-120 words per minute depending on jurisdiction, with 99% accuracy)
- communication skills to:
 - deal effectively with a diverse range of people
 - obtain clarification of proceedings if necessary
 - respond to queries about transcript in court
- literacy skills to gather and analyse information
- interpersonal skills to respond to diversity, including gender and disability

Required knowledge

- legislation, regulations, policies, procedures and practice relating to audio recordings of complex court proceedings
- structure, roles and functions of courts
- courts administration structure
- principles of judicial independence
- court procedures and protocols
- legal terms and abbreviations
- general knowledge of places and terms
- equal employment opportunity principles
- equity and diversity principles
- working ethically

- public sector legislation, such as OHS and environment in the context of audio recording complex 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.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to:

- locate and interpret appropriate information relevant to jurisdiction, judiciary and case
- operate equipment and resources necessary for effective audio recording
- record and monitor information to produce accurate transcript of complex court proceedings
- apply appropriate formatting and style to transcript
- comply with organisational and legislative policies, procedures and protocols

Consistency in performance

Competency should be demonstrated by audio recording complex court proceedings on a range of occasions, over time and according to organisational policy and procedure.

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 complex court proceedings, including coping with difficulties, irregularities and breakdowns in routine
- legislation, policy, procedures and protocols relating to audio recordings of complex court proceedings
- access to a live courtroom
- court audio/visual recording equipment
- computer aided transcription technology
- case studies and workplace scenarios to capture the range of situations likely to be encountered when audio recording complex court proceedings

Guidance information for assessment

The following assessment methods are suggested:

- oral questioning about relevant legislation, acting ethically, and applying processes
- observation of the candidate responding to 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:	all types of proceedings
<i>Number of judiciary</i> may include:	- single judge, master, magistrate, registrar 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
Information may be <i>used</i> for checking:	- names of counsel - spellings
<i>Resources</i> may include:	- sufficient tapes and paperwork - monitor manual
<i>Set up</i> may include:	- suitable number and placement of microphones - static wired court (in set time, such as 30 minutes) - portable audio recording equipment (in set time, such as 30 minutes)
<i>Equipment</i> may include:	- audio/visual - microphones, including monitoring microphones - leads - digital or analogue recording equipment - headphones - laptop
<i>Relevant information</i> may include:	- correct spelling, particularly of unusual words - file numbers
<i>Special requirements</i>	drawing up a plan of the court, identifying counsel at

may include:	- particular microphones - checking whether opening addresses need to be typed - obtaining names of witnesses - if appeal, copies of lists of authorities and any reports
Maintaining high-quality recording may include:	- checking recording, 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 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

Courts.