



Australian Government

Department of Education, Employment and Workplace Relations

PSPCIRT412B Record 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 report verbatim and transcribe court proceedings of a straightforward nature using high-speed shorthand or machine shorthand with speed and accuracy set at jurisdictional level (130-160 words per minute depending on work level, with 99% accuracy). The unit includes preparing for hearings, setting up court arrangements, recording proceedings in shorthand and producing transcripts.

In practice, recording 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 recording proceedings verbatim for a hearing will be performed in a situation where a transcript is required and 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 the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for hearings.	1.1. Court rosters are checked and cause list is examined to identify <i>jurisdiction, number of judiciary</i> and <i>status of case</i>. 1.2. Existing glossaries are located. 1.3. For new <i>cases</i>, dictionaries and glossaries of names and <i>terms</i> from court (case) file are created in accordance with court standards, and dictionaries are loaded. 1.4. Resources and materials to be taken to court are organised and sufficient time is allowed to get to court and set up before proceedings begin.
2. Set up court arrangements.	2.1. <i>Court arrangements</i> are set up, <i>equipment</i> is tested, and problems are remedied where possible, or reported according to practice and procedures. 2.2. Equipment is placed and cables are secured in compliance with workplace safety requirements. 2.3. <i>Liaison</i> with court, judicial staff and legal profession is undertaken on proceedings and references. 2.4. Files are collected and sorted, and case information is obtained and examined for <i>relevant information</i>.
3. Capture proceedings.	3.1. <i>Commencement procedures</i> are undertaken according to practice and procedures. 3.2. Shorthand or notes are taken of proceedings, or machine is operated, to <i>create accurate transcript</i>. 3.3. Clarification of proceedings is obtained from participants where necessary according to practice and procedures. 3.4. Transcript is <i>read back</i> as requested according to court procedures and protocol. 3.5. Correct procedure is followed when working with or taking over from audio reporters. 3.6. Court protocol is maintained throughout proceedings.

Required Skills and Knowledge

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

Required skills

- initiative and enterprise skills to:
 - apply legislation, regulations and policies relating to the recording of court proceedings
 - apply procedures relating to public sector legislation, such as OHS and environment in the context of court proceedings
 - gather and analyse case information
- technology skills to:
 - operate shorthand machine
 - achieve high-quality recording
- technical skills to:
 - produce high-quality transcriptions with the required speed and accuracy (130-160 words per minute depending on jurisdiction, with 99% accuracy)
 - represent forms and outlines in shorthand
- literacy skills to edit and summarise transcripts effectively
- self-management skills to:
 - manage a large volume of work
 - work effectively under pressure
 - meet required deadlines
 - work individually or as a member of a team
- communication skills to:
 - liaise effectively with a diverse range of people
 - obtain information
 - read back transcript
- interpersonal skills to respond to diversity, including gender and disability

Required knowledge

- legislation, regulations, policies, procedures and guidelines relating to the recording of court proceedings
- administrative requirements of court reporting
- structure, roles and functions of courts
- commonwealth, state and territory court systems
- courts administration structure
- principles of judicial independence
- proceedings in a range of courts and the related legislation, such as Acts dealing with:
 - road traffic
 - summary offences

- young offenders
- court practices, procedure and protocols
- legal terminology
- computer-based registry systems
- formats that interface with litigation support products
- software programs that support electronic archiving and retrieval of transcript
- legal terms and abbreviations
- general knowledge of places and terms
- English language, spelling, punctuation and grammar
- equal employment opportunity principles
- equity and diversity principles
- working ethically
- public sector legislation, such as OHS and environment in the context of recording court procedures

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 recording
- record information to produce accurate transcript of court proceedings
- apply appropriate formatting and style to transcript
- comply with organisational and legislative procedures and protocols

Consistency in performance

Competency should be demonstrated by recording court proceedings on a range of occasions, over time.

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 recording court proceedings, including coping with difficulties, irregularities and breakdowns in routine
- legislation, policy, procedures and protocols relating to recording court proceedings
- case studies and workplace scenarios to capture the range of situations likely to be encountered when recording 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> includes:	- all types of proceedings, except: - Full Court - Court of Criminal Appeal - Supreme Court
<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>Cases</i> may include:	- trial - appeal
<i>Terms</i> may include:	- legal - police - medical - financial - forensic - business
<i>Court arrangements</i> may include:	- more than one court reporter - audio reporter - in general court: - shorthand or written notes using abbreviations - in trial court: - audio plus shorthand or shorthand machines
<i>Equipment</i> may include:	- headphones - laptop - leads - microphones - shorthand machine
<i>Liaison</i> may be with:	- sheriff's officer - prosecutor - lawyer - judicial support officer - judge's tipstaff or associate

	• court orderly • court security officer • interpreter
Relevant information may depend on:	• whether defendant is present • whether bail applies • whether summons applies • people involved: • prosecutor • defendant • defendant's representative
Commencement procedures may include:	• inputting start message to identify commencement of proceedings • taking previous reporter off using established procedures
Creating accurate transcripts:	• includes issues that affect: • accuracy • correct outlines • required speed • may be affected by: • management style of presiding officer • noise and movement in courtroom • demeanour of participants, such as witnesses and counsel • speed of speakers • language issues, such as: • complexity of language used • use of interpreter • accents • grammar and syntax • clarity of speaker • shorthand method: • Pitmans • machine (e.g. Stentura) • online transcription • individual transcription
Read back may include:	• finding reference by scrolling back on shorthand machine • reviewing paper tape

Unit Sector(s)

Not applicable.

Competency field

Courts.