

Modification history

Release	Comments
Release 1	This version released with SFI Seafood Industry Training Package Version 1.0.

SFICPL315	Support the judicial process
Application	<p>This unit of competency describes the skills and knowledge required to play a supporting role in the judicial process.</p> <p>The unit applies to individuals who prepare and manage evidence, witnesses and offenders, present evidence and follow up on the outcomes of proceedings.</p> <p>Regulatory requirements apply to this unit. Users are required to check with the relevant jurisdiction for current requirements.</p>
Prerequisite Unit	Nil
Unit Sector	Compliance (CPL)

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare and forward court documents	1.1 Incorporate comprehensive and accurate elements and points of proof into briefs of evidence 1.2 Comply with jurisdictional, court-required, document formats and presentation standards 1.3 Ensure briefs of evidence and register of exhibits comply with the jurisdiction's legal rules of evidence 1.4 Forward documents to persons and authorities within required timeframe 1.5 Maintain the safety and security of witness evidence at all times
2. Manage witnesses	2.1 Identify witnesses and arrange court appearances, transport and accommodation 2.2 Arrange and serve witness summonses in accordance with jurisdictional law to ensure witness attendance at courts 2.3 Maintain liaison and support of witnesses before, during and after the trial 2.4 Prepare witnesses in an ethical manner to enable them to present their evidence in court 2.5 Apply witness protection procedures as necessary
3. Monitor offenders	3.1 Complete documentation used in the monitoring of offenders in compliance with court requirements 3.2 Ensure that procedures for monitoring offenders are in compliance with court requirements 3.3 Advise appropriate authorities and parties of bail conditions, further proceedings and the court's requirements in a timely manner 3.4 Apply procedures to ensure offenders' compliance with court requirements
4. Liaise with and assist prosecuting authority	4.1 Confirm arrangements, role and involvement in court proceedings 4.2 Provide documentation to support the prosecution's case 4.3 Maintain informal and formal communication channels with the prosecuting authority 4.4 Observe and adhere to judicial guidelines, protocols and legal requirements at all times

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
5. Present evidence	5.1 Adhere to proceedings and protocols relevant to the jurisdiction throughout the court proceedings 5.2 Adhere to rules of evidence relevant to the jurisdiction 5.3 Ensure demeanour is appropriate and evidence is presented to professional standards 5.4 Ensure considered expert evidence is consistent with qualifications and expertise and is provided on request
6. Undertake post-court procedures and follow up outcomes of proceedings	6.1 Act upon briefs of evidence and other documents 6.2 Return or dispose of property and exhibits 6.3 Notify relevant parties of court results in a timely manner 6.4 Discuss, constructively and objectively, avenues of possible further action with a prosecuting authority as necessary 6.5 Note and file the outcomes of the proceedings and complete reports 6.6 Implement any required actions from outcomes of the proceedings

Foundation Skills	
<i>This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.</i>	
Skill	Description
Numeracy	<ul style="list-style-type: none"> Determine quantities of seized property Measure and compare quantities and weights
Reading	<ul style="list-style-type: none"> Interpret and identify relevant information and requirements of jurisdictional laws, by-laws and regulations, briefing information and relevant court documents
Writing	<ul style="list-style-type: none"> Prepare detailed and comprehensive briefing evidence and documents Record compliance monitoring activities
Navigate the world of work	<ul style="list-style-type: none"> Interpret and follow regulatory requirements and seek clarification or other assistance when required
Interact with others	<ul style="list-style-type: none"> Use appropriate vocabulary, conventions and protocols, including technical language relevant to role and judicial process, cultural awareness, maintain ethical behaviour and integrity Use active listening, observational and questioning techniques to confirm and clarify understanding or seek further information, establish rapport, negotiate and resolve conflict
Get the work done	<ul style="list-style-type: none"> Operate and access computer technology to prepare and store documentation Maintain privacy and security of information

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
SFICPL315 Support the judicial process	SFICOMP315A Support the judicial process	Updated to meet Standards for Training Packages	Equivalent unit

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=e31d8c6b-1608-4d77-9f71-9ee749456273
--------------	---

TITLE	Assessment requirements for SFICPL315 Support the judicial process
Performance Evidence	
<p>An individual demonstrating competency must satisfy all the elements and performance criteria of this unit. There must be evidence that the individual has supported the judicial process for at least one proceeding including:</p> <ul style="list-style-type: none"> • preparing briefs of evidence and register of exhibits • communicating with witnesses, prosecution authority and court personnel • ensuring the safety and security of witnesses • issuing summons to witnesses • presenting evidence clearly and concisely • following up on post-proceeding matters • applying jurisdictional protocols and procedures and legislative requirements. 	
Knowledge Evidence	
<p>An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:</p> <ul style="list-style-type: none"> • agency policies and procedures relating to preparation of documents and evidence, and providing expert opinion • different judicial and quasi-judicial systems at which fisheries compliance matters are heard or prosecuted, and their procedures and protocols • general principles of criminal liability • relevant law, including the rules of evidence and continuity of evidence, policy and procedures • role of legal personnel in judicial and quasi-judicial systems • types of evidence admissible in judicial and quasi-judicial systems • use of notes in courts, tribunals or commissions • procedures for monitoring offenders according to court requirements • witness summons and preparation process and procedures according to jurisdictional law • post court procedures, including reporting outcomes of the proceedings. 	
Assessment Conditions	
<p>Assessment of this unit of competency must take place under the following conditions:</p> <ul style="list-style-type: none"> • physical conditions: <ul style="list-style-type: none"> • skills must be demonstrated in a court room and legal setting or an environment that accurately represents workplace conditions • resources, equipment and materials: <ul style="list-style-type: none"> • case materials, witnesses, judicial forms • specifications: <ul style="list-style-type: none"> • access to judicial guidelines, court protocols and procedures, including witness protection • relationships: <ul style="list-style-type: none"> • interactions with legal personnel. <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	
Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=e31d8c6b-1608-4d77-9f71-9ee749456273