

UNIT CODE	PSPCRT007
UNIT TITLE	Compile and use official notes
APPLICATION	<p>This unit describes the performance outcomes, skills knowledge required to keep notes and use them to give evidence in court, prepare statements and compile reports, including incident reports.</p> <p>This unit applies to those working within the court system operating under procedures set by the court. Those undertaking this unit would generally work independently with occasional supervisory responsibilities.</p> <p>The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative or certificate requirements apply to this unit at the time of publication.</p>
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	Courts
UNIT SECTOR	

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. Record and retain original notes	1.1 Use official notebooks to record original notes relating to 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.
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.

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. 4.4 Produce reports required for information management systems.

FOUNDATION SKILLS	
<i>Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.</i>	
SKILLS	DESCRIPTION
Reading skills to:	<ul style="list-style-type: none"> ■ interpret a variety of text to determine and confirm task requirements ■ proof read documents checking for grammar, spelling,
Writing skills to:	<ul style="list-style-type: none"> ■ use factual information to complete required paperwork.
Oral communication skills to:	<ul style="list-style-type: none"> ■ present factual information from written reports ■ use listening and questioning skills to seek additional information or confirmation of task completion.
Problem-solving skills to:	<ul style="list-style-type: none"> ■ compile, code and categorise information.
UNIT MAPPING INFORMATION	Release1: Supersedes and is equivalent to PSPCRT007 Compile and use official notes.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPCRT007 Compile and use official notes
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PERFORMANCE EVIDENCE	<p>Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:</p> <ul style="list-style-type: none"> ■ apply legislation, rules, and organisational practices and procedures including WHS 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/or technology to prepare reports.
KNOWLEDGE EVIDENCE	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit, and:</p> <ul style="list-style-type: none"> ■ reasons for and key requirements of note taking for official purposes ■ essential elements of a report ■ legislative and organisational requirements for structure and content of official reports and statements ■ requirements for giving evidence ■ information management including retention and security of notes.
ASSESSMENT CONDITIONS	<p>Skills must be demonstrated in either:</p> <ul style="list-style-type: none"> ■ a workplace environment or ■ a simulated environment. <p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> ■ legislation, policy, procedures and protocols relating to official notes ■ resources and equipment required of the working environment. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide