

UNIT CODE	PSPCRT002
UNIT TITLE	Perform duties to support a hearing
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to perform court orderly functions in a range of courts and jurisdictions.</p> <p>This unit applies to court attendants, court officers and court ushers working within the court system operating under procedures set by the court. Those undertaking this unit would generally work independently with occasional supervisory responsibilities. They perform complex tasks in a range of familiar and unfamiliar contexts.</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. Prepare the courtroom	1.1 Apply security procedures, ensuring courtroom amenities are checked and adjusted. 1.2 Set up and arrange equipment and technology. 1.3 Restore courtroom on completion of sitting.
2. Follow court procedures and protocols	2.1 Prepare court forms and documents and ensure they are used correctly. 2.2 Make proclamations. 2.3 Monitor modes of address, manner and movement in the courtroom and instruct court users and the public on protocols. 2.4 Accommodate special court requirements.

3. Manage court appearances	3.1 Call persons and report non-appearances to the court. 3.2 Escort persons required to be accompanied to and from their station in the courtroom. 3.3 Administer oaths and affirmations, in accordance with organisational policies and procedures. 3.4 Use court technology at the direction of the presiding official and manage contingencies.
4. Take action in accordance with court outcomes	4.1 Take action relating to orders of the court. 4.2 Identify and complete documentary requirements of court outcomes.

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"> understand a variety of text to determine and confirm task requirements.
Writing skills to:	<ul style="list-style-type: none"> complete a variety of court preparation paperwork complete a variety of forms to record court outcomes.
Oral communication skills to:	<ul style="list-style-type: none"> participate in a variety of spoken exchanges with a range of audiences varying structure and language to suit the audience.
Planning and organising skills to:	<ul style="list-style-type: none"> action court orders relating to court instructions.
Technology skills to:	<ul style="list-style-type: none"> use main features and functions of digital tools to complete work tasks.
UNIT MAPPING INFORMATION	Release 1: This unit supersedes and is equivalent to PSPCRT002 Perform duties to support a hearing.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPCRT002 Perform duties to support a hearing
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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"> ■ perform court orderly function for at least one court hearing ■ for the above hearing: <ul style="list-style-type: none"> ○ apply legislation, rules, and organisational practices and procedures relating to court functions ○ use problem-solving skills in response to contingencies ○ deal effectively with different stakeholders, including at least one of: <ul style="list-style-type: none"> ○ judicial support officers ○ associates ○ court reporters ○ interpreters ○ sheriff's officers ○ parties in custody ○ instruct court users.
KNOWLEDGE EVIDENCE	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> ■ courts administration management, procedures and protocols ■ court operating procedures and protocols ■ principles of judicial independence ■ organisational policies and procedures relating to carrying out court orderly functions ■ record-management procedures and protocols ■ oaths, affirmations and their administration ■ variety of court documents ■ technology used in court proceedings ■ legislation in the context of court functions.
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 court orderly functions ■ 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

