

# Justice



## COURSES

Advanced Diploma of Justice



## ADVANCED DIPLOMA OF JUSTICE

(21790VIC)

CRICOS: (06269D)

2 years

### OVERVIEW

This course aims to provide students with vocational education and training pathways needed by persons wishing to enter develop skills and to pursue a career within, the community justice field and to work as a para-legal professional. In particular this course aims to produce multi-skilled graduates who can:

- communicate effectively with other occupational, professional and community groups working in the Justice field
- develop the necessary knowledge, skills and attitudes involved in performing professional duties in the context of rapid social, legal and political change
- effectively draw upon their workplace as a learning resource
- gather, record and present evidence in a Court of Law, i.e. to act as an informant
- develop an understanding of the powers of an authorised officer in the execution of their duties
- apply legal principles to case and statutory analysis
- analyse and apply legal information relating to the operation of the legal system
- take and record witness statements

### STUDY AREAS

All International students will participate in Study Skills Support and Tutorials designed to assist and support them through the academic component of the course. This support stream will continue for both years of the course.

CoreWork in a legal environment

- Apply investigative processes in a justice environment
- Introduction to criminal justice system
- Apply research techniques within a justice framework
- Implement workplace safety procedures and programs
- Work within the current industrial relations climate
- Uphold and support the values and principles of public service
- Apply oral and written communication skills in a justice environment
- Implement the mediation process in a justice environment

- Apply principles and practices of management and leadership in a justice environment
- Criminal law in a justice environment
- Criminology
- Apply psychological concepts and principles within a justice environment
- Work with culturally diverse clients in a justice environment
- Promote high quality case management
- Contribute to the development and implementation of strategic plans
- Formulate and apply crime prevention strategies
- Sociology
- Plan and organise human resource in a justice environment
- Implement human rights principles in a justice environment
- Arrange legal representation for criminal justice clients
- Manage risk

Electives

- Apply municipal law within a local government environment
- Provide supervision of and support to adult offenders within a correction framework
- Apply the law enforcement processes within the sheriff's office
- Apply the law enforcement processes within the customs environment
- Apply policing principles and practices in a justice environment
- Provide support/supervision to young offenders within a youth justice framework
- Orientation to child protection and out of home care for children and young people

### TEACHING METHODS

Classroom, study skills support and practical placement.

### ASSESSMENT METHODS

Assignments, tests, oral presentations, essays, research projects.

### EMPLOYMENT OPPORTUNITIES

Local government Traffic and Local Laws Officer, Planning and Environment Control, Administrative Officer, Crime Prevention Officer, Community-based Corrections Community Corrections Case Manager, Parole Officer, Prison Officer  
Legal Services Client Support, Administrative/Clerical Officer, Courts Services Administrative/Clerical Officer, Registrar of Courts/Deputy Registrar  
Criminology Research Officer/Analyst.

### FURTHER EDUCATION OPPORTUNITIES

Graduates may elect to pursue degree level programs in Community Justice related fields.

### ENTRY REQUIREMENTS

**Year 12 or equivalent**

**Academic IELTS 6.0 with no individual band score less than 5.5, minimum age 18 years. All students require a police check and a Working with Children check.**

### CAMPUS AND INTAKE

**Campus: Frankston**

**Course Commences: February**

### FEES

**2009 Fee Payable: AUD\$9,700 per year**