



**Australian
College**
of Commerce & Management

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ACCM College

Legal Courses Timetables

A career in the legal profession requires a solid foundation in a wide range of legal skills and knowledge. These courses will ensure your staff are ready for the challenges your firm faces.



NATIONALLY RECOGNISED
TRAINING



You can find more information on all available courses by heading over to our website www.accm.edu.au

RTO Code: 1441



IF YOU WANT TO STUDY WE WANT TO HELP

The ACCM College Courses Timetables on the following pages outline all of the Legal Services qualifications available through ACCM.

If you would like to discuss any aspect of a Traineeship or qualification, please let me know by writing to info@accm.edu.au or call me on 1300 515 321.

As the Director of Client Relations, my role is to ensure your experience and your staff's learning experience is a great one - from sign-up to graduation.

I will *personally* do all I can to help set you and your staff up for success.

Tania Holmes
Director of Client Relations

CERTIFICATE III IN LEGAL SERVICES

BSB30320

Start your staffs' Legal Administrative career and work towards their role as a Legal Secretary

COURSE DESCRIPTION:

The Certificate III in Legal Services is the ideal course to kick start a Legal Administration career towards a Legal Secretary role. This qualification provides an essential background into how the legal sector operates and ensures your staff are aware of the etiquette and legal terminology needed to carry out legal administration tasks.

| SUBJECT (descriptions in glossary) | UNIT | CODE | DURATION (weeks) |
|---|--|-----------|---------------------|
| Professional Conduct in Legal Services | • Protect information in a legal services environment | BSBLEG314 | 8 |
| | • Organise schedules | BSBOPS303 | |
| Key Communication Skills for Legal Services | • Engage in workplace communication | BSBXCM301 | 9 |
| | • Work in a legal services environment | BSBLEG311 | |
| | • Use inclusive work practices | BSBTWK301 | |
| Legal Documents and Searches | • Carry out search of the public record | BSBLEG312 | 6 |
| | • Use business software applications | BSBTEC201 | |
| | • Collect and record data | BSBDAT201 | |
| Organise Personal Work Priorities | • Organise personal work priorities | BSBPEF301 | 3 |
| Engage with Customers | • Deliver and monitor a service to customers | BSBOPS304 | 5 |
| Being Safe at Work | • Contribute to the health and safety of self and others | BSBWHS211 | 4 |
| Practical Word Processing | • Design and produce business documents | BSBTEC301 | 5 |
| Write Business Letters | • Write simple documents | BSBWRT311 | 8 |

CERTIFICATE IV IN LEGAL SERVICES

BSB40620

Advanced Legal Administration skills to take the next step in a legal career

COURSE DESCRIPTION:

The specialist Certificate IV in Legal Services course is designed to develop Advanced Administration and Paralegal skills such as legal research, legal files, preparing legal documents and advanced legal principles.

| SUBJECT (descriptions in glossary) | UNIT | CODE | DURATION (weeks) |
|---|--|------------------------|---------------------|
| Work in Legal Services | <ul style="list-style-type: none"> Protect information in a legal services environment Work in a legal services environment | BSBLEG314 BSBLEG311 | 8 |
| Making and Communicating Good Business Decisions | <ul style="list-style-type: none"> Apply communication strategies in the workplace Use digital technologies to collaborate in a work environment | BSBXCM401 BSBTEC404 | 6 |
| Legal Documents and Searches | <ul style="list-style-type: none"> Carry out search of the public record | BSBLEG312 | 5 |
| Undertake Legal Research | <ul style="list-style-type: none"> Conduct simple legal research Apply understanding of the Australian legal system | BSBLEG423 BSBLEG421 | 6 |
| Establish a Legal Matter File | <ul style="list-style-type: none"> Maintain a file in a legal services environment | BSBLEG422 | 6 |
| Apply Templates in Legal Document Preparation | <ul style="list-style-type: none"> Support the drafting of complex legal documents Design and produce complex text documents | BSBLEG424 BSBTEC401 | 12 |
| Apply Legal Principles in Contract Law Matters | <ul style="list-style-type: none"> Apply legal principles in contract law matters | BSBLEG522 | 8 |

GLOSSARY OF SUBJECTS

Subject Description

Apply Legal Principles in Contract Law Matters

The contract law principles of contract formation, consideration, intention, terms and termination and remedies are thoroughly covered in this subject at a foundational level. This includes the doctrine of privity and assignment of contract. Your staff will learn to identify the elements of a valid contract and relate contract law principles to basic case scenarios within this core subject.

Apply Templates in Legal Document Preparation

This subject examines the skills and knowledge to support the drafting of complex legal documents by using advanced features of relevant software packages. In most cases practice management software stores templates and client data. It merges this data with word processing programs to allow more detailed customisation. This subject looks at advanced features of Microsoft Word as an example of the applications used. There are a range of practical activities to ensure a sound knowledge of this application e.g. preparing a Will, Statement of Claim, Affidavit and Power of Attorney..

Being Safe at Work

This subject covers the skills and knowledge required for a healthy and safe workplace. Your staff will learn to recognise hazards, the importance of safety signs and how to raise safety issues within a workplace. This is a great entry level subject to help your staff act and respond in a safe manner and respond to emergency incidents.

Engage with Customers

Customer Service is a key function in all job roles, and engagement is a critical skill. This subject looks at essential service skills required to identify the customers needs and deliver strong customer service. As well as practical assessments, there is a vital component that looks at how to receive customer feedback positively.

Establish a Legal Matter File

This subject looks at the skills and knowledge required to maintain a file under the instruction of a practice manager or legal practitioner. It also looks at the processes and tasks to open a client file, keep it up to date, assign and monitor tasks, such as searches, and to accurately process and finalise client accounts

GLOSSARY OF SUBJECTS

Subject Description

Key Communication Skills for Legal Services

Communication is at the heart of how professionals interact with one another. Understanding how to communicate effectively can therefore have positive benefits in your staffs' work and life. Legal reception staff also need to have a positive approach to their role, as they create first impressions with clients.

Legal Documents and Searches

This subject looks at the technology available to input, collect and manage information for clients and the practice, and ways to use computer software to better organise information and data. Staff will learn how to conduct online searches to find and check information to undertake legal tasks. This subject also covers how to complete forms and request searches. It requires students to create user accounts for online services.

Making and Communicating Good Business Decisions

This subject focuses on the skills required to make and communicate sound business decisions. Your staff will learn active listening, critical and creative thinking, problem solving and using workplace data lead directly into how to best communicate results to your legal firm's stakeholders.

Organise Personal Work Priorities

Being able to organise personal work priorities is a core job skill in every industry. This subject will show your staff how to set and meet work priorities via effective time management and planning a work schedule. Staff will learn the importance of professional development to chart their growth.

Practical Word Processing

In this introduction to word processing your staff will learn/develop key word processing skills that will allow learners to create, style and prepare business documents. Learners will also gain the experience to move, add text and use formatting techniques through practical activities. Learners will use Microsoft Word to prepare required documents using specific word processing features.

GLOSSARY OF SUBJECTS

Subject Description

Professional Conduct in Legal Services

This introductory subject about the role of a legal receptionist looks at the skills involved in scheduling client appointments and the requirements for confidentiality in legal roles. It will assist your staff in the identification, understanding and use of legal terms within a legal context. The use of case scenarios help to demonstrate the requirements to protect confidential client information.

Undertake Legal Research

A legal support role will often require many activities to process a request for information. In some cases there may be a wider role to undertake basic legal research. Your staff will learn an understanding of sources of Australian law; the role of legislation; the role of common law; the doctrine of precedent; and how to resolve conflicts with sources of law as part of this dynamic subject.

Work in Legal Services

This subject looks at the core skills involved in working in a legal environment. This includes planning work and documents, scheduling client appointments and the requirements for confidentiality and professionalism in legal roles. It will also assist learners in the identification, understanding and use of legal terms within a legal context. The use of case scenarios helps to demonstrate the requirements to protect confidential client information for your staff.












Write Business Letters

Developing a good writing style for creating standard business documents such as basic letters, invoices, memos, messages and emails is essential. Learners will gain skills in reviewing, proofreading and editing documents, as well as how to safely save and store them. Practical activities ensure your staff have the necessary skills to organise information, communicate with work colleagues and write clearly in their roles.

THE ACCM ENROLMENT PROCESS

We make getting started easy

ACCM SENDS AN
ENROLMENT LINK
TO YOU UPON
NOTIFICATION

| | |
|---|--|
|  | ONCE YOU REVIEW THE AGREEMENT JUST FORWARD LINK TO YOUR TRAINEE |
|  | YOUR TRAINEE ENROLS ONLINE IN LESS THAN 10 MINUTES |
|  | OUR SERVICE ONE TEAM WILL MAKE A WELCOME CALL TO YOUR TRAINEE AND SCHEDULE THEIR INDUCTION |
|  | YOUR TRAINEE LOGS ON TO WEBCLASS AND WATCHES OUR WELCOME VIDEO THAT EXPLAINS WHAT COMES NEXT |
|  | YOUR TRAINEE COMPLETES THE INITIAL SKILLS ASSESSMENT ON WEBCLASS AND SUBMITS THEIR ID |
|  | YOU AND YOUR TRAINEE DETERMINE ELECTIVE CHOICES (IF REQUIRED) |
|  | OUR SERVICE ONE TEAM COMPLETES THE INDUCTION BY PHONE AND CONFIRMS LLN* AND COURSE SUITABILITY |
|  | SERVICE ONE SENDS THE GOVERNMENT TRAINING PLAN TO BE SIGNED BY YOU AND YOUR TRAINEE |
|  | TRAINEE STARTS COURSE WORK ON THEIR FIRST SUBJECT |
|  | SERVICE ONE MONITORS PROGRESS AND CONTACTS TRAINEE WEEKLY FOR FIRST 3-4 WEEKS TO OFFER SUPPORT |
|  | YOUR TRAINEE'S PRIMARY TRAINING ADVISER TAKES OVER AT 4-5 WEEKS OFFERING SUPPORT AND COACHING UNTIL COMPLETION |

* LLN - to determine Language, Literacy and Numeracy suitability

KEEPING YOU IN THE LOOP

EMPLOYER DASHBOARD

Traineeships are an investment in time, effort and resources for your organisation.

We know engaged employers will want to know how those investments are progressing.

Our experience has shown your involvement is key to your Trainee's success.

However, to be effective you need the most current and accurate information.

ACCM's web-based Employer Dashboard gives you that visibility 24/7... in real time.

- Daily questions completed
- Overall course progress
- Course Start and End dates
- Full course timetable and due dates
- Live Assessment results
- Log-in times/dates



**USE THIS QR CODE TO
SEE OUR EMPLOYER
DASHBOARD IN
ACTION!**

Your Trainee's Student Training Adviser will also assist with detailed progress updates, study strategies and motivational support to help drive strong results.

You can also *always* speak to me, and I will help.

Cherie McGregor

Director of RTO Operations

TRAINEESHIPS - GETTING STARTED

The process is straight-forward and help is waiting

What is an Apprentice Connect Australia Provider?

Your Apprentice Connect
Australia Provider and ACCM
College are there to help you

The Provider you choose is contracted by the government to be the official “go-between” for you, government agencies and ACCM College. Your Provider will help with course selection, completing the training contract, registration with state/territory governments and supporting the Traineeship until completion.



1. CONTACT YOUR PROVIDER*

Your staff must be registered with the government within the first 3 months of employment to be eligible for a Traineeship.



2. CHOOSE THE RIGHT COURSE

Select the right qualification for your new Trainee. Your Provider and ACCM College can help you with any and all questions.



3. SIGN THE TRAINING CONTRACT

Your Provider will help you and your Trainee complete the Training Contract. They will submit this to State/Territory Training for you.



4. ENROL TRAINEE WITH ACCM

We will send you a link for your Trainee to enrol. Once enrolled, you will both be asked to sign a Training Plan.



5. RECEIVE ON-GOING PROVIDER SUPPORT

Your Apprentice Connect Australia Provider will check in on your Trainee during their Traineeship and will always be available for assistance.



6. FINALISING THE TRAINING CONTRACT

When the time comes, your Provider will help you finalise the Traineeship Contract with the government.

* To be registered as a New Entrant Trainee, a new employee must be registered as a trainee within 3 months of commencing work, or within 12 months for part-time employees.