

CURRENT 2020 DRAFT FROM SKILLS COUNCIL

BSB3xxxx Certificate III in Legal Services

(see the ACCM alternative suggestion on the following pages)

Qualification Description

This qualification reflects the role of individuals who use a broad range of administrative competencies in a legal environment. These individuals use some discretion and judgement and may provide technical advice and support to a team. The job roles that relate to this qualification may include Legal Administrative Assistant and Legal Receptionist.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

Total number of units = 10

6 core units plus

4 elective units, of which:

- 1 elective unit must be selected from Group A
- 1 elective unit must be selected from Group B
- for the remaining 2 elective units:
 - up to 2 units may be selected from Groups A and B
 - if not listed, 2 units may be selected from a Certificate III or Certificate IV from this or any other currently endorsed Training Package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core units

BSBLEG311 Work in a legal services environment

BSBLEG312 Carry out search of the public record

BSBLEG314 Protect information in a legal services environment

BSBLEG421 Apply understanding of the Australian legal system

BSBTEC201 Use business software applications

BSBXCM301 Engage in workplace communication

Elective units

Group A – Legal Services

BSBLEG313 Lodge documents in a legal services environment

BSBLEG315 Assist in planning activities in a legal services environment

BSBLEG423 Conduct simple legal research

Group B – Transferable Skills

BSBCRT311 Apply critical thinking skills in a team environment

BSBDAT201 Collect and record data

BSBFIN302 Maintain financial records

BSBPEF301 Organise personal work priorities

BSBWHS211 Contribute to the health and safety of self and others

BSBWRT311 Write simple documents

BSBXTW301 Work in a team

ACCM SUGGESTED 2020 Alternative

BSB3xxxx Certificate III in Legal Services

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Packaging Rules

Total number of units = 10

4 core units plus

6 elective units, of which:

- 1 elective unit must be selected from Group A
- 1 elective unit must be selected from Group B
- for the remaining 4 elective units:
 - up to 4 units may be selected from Groups A and B
 - if not listed, 4 units may be selected from a Certificate III or Certificate IV from this or any other currently endorsed Training Package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core units [ACCM Recommend reduction to these 4 core]

BSBLEG311 Work in a legal services environment

BSBLEG314 Protect information in a legal services environment

BSBTEC201 Use business software applications

BSBXCM301 Engage in workplace communication

Elective units

Group A – Legal Services

BSBLEG421 Apply understanding of the Australian legal system [moved from core]

BSBLEG312 Carry out search of the public record [moved from core]

BSBLEG313 Lodge documents in a legal services environment

BSBLEG315 Assist in planning activities in a legal services environment

BSBLEG423 Conduct simple legal research

BSBOPS303 Organise schedules

Group B – Transferable Skills

BSBCRT311 Apply critical thinking skills in a team environment

BSBDAT201 Collect and record data

BSBFIN302 Maintain financial records

BSBPEF301 Organise personal work priorities

BSBWHS211 Contribute to the health and safety of self and others

BSBWRT311 Write simple documents

BSBXTW301 Work in a team

Recommended added Group B units

BSBINS202 Handle receipt and dispatch of information

BSBINS302 Organise workplace information

BSBINS303 Use knowledge management systems

BSBOPS301 Maintain business resources

BSBOPS304 Deliver and monitor a service to customers

BSBOPS305 Process customer complaints

BSBPEF301 Organise personal work priorities

BSBPUR301 Purchase goods and services

BSBSTR301 Contribute to continuous improvement

BSBSUS211 Participate in sustainable work practices

BSBTWK301 Use inclusive work practices

BSBPEF302 Develop self-awareness

Summary

This alternative qualification will then deliver sufficient minimum legal units along with transferability skills and customer service skills – and provide sufficient flexibility to customise to meet specific practice and learner needs.

It removes the problem of forcing legal receptionists to undertake units in tasks they would not normally be permitted to do.