



**Australian
College**
of Commerce & Management
RTO ID: 1441

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Certificate IV in Legal Services

BSB40620

Take your legal team's skills to the next level and prepare them for a broader and higher role in the legal administration and legal industry

the
ACCM
difference

ACCM College's online program reflects over 25 years of meeting our employers' needs.

- **No extra fees!** All services included in the enrolment fee.
- **Maximum flexibility** - No set study times or off-site training, set weekly training commitments around your daily operations.
- **Suitable for full time or part time employees.**
- **All materials online** - designed to suit a wide range of learning styles. Available 24/7 via computer, tablet or mobile phone.
- **Proactive Student Advisers** - helping to drive progress.
- **Coaching and ongoing support** is part of our service.
- **Real time progress visibility** - check your staff's progress, timetable and results 24/7 via our online Employer Dashboard.

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Foundation Skills

- Working in the Australian legal system
- Effective communication strategies
- Critical thinking in the workplace
- Collaborating with digital technology

Specialty Skills

- Protecting legal information
- Conducting legal research
- Maintaining a legal file
- Drafting complex legal documents
- Legal principles of contract law



To see enrolment fees for your region, please click or scan the QR code

courses@accm.edu.au

CERTIFICATE IV IN LEGAL SERVICES

BSB40620

COURSE DESCRIPTION:

The specialist BSB40620 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 that will benefit your staff, your clients and your practice.

SUBJECT	UNIT	CODE	DURATION (weeks)
Work in Legal Services	• Protect information in a legal services environment	BSBLEG314	8
	• Work in a legal services environment	BSBLEG311	
Making and Communicating Good Business Decisions	• Apply communication strategies in the workplace	BSBXCM401	6
	• Use digital technologies to collaborate in a work environment	BSBTEC404	
Legal Documents and Searches	• Carry out search of the public record	BSBLEG312	5
Undertake Legal Research	• Conduct simple legal research	BSBLEG423	7
	• Apply understanding of the Australian legal system	BSBLEG421	
Establish a Legal Matter File	• Maintain a file in a legal services environment	BSBLEG422	6
Apply Templates in Legal Document Preparation	• Support the drafting of complex legal documents	BSBLEG424	12
	• Design and produce complex text documents	BSBTEC401	
Apply Legal Principles in Contract Law Matters	• Apply legal principles in contract law matters	BSBLEG522	8

If you would like to discuss additional electives, please contact us.