



Certificate IV in Legal Services

BSB40620

ADVANCED LEGAL ADMINISTRATION SKILLS TO TAKE THE NEXT STEP

The specialist Certificate IV in Legal Services course is designed to develop advanced administration and para-legal skills that will enable you to take the next step in your legal administration career. Key skills such as legal research and document preparation are addressed, as is ensuring that you have a strong understanding of the Australian legal system.

Open Up Career Opportunities

By learning the principles of law and developing an understanding of how the legal sector operates, you will open up career opportunities in an exciting field. A legal service role also involves developing advanced skills in designing, developing and producing legal documents; all covered in this specialist course.

Subject Choices

- Professional Conduct in Legal Services
- Making and Communicating Good Business Decisions
- Legal Documents and Searches
- Mid Course Survey
- Undertake Legal Research
- Establish a Legal Matter File
- Apply Templates in Legal Document Preparation
- Apply Legal Principles in Contract Law Matters

Key Course Facts



Start and study anytime



24/7 access to courses



Dedicated student adviser

For more details and current fees please visit our [Certificate IV in Legal Services](#) page.