



Certificate IV in Legal Services

BSB42215



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 1 elective subject is required

- Legal Secretary
- Legal Framework
- Assisting Clients in a Legal Environment
- Principles of Law
- Legal Documents
- Meetings and Business Travel (E)
- Co-ordinate Customer Service Delivery (E)
- Leadership Skills (E)
- Build Client Relationships (E)
- Prioritising to Achieve Team Goals (E)
- Participate in Sustainability (E)

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.