



Certificate IV in Legal Services

BSB42215



ADVANCED LEGAL ADMINISTRATION
SKILLS TO TAKE THE NEXT STEP



About This Course

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.

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 Date:
Start immediately

Delivery Options:
On-line/Correspondence

Duration:
Complete within 12 months

Group Training:
Workshops available

Course Fees: \$4,400 All materials provided at no extra cost

The course fees may vary if you are a trainee or if the state that you reside in has a subsidised training opportunity. Refer to the tables below.

New Entrant Traineeship Fees for this Qualification:

| NSW | ACT | NT | QLD | SA | TAS | VIC | WA |
|---------|---------|---------|---------|---------|-----|---------|---------|
| \$1,000 | \$1,910 | \$4,400 | \$4,400 | \$4,400 | | \$4,400 | \$1,918 |

Existing Worker Traineeship Fees for this Qualification:

| NSW | ACT | NT | QLD | SA | TAS | VIC | WA |
|---------|-----|----|-----|----|-----|-----|----|
| \$4,400 | | | | | | | |

School Based Traineeship Fees for this Qualification:

| NSW | ACT | NT | QLD | SA | TAS | VIC | WA |
|-----|-----|----|-----|----|-----|-----|----|
| | | | | | | | |

Subsidised Training Options for this Qualification:

| NSW | ACT | NT | QLD | SA | TAS | VIC | WA |
|---------|-----|----|-----|----|-----|-----|----|
| \$1,980 | | | | | | | |
| \$2,310 | | | | | | | |

* NSW fees depend on previous qualification levels

** Subject to eligibility and availability at the time of enrolment



Entry Requirements

Reading and Writing Skills

The course is an online correspondence course so you need to have strong English reading and writing skills, or higher. As a guide - you should have completed a formal course after having completed Year 12 schooling, or have proven workplace written communication skills.

Spoken English Skills

Some components of this course have practical components where students will be required to demonstrate verbal communication skills as part of their assessments. Average English skills are necessary to complete these components successfully.

Numeracy Skills

Numeracy skills are only required to a basic level eg calculations with calculators.

Computer and Internet

- Access to a Desktop Computer or Laptop
- Internet access with Internet Explorer 8+, Chrome or Firefox
- Microsoft Office 2010 Word and Subject specific Office products for chosen electives (ie Excel, Powerpoint, Publisher)

Other

- Ability to study and conduct assessments in a safe environment

Subject Descriptions

Core Subjects:

Legal Secretary

Start your Legal Secretary course by examining the duties and expectations of client confidentiality and privacy. Look deeper into the legislative obligations that impact legal practices, and how these legal obligations impact your role. Learn an approach to compliance management that will ensure you can adapt to changing compliance obligations.

Unit(s):

BSBCOM406 - Conduct work within a compliance framework

BSBLEG304 - Apply the principles of confidentiality and security within the legal environment

Legal Framework

The Australian Legal Framework includes the legislative system of parliament as well as the judicial court systems. This subject explains the relationship between those elements and also how the adversary trial system operates in both criminal and civil jurisdictions.

Unit(s):

BSBLEG413 - Identify and apply the legal framework

Assisting Clients in a Legal Environment

This subject requires research of relevant laws and application of the law to legal tasks. Verbal and written communication skills are used to assess communication skills. The development, monitoring and improvement of client files in line with confidentiality and privacy principles is a key focus in this subject.

Unit(s):

BSBCMM402 - Implement effective communication strategies

BSBLEG414 - Establish and maintain a file in legal services

BSBRES404 - Research legal information using primary sources

BSBWRT401 - Write complex documents

Principles of Law

This subject asks to identify the elements of a valid contract, relate to case scenario and produce a justification in the form of a short report. Relevant laws are identified, analysed and applied to case studies. The laws explored include; Australian Consumer Law, Contract Law, Tort Law and Negligence.

Unit(s):

BSBLEG415 - Apply the principles of contract law

Legal Documents

This subject has a large practical focus, activities include how to Mail Merge, Integrate applications and link objects. An opportunity exists to apply design principles to enhance the look and functionality of workplace documents. This subject will ask for the application of confidentiality principles to tasks carried out in a legal role.

Unit(s):

BSBLEG418 - Produce complex legal documents

BSBITU401 - Design and develop complex text documents

Elective Subjects: 1 elective subject is required

Meetings and Business Travel

This subject provides the skills and knowledge required to organise effective meetings including the preparation and distribution of meeting related documents such as agendas and minutes. It also covers skills and knowledge required to organise business travel, including preparing travel related documentation and making travel bookings.

Unit(s):

BSBADM405 - Organise meetings

BSBADM406 - Organise business travel

Co-ordinate Customer Service Delivery

Providing good service to your internal and external customers is a critical responsibility for senior staff, team leaders and managers. Learn how to identify the key aspects of service delivery important to your customers, and the customer service system needed to achieve your service standards.

Unit(s):

BSBCUS401 - Coordinate implementation of customer service strategies

BSBCUS403 - Implement customer service standards

Leadership Skills

This subject is specifically designed to lay a strong leadership foundation for learners. Focusing on key leadership elements such as communication, organisational behaviour, being a role model, problem solving, delivering feedback and effective decision making, this subject is perfect for anyone looking to build or enhance their leadership skills.

Unit(s):

BSBLDR401 - Communicate effectively as a workplace leader

BSBMGT401 - Show leadership in the workplace

Build Client Relationships

This subject has been structured to progressively develop the students skill and knowledge in the building, managing and maintaining of customer relationships to support business outcomes. It explains the difference

between customer service and customer relationship building; with an emphasis on the skills required for longer term relationship building. This includes considering a range of client relationship strategies and also how to use networking effectively.

Unit(s):

BSBREL402 - Build client relationships and business networks

BSBCUS402 - Address customer needs

Prioritising to Achieve Team Goals

Achieving goals is at the heart of leadership success. You will learn how to set effective targets and priorities to maximise your productivity and results. This subject covers how to assess urgency and priorities, plan work schedules, monitor individual and team performance and set professional development goals.

Unit(s):

BSBWOR404 - Develop work priorities

BSBWOR403 - Manage stress in the workplace

Participate in Sustainability

Environmental sustainability is everyone's responsibility. This subject explains what sustainable practices are and how you can follow them in your workplace. Content includes recycling programs and ways to monitor usage of business resources so you can identify money saving practices.

Unit(s):

BSBSUS201 - Participate in environmentally sustainable work practices

Service Guarantees

Quality Training Provider

ACCM was one of the first private training Colleges to be given official RTO registration status.

22 years later we have helped over 3 000 employers and 31 000 students achieve their career goals and have been recognised as a state finalist on the NSW Training Awards.

We have a history of satisfied students and clients and repeat business. Our testimonials on our website are genuine and the type of feedback we receive daily.

We are so confident that you will be pleased with the College service, that we guarantee it.

Speedy Paper-less Enrolment

Enrolment Applications are accepted 24/7 online. Be fully enrolled in your course in 7 minutes!

For customised or employment based courses and traineeships contact us and we will send you a customised enrolment page by email.

Start Anytime - Immediate Enrolment

Within 30 minutes of being enrolled, your personal log-on details are emailed to you. This gives you access to course materials to commence your studies (via our on-line system WebClass).

Industry Expert Student Adviser

You will be allocated your own industry experienced Student Adviser. While they will personally manage your program; you will also benefit from the College team around them to provide expert assistance in all subject areas.

Prompt Results and Feedback

All assessments are promptly returned (via Webclass) with detailed feedback and encouragement. Our goal is to have them back to you in 2 weeks or less. In the meantime you can progress to your next subject.

Personal Contact for the Right Start

When you enrol your College Student Adviser will phone to welcome you to the course. Your Student Adviser will ensure that you understand the best way to progress in your course. They will also assist you with any questions you may have.

They will be in regular touch with you at the start of your course to offer motivation, support and guidance. For employment based enrolments they will also make contact with supervisors during this time to address any questions they may have.

Pro-active Learner Support

The support won't stop! Contact from your College Student Adviser will continue every month, based on the level of help you need.

Of course, at any time you can call us to get help. Get immediate assistance over the phone and by email. If immediate assistance is unavailable for any reason, we will make sure a qualified Student Adviser is in contact with you no later than the next business day.

Quality Course Materials

Our step by step course materials have been written by industry experts specifically for the College. They will give you all of the relevant learner information you need to succeed in your course.

The resources simplify industry jargon and concepts, give you industry insight and understanding, and focus on current real world business practices.

Employer Progress Updates

For employment based enrolments all supervisors will have access to an online progress report showing the current status of all learners. We understand that it's essential to keep you up to date so we will prompt you each month to access your report.
