



Australian Government

BSB30320 Certificate III in Legal Services

Release: 1

BSB30320 Certificate III in Legal Services

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

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.

Entry Requirements

Nil

Packaging Rules

Total number of units = 10

4 core units plus

6 elective units, of which:

- 2 elective units must be selected from Group A
- 2 elective units 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, up to 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

BSBLEG314 Protect information in a legal services environment

BSBTEC201 Use business software applications

BSBXCM301 Engage in workplace communication

Elective units

Group A – Legal Services

BSBLEG312 Carry out search of the public record

BSBLEG313 Lodge documents in a legal services environment

BSBLEG315 Assist in planning activities in a legal services environment

BSBLEG421 Apply understanding of the Australian legal system

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

BSBOPS304 Deliver and monitor a service to customers

BSBOPS305 Process customer complaints

BSBOPS306 Record stakeholder interactions

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

Qualification Mapping Information

No equivalent qualification. Supersedes but is not equivalent to BSB31015 Certificate III in Business Administration (Legal).

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>