



Australian Government

Assessment Requirements for BSBLEG302 Carry out search of the public record

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- search information sources to meet identified needs accurately and appropriately
- provide clear and sufficient instructions and explanations to others
- maintain detailed file notes at each step of the search process, including a record of lodgement
- consulting the legal practitioner or supervisor proactively where difficulties cannot be resolved through standard procedures
- preparing monies to pay for searches
- maintain records of all activities, actions, outcomes, time and costs in accordance with the firm's policies and procedures.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the scope of legal practitioner/support role and own responsibilities and obligations to provide legal advice, complete or sign off on legal work and/or appear in court as described by relevant jurisdiction(s)
- explain firm's policies and procedures in relation to carrying out searches
- list accepted codes of conduct including those relating to:
 - privacy and confidentiality
 - the use of company property
 - duty of care
 - ethical behaviour
 - non-discriminatory practice
 - conflict of interest

- explain compliance with reasonable direction
- discuss legal terminology in relation to the relevant area of law and the appropriate legal process
- identify the location and appropriate search procedures of relevant search sources, including on-line information locations
- discuss standard problems and resolutions in the sourcing and delivery of information
- outline the roles and responsibilities of internal and relevant external individuals/authorities.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the legal services administration field of work and include access to:

- office equipment and resources
- legislation and regulations relevant to common legal matters
- background information on courts, their jurisdiction and behavioural requirements
- people with expert knowledge.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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