



**Australian Government**

**Assessment Requirements for BSBLEG304  
Apply the principles of confidentiality and  
security within the legal environment**

**Release: 1**

## Assessment Requirements for BSBLEG304 Apply the principles of confidentiality and security within the legal environment

### 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:

- apply all relevant statutory legislation including the Code of Conduct, Legal Practice Act and The Judicial Act to ensure all work is performed with honesty and integrity
- identify and apply standard resolutions to breaches of confidentiality, security and conduct by self and others within the firm
- provide clear, relevant and correct assistance and advice to co-workers
- handle, store and secure all electronic and paper-based confidential information according to firm's policies and procedures
- seek advice from appropriate sources where the level of confidentiality required in a situation is unclear.

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 the 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)
- identify firm's policies and procedures
- outline accepted codes of conduct including those relating to:
  - privacy and confidentiality
  - use of company property
  - duty of care
  - ethical behaviour
  - non-discriminatory practice
  - conflict of interest

- compliance with reasonable direction
- summarise relevant court processes, current legislation, legal processes and required documentation.

## 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>