



Australian Government

**Assessment Requirements for BSBLEG414
Establish and maintain a file in legal
services**

Release: 1

Assessment Requirements for BSBLEG414 Establish and maintain a file in legal services

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:

- document and file information according to organisation's policies, procedures and legal requirements, and within agreed timeframes
- apply organisation's financial systems and procedures according to legal requirements and within agreed timeframes
- provide appropriate information, advice and assistance to clients within own scope of responsibility
- explain legal and legislative requirements underlying actions.

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 scope of role and responsibilities, and obligation to refer matters to supervisor
- outline organisation's policies and procedures, including quotation and invoicing procedures
- list 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
- identify legal terminology, including that specific to area of law

- outline archiving procedures and appropriate file retention periods
- outline 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:

- workplace manuals and reference materials
- information on courts, their jurisdiction and behavioural requirements
- people with expert knowledge
- legislation and regulations relevant to common legal matters.

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>