



**Australian Government**

# **BSB31015 Certificate III in Business Administration (Legal)**

**Release 1**

## BSB31015 Certificate III in Business Administration (Legal)

### Modification History

| Release   | Comments   |
|-----------|--|
| Release 1 | This qualification first released with BSB Business Services Training Package Version 1.0. |

### Qualification Description

This qualification is suitable for legal receptionists who apply a broad range of administrative competencies in a legal environment. They would use some discretion and judgement and may provide technical advice and support to a team.

### 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 = 13**

**2 core units** plus

**11 elective units**, of which:

- 5 elective units must be selected from the Group A units listed below
- 4 elective units must be selected from the Group B units listed below
- 2 elective units may be selected from the Group A, Group B or Group C units listed below, or any currently endorsed Training Package or accredited course at the same qualification level or one level higher or lower.

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

BSBITU307 Develop keyboarding speed and accuracy

BSBWHS201 Contribute to health and safety of self and others

### Elective Units

#### *Group A units*

BSBINM303 Handle receipt and despatch of information

BSBLEG301 Apply knowledge of the legal system to complete tasks

BSBLEG302 Carry out search of the public record

BSBLEG303 Deliver court documentation

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

BSBLEG305 Use legal terminology in order to carry out tasks

BSBLEG306 Maintain records for time and disbursements in a legal practice

BSBLEG308 Assist in prioritising and planning activities in a legal practice

#### *Group B units*

BSBADM307 Organise schedules

BSBFIA302 Process payroll

BSBFIA303 Process accounts payable and receivable

BSBFIA304 Maintain a general ledger

BSBITU302 Create electronic presentations

BSBITU304 Produce spreadsheets

BSBITU303 Design and produce text documents

BSBITU306 Design and produce business documents

BSBITU309 Produce desktop published documents

BSBWRT301 Write simple documents

#### *Group C units*

BSBADM302 Produce texts from notes  
 BSBADM303 Produce texts from audio transcription  
 BSBADM311 Maintain business resources  
 BSBCMM301 Process customer complaints  
 BSBCUS301 Deliver and monitor a service to customers  
 BSBDIV301 Work effectively with diversity  
 BSBFIA301 Maintain financial records  
 BSBINM301 Organise workplace information  
 BSBINM302 Utilise a knowledge management system  
 BSBINN201 Contribute to workplace innovation  
 BSBITU301 Create and use databases  
 BSBITU305 Conduct online transactions  
 BSBPRO301 Recommend products and services  
 BSBSUS201 Participate in environmentally sustainable work practices  
 BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements  
 BSBWOR204 Use business technology  
 BSBWOR301 Organise personal work priorities and development  
 BSBWOR302 Work effectively as an off-site worker

## Qualification Mapping Information

| Code and title<br>current version                                 | Code and title<br>previous version                                | Comments  | Equivalence<br>status       |
|---|---|---|-----------------------------|
| BSB31015 Certificate III<br>in Business<br>Administration (Legal) | BSB31012 Certificate III<br>in Business<br>Administration (Legal) | Updated to meet<br>Standards for<br>Training Packages | Equivalent<br>qualification |

## Links

Companion volumes available from the IBSA website:

[http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes) - [http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes)