BSB31015 Certificate III in Business Administration (Legal)

Modification History

<table>
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<th>Release</th>
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<tr>
<td>Release 2</td>
<td>This qualification first released with BSB Business Services Training Package Version 3.0. Version created to update codes and titles in unit list.</td>
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<tr>
<td>Release 1</td>
<td>This qualification first released with BSB Business Services Training Package Version 1.0.</td>
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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  
BSBITU306 Design and produce business documents  
BSBITU309 Produce desktop published documents  
BSBITU312 Create electronic presentations  
BSBITU313 Design and produce digital text documents  
BSBITU314 Design and produce spreadsheets
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
BSBITU311 Use simple relational databases
BSBITU315 Purchase goods and services online
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

<table>
<thead>
<tr>
<th>Code and title current version</th>
<th>Code and title previous version</th>
<th>Comments</th>
<th>Equivalence status</th>
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<tbody>
<tr>
<td>BSB31015 Certificate III in Business Administration (Legal) Release 2</td>
<td>BSB31015 Certificate III in Business Administration (Legal) Release 1</td>
<td>Updated codes and titles in unit list</td>
<td>Equivalent qualification</td>
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Links

Companion Volume implementation guides are found in VETNet -