



**Australian Government**

**Assessment Requirements for BSBLEG301  
Apply knowledge of the legal system to  
complete tasks**

**Release: 1**

## Assessment Requirements for BSBLEG301 Apply knowledge of the legal system to complete tasks

### 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:

- use relevant legal terminology to provide correct explanations in simple terms
- interpret client's file and select appropriate information for inclusion
- prepare relevant documents/ forms for lodgement or delivery in accordance with the firm's procedures, relevant timelines and legislative requirements
- apply correct processes for the lodgement and receipt of certificates.

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)
- summarise the firm's policies and procedures relevant to administrative tasks
- describe 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
  - court etiquette

- explain the purpose of a range of certificates, documents and forms in relation to the area of law
- explain the term ‘authorised signing parties’.

## **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, reference materials and sample forms
- workplace equipment and materials
- background information on courts, their jurisdiction and behavioural requirements
- sources of expert knowledge such as texts or legal practitioners
- appropriate legislation and regulations relevant to common legal matters
- case studies and, where possible, real situations.

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>