



Australian Government

Assessment Requirements for BSBLEG303 Deliver court documentation

Release: 1

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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:

- collate and lodge documentation for each court, with correct number of copies, signatures if necessary, and relevant attachments according to the firm's policies and procedures and the court's requirements
- maintain communication with designated person/s regarding actions, activities and outcomes
- plan court delivery schedule to accommodate agreed timelines, closing times of courts and the number of documents to be lodged
- prepare monies for court filing fees
- maintain records of all activities, actions, outcomes, time and costs in accordance with firm's policies and procedures.

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 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)
- discuss the firm's policies and procedures in relation to handling of court documentation
- explain 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
- provide an overview of 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
- appropriate 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>