



**Australian Government**

# **Assessment Requirements for BSBLEG305**

## **Use legal terminology in order to carry out tasks**

**Release: 1**

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### **Modification History**

<b>Release</b>	<b>Comments</b>
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

### **Performance Evidence**

Evidence of the ability to:

- proactively find and use opportunities to increase own knowledge of legal terminology
- carry out instructions containing commonly used legal terminology and abbreviations
- accurately identify and communicate the legal and financial consequences of misusing legal terminology
- use simple, non-legal language to explain legal terminology and processes to others
- use legal terminology appropriate to the situation when completing administrative tasks.

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:

- explain 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)
- outline the firm's policies and procedures about the use of legal terminology
- summarise relevant court processes, current legislation and legal processes.

### **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 reference materials and texts
- 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>