



Australian Government

Assessment Requirements for BSBLEG306

Maintain records for time and disbursements in a legal practice

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:

- demonstrate honesty and integrity in all financial dealings
- accurately enter timesheet data and disbursements into accounting system in accordance with firm's policies and procedures
- present relevant documentation to designated person/s for approval within agreed timelines
- consistently handle and administer trust accounts in accordance with firm's policies and procedures and legislative requirements
- apply standard procedures to resolve irregularities and/or uncertainties and/or alert designated person/s as appropriate.

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
- summarise relevant processes, current legislation, legal processes and documentation required in this role.

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>