



Australian Government

Assessment Requirements for BSBLEG311 Work in a legal services environment

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- work in a legal services environment, including:
 - accessing legal information
 - drafting documents, with assistance
 - seeking feedback on performance.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- types of legal documents
- spelling, abbreviations and appropriate use of legal terminology
- roles and responsibilities of key bodies in the legal system
- scope of support role to provide legal advice, complete legal work and appear in court according to relevant jurisdiction
- legislative, ethical and organisational requirements related to legal documents and court behaviour
- legislative and ethical standards related to entering a court or tribunal
- organisational policies and procedures of presenting documents
- key personnel within a legal practice and their responsibilities.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- organisational policies and procedures relevant to staff responsibilities

- information on courts, their jurisdiction and behavioural expectations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>