



Australian Government

BSBLEG311 Work in a legal services environment

Release: 1

BSBLEG311 Work in a legal services environment

Modification History

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

Application

This unit describes the skills and knowledge required to work in a legal services environment including accessing legal information, drafting documents with assistance and seeking feedback on work performance.

The unit applies to those who support administrative legal work under supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Technical Skills – Legal Services

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to work	1.1 Identify task requirements 1.2 Identify scope of own responsibility in relation to task 1.3 Access information from client file or legislation or precedents according to task requirements
2. Undertake work according to task requirements	2.1 Communicate with clients using legal terminology 2.2 Assist in drafting documents according to task requirements 2.3 Organise despatch of documents 2.4 Document activities and actions according to organisational policies and procedures
3. Review work	3.1 Self-check document for improvement according to legislative, ethical and organisational requirements

	3.2 Seek feedback from supervisor on document and court conduct
	3.3 Implement feedback into work behaviour or process

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Learning	<ul style="list-style-type: none"> Identifies gaps in knowledge and experience to assist with clarifying and extending understanding
Numeracy	<ul style="list-style-type: none"> Calculates and records time allocated to tasks and applicable fees
Oral communication	<ul style="list-style-type: none"> Uses questioning to clarify understanding Uses industry-specific vocabulary to address key personnel
Reading	<ul style="list-style-type: none"> Interprets textual information to identify correct terms or processes Proofreads text to ensure accuracy of content and format
Writing	<ul style="list-style-type: none"> Uses specific, accurate and relevant language to complete workplace documentation
Teamwork	<ul style="list-style-type: none"> Follows accepted practices and protocols when communicating with internal and external parties
Initiative and enterprise	<ul style="list-style-type: none"> Adheres to organisational and legal requirements
Planning and organising	<ul style="list-style-type: none"> Plans and implements tasks to achieve outcomes according to organisational requirements

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to:

- BSBLEG301 Apply knowledge of the legal system to complete tasks
- BSBLEG305 Use legal terminology in order to carry out tasks
- BSBLEG306 Maintain records for time and disbursements in a legal practice.

Links

Companion Volume Implementation Guide is found on VETNet -

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