Assessment Requirements for BSBLEG313 Lodge documents in a legal services environment

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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:

- assemble complete and accurate documentation for lodgement relating to:
  - at least two different courts
  - at least one non-judicial registry.

In the course of the above, the candidate must:

- plan submission schedule to accommodate agreed timelines
- prepare monies for filing fees
- maintain records of activities, actions, outcomes, time and costs according to organisational policies and procedures.

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:

- organisational policies and procedures for document submission, including policies and procedures relating to:
  - disbursements
  - document storage
- accepted codes of conduct including those relating to:
  - privacy and confidentiality
  - ethical behaviour
  - compliance with reasonable direction
- relevant court processes, current legislation, legal processes and required documentation.

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:

- appropriate legislation and regulations relevant to performance evidence.

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