



Australian Government

BSBLEG313 Lodge documents in a legal services environment

Release: 1

BSBLEG313 Lodge documents 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 skills and knowledge required to organise documents for lodgement at a court or non-judicial registry, plan and carry out lodgement, and return proof of document lodgement. Document lodgement may be carried out digitally.

The unit applies to individuals who provide administrative support in a legal services environment, while 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. Plan document lodgement	1.1 Identify task requirements, including registry for lodgement and documents to be lodged 1.2 Identify requirements for chosen method of lodgement 1.3 Copy and collate documents, where relevant, according to registry requirements and organisational policies and procedures 1.4 Obtain monies to pay for lodgement, where relevant, according to organisational policies and procedures
2. Carry out document lodgement	2.1 Access registry safely and securely 2.2 Submit documents according to registry and task requirements 2.3 Record relevant details where documents are deficient and

ELEMENT	PERFORMANCE CRITERIA
	<p>cannot be lodged</p> <p>2.4 Make payment, where relevant, according to registry requirements</p> <p>2.5 Resolve barriers to lodgement within scope of own role or refer to relevant personnel</p>
3. Finalise document lodgement	<p>3.1 Obtain record of lodgement and confirm that task requirements have been met</p> <p>3.2 Store required documents according to organisational policies and procedures</p> <p>3.3 File records of lodgement expense according to organisational policies and procedures</p> <p>3.4 Advise required personnel of lodgement outcome and report outstanding issues</p>

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Learning	<ul style="list-style-type: none"> Plans and organises routine jobs, identifying possible risks and accessing relevant resources
Reading	<ul style="list-style-type: none"> Identifies and interprets textual information to determine job requirements Checks information for accuracy
Writing	<ul style="list-style-type: none"> Completes a range of forms accurately and legibly using correct technical vocabulary
Oral Communication	<ul style="list-style-type: none"> Listens to clear, sequenced instructions of several steps, and asks clarifying questions as required
Numeracy	<ul style="list-style-type: none"> Calculates and records details of lodgement fees and time estimates

Unit Mapping Information

Supersedes and is equivalent to BSBLEG303 Deliver court documentation.

Links

Companion Volume Implementation Guide is found on VETNet -

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