



Australian Government

**Assessment Requirements for BSBLEG314
Protect information 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:

- on at least three occasions, handle, store and secure electronic, paper based, exhibits and confidential information according to organisational policies and procedures.

In the course of the above, the candidate must:

- apply relevant legislation and codes of conduct and ensure all work is performed with honesty and integrity
- update documents according to instruction and organisational policy or procedures
- identify and apply standard resolutions to breaches of confidentiality, security and conduct by self and others within the firm
- seek advice from appropriate sources where the level of confidentiality required in a situation is unclear.

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:

- personal role and responsibilities in relation to contact with the opposing party, including confidentiality requirements
- responsibilities relating to receipting payments
- scenarios in which client-related matters are discussed
- storage processes
- organisational policies and procedures
- accepted codes of conduct including those relating to:
 - privacy and confidentiality
 - use of company property
 - duty of care
 - ethical behaviour

- non-discriminatory practice
- conflict of interest
- 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:

- office equipment and resources for confidentiality and security processes
- legislation and regulations relevant to common legal matters
- background information on courts, their jurisdiction and behavioural requirements.

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>