



**Australian Government**

# **BSBLEG314 Protect information in a legal services environment**

**Release: 1**

## BSBLEG314 Protect information 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 protect information in a legal services environment.

The unit applies to individuals who provide services to support legal practitioners, while under supervision.

No licensing, legislative, regulatory 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. Work within accepted codes of conduct	1.1 Update documents and forward reports on the progress of matters to clients and legal practitioner according to instructions and organisational policies and procedures 1.2 Identify personal role and responsibilities in relation to communication with relevant parties 1.3 Communicate conflict of interest or potential conflict of interest in a legal matter to the legal practitioner responsible for the matter 1.4 Follow organisational procedures for receipting payments 1.5 Assess information regarding what is and what is not disclosable
2. Follow storage procedures	2.1 Store and secure documents according to organisational policies and procedures

ELEMENT	PERFORMANCE CRITERIA
	2.2 Label and store all materials required by legislation to be stored for certain periods of time and according to organisational policies and procedures

## Foundation Skills

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

Skill	Description
Reading	<ul style="list-style-type: none"> <li>Identifies and interprets textual information to determine and to adhere to organisational practices</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Legibly and correctly completes and updates documentation</li> </ul>
Oral Communication	<ul style="list-style-type: none"> <li>Participates in spoken exchanges using structure and language to suit the audience</li> <li>Uses active listening and questioning techniques to confirm understanding</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>Complies with legislative obligations and follows ethical requirements, policies and procedures relevant to own role</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>Plans, organises and implements tasks to achieve outcomes according to organisational requirements</li> <li>Addresses problems by implementing standard procedures, referring problems outside own scope of responsibility to others</li> </ul>
Technology	<ul style="list-style-type: none"> <li>Uses digital systems and tools to access and store information, understanding the need for security of all data</li> </ul>

## Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to BSBLEG304 Apply the principles of confidentiality and security within the legal environment.

## Links

Companion Volume Implementation Guide is found on VETNet -

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