



**Australian Government**

# **BSBLEG315 Assist in planning activities in a legal services environment**

**Release: 1**

## BSBLEG315 Assist in planning activities 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 assist others by supporting the planning of activities in a legal services environment.

The unit applies to individuals who work under supervision to arrange appointments and other activities based on court dates and required legislative timeframes. In this role, individuals apply a broad range of administrative competencies in a legal office work environment, using some discretion and judgement. They provide support to legal practitioners and may provide technical advice and support to a team.

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. Record file-related critical dates and times	1.1 Identify file-related deadlines 1.2 Record file-related deadlines according to organisational policies and procedures
2. Make and record appointments on behalf of designated personnel	2.1 Establish and clarify priorities of designated personnel 2.2 Agree and document timelines for achievement of priorities 2.3 Arrange appointments for all parties involved 2.4 Reschedule appointments as required
3. Assist designated	3.1 Check records daily for upcoming appointments and

ELEMENT	PERFORMANCE CRITERIA
personnel to prepare for critical dates	commitments 3.2 Remind designated personnel of critical file dates 3.3 Prepare and distribute information meeting task requirements to designated personnel prior to critical dates 3.4 Set reminders to schedule appointments in consultation with designated personnel
4. Follow up outcomes of meetings and other activities	4.1 Organise appropriate follow-up actions and activities in conjunction with designated personnel and relevant parties 4.2 Update file notes 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 data to identify and plan job deadlines to adhere to requirements</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Uses clear, accurate and relevant language to organise, record and update information and complete workplace documentation</li> </ul>
Oral Communication	<ul style="list-style-type: none"> <li>Articulates clearly using specific terminology and relevant tone to convey requirements</li> <li>Uses active listening and questioning techniques to confirm understanding</li> </ul>
Numeracy	<ul style="list-style-type: none"> <li>Uses basic mathematical formula to calculate and monitor work timeframes</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>Takes personal responsibility for adherence to legal and regulatory requirements</li> <li>Identifies and responds to organisational policies and procedures</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>Selects appropriate mode of communication for a specific purpose relevant to own role</li> <li>Cooperates with others as part of familiar routine activities and contributes to specific activities requiring joint responsibility and accountability</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficient and effective outcomes</li> <li>Takes responsibility for outcomes of routine decisions related directly to own role</li> </ul>

## Unit Mapping Information

Supersedes and is equivalent to BSBLEG308 Assist in prioritising and planning activities in legal practice.

## Links

Companion Volume Implementation Guide is found on VETNet -

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