



Australian Government

BSBLEG423 Conduct simple legal research

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.

Application

This unit describes the skills and knowledge required to work under supervision to conduct simple legal research locating relevant information and writing up a basic summary.

The unit applies to individuals who provide legal support services while under supervision. Its application in the workplace will be determined by the job role of the individual and the legislation, rules, regulations and codes of practice relevant to different jurisdictions.

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. Process request for information	1.1 Document request using appropriate recording system 1.2 Confirm client identity and other party's right to receive information 1.3 Clarify client needs and establish relevant criteria in consultation with designated person to ensure client needs are met 1.4 Select response methods according to task requirements 1.5 Forward request for information to others where appropriate
2. Carry out legal research	2.1 Identify relevant sources and locations of information according to organisational and task requirements 2.2 Access identified sources and escalate where problems arise

ELEMENT	PERFORMANCE CRITERIA
	2.3 Extract information relevant to request for information 2.4 Store extracted information according to security and confidentiality procedures of the organisation
3. Finalise research	3.1 Evaluate extracted information for relevance according to task requirements 3.2 Maintain integrity of information 3.3 Develop a summary of research findings to relevant parties for review and action

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	- Identifies information from a range of texts to determine the procedures and strategies needed to perform a range of tasks - Identifies, accesses, analyses and evaluates information from a range of sources - Proofreads documents for accuracy of content, layout, grammar, spelling and punctuation
Writing	- Gathers, evaluates and integrates information from a range of sources to develop plans - Presents finished document in required format using language, structure and style appropriate to audience - Creates required records according to organisational recording procedures and systems
Oral Communication	Participates in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding
Initiative and enterprise	Identifies and follows legislative requirements and organisational policies and procedures associated with own role
Planning and organising	- Plans, organises and implements tasks to meet organisational requirements - Identifies and takes responsibility for addressing predictable and some less predictable problems in familiar work contexts
Technology	Uses the main features and functions of digital technologies and tools to complete work tasks

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to BSBRES404 Research legal information using primary sources.

Links

Companion Volume Implementation Guide is found on VETNet -

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