



Australian Government

BSBLEG510 Apply legal principles in family law matters

Release: 1

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Modification History

| Release | Comments |
|-----------|--|
| Release 1 | This version first released with BSB Business Services Training Package Version 1.0. |

Application

This unit describes the skills and knowledge required to apply legal principles within the family law framework.

It applies to individuals who use well-developed skills and a broad knowledge base to provide support in a range of legal service settings. They apply solutions to a range of unpredictable problems, and analyse and evaluate information from a variety of sources.

Its application in the workplace is determined by the job role of the individual and the legislation, rules, regulations and codes of practice relevant to different jurisdictions.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Administration – Legal Services Administration

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. Identify laws related to family law | 1.1 Source legislation, regulations and policies relevant to family law 1.2 Interpret key legal principles as they apply to family law matters |
| 2. Apply principles of family law in relation to marriage dissolution, property settlement and dealing with minors | 2.1 Identify and apply steps involved in marriage dissolution 2.2 Establish facts about proposed dissolution and client interests 2.3 Determine if agreement has been reached before filing on all issues regarding property, support and parenting |

| ELEMENT | PERFORMANCE CRITERIA |
|---|---|
| 3. Identify and prepare appropriate costing documentation | <p>3.1 Identify legislative and regulatory requirements for costing legal services</p> <p>3.2 Determine types of costs that apply</p> <p>3.3 Prepare relevant costing documentation according to organisation's policies and procedures</p> |
| 4. Prepare and despatch documentation | <p>4.1 Organise self and others to file documentation and administration in accordance with organisation's policies and procedures</p> <p>4.2 Obtain and forward relevant background documentation to designated person for review</p> <p>4.3 Prepare and present relevant documents to designated individual for review and sign-off</p> |

Foundation Skills

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

| Skill | Performance Criteria | Description |
|----------------------------|----------------------------------|--|
| Reading | 1.1, 1.2, 2.1, 3.1-3.3, 4.1, 4.3 | <ul style="list-style-type: none"> Gathers, interprets and analyses complex textual information from a range of sources and identifies relevant and key information |
| Writing | 2.1-2.3, 3.3, 4.3 | <ul style="list-style-type: none"> Uses clear, accurate and relevant language to organise, record and update information and complete workplace documentation |
| Oral Communication | 2.2, 2.3 | <ul style="list-style-type: none"> Clearly articulates requirements and explains legal procedures using language and features appropriate to the audience Employs active listening and questioning techniques to confirm understanding |
| Numeracy | 3.1, 3.2 | <ul style="list-style-type: none"> Interprets numerical information and makes mathematical calculations to determine maintenance obligations |
| Navigate the world of work | 1.2, 3.1, 3.3, 4.1 | <ul style="list-style-type: none"> Monitors adherence to organisational policies and procedures Keeps up-to-date with relevant legislation or regulations relevant to own responsibilities and considers the implications of these when planning and |

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| | | undertaking work |
| Interact with others | 4.2, 4.3 | <ul style="list-style-type: none"> Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role |
| Get the work done | 1.1, 2.1, 2.2, 2.3, 3.2, 4.1, 4.2, 4.3 | <ul style="list-style-type: none"> Plans, sequences and completes tasks to achieve required outcomes, coordinating aspects with others, when required Analyses information to make decisions in relatively complex situations, taking a range of factors into account |

Unit Mapping Information

| Code and title current version | Code and title previous version | Comments | Equivalence status |
|--|---|---|--------------------|
| BSBLEG510 Apply legal principles in family law matters | BSBLEG510A Apply legal principles in family law matters | Updated to meet Standards for Training Packages | Equivalent unit |

Links

Companion Volume implementation guides are found in VETNet -

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