



**Australian Government**

# **Assessment Requirements for BSBLEG511 Apply legal principles in criminal law matters**

**Release: 1**

## Assessment Requirements for BSBLEG511 Apply legal principles in criminal law matters

### Modification History

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

### Performance Evidence

Evidence of the ability to:

- prepare appropriate documentation according to organisation's policies and procedures and provide it to required people at the appropriate time
- communicate with clients in a sensitive, discreet and professional manner
- conduct work according to legislative requirements and within accepted codes of conduct.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

### Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the scope of job role in the context of legislation, regulations and codes of practice
- explain relevant court processes
- summarise current criminal law legislation
- outline documentation required in criminal law matters
- identify the organisation's required policies and procedures pertinent to this role.

### Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the legal services administration field of work and include access to:

- workplace policies and procedures and reference materials
- background information on courts, their jurisdiction and behavioural requirements
- appropriate legislation and regulations relevant to common legal matters.

Assessors must satisfy NVR/AQTF assessor requirements.

## **Links**

Companion Volume implementation guides are found in VETNet -

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