



Australian Government

BSBLEG521 Conduct and apply 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 undertake and apply legal research under supervision. This includes identifying research requirements and sources of information, applying information to a set of facts, evaluating the quality of the information, and preparing and producing reports.

The unit applies to individuals who apply a well-established, sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan and carry out work in a legal context in accordance with legislation, 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. Prepare to research	1.1 Confirm task requirements 1.2 Prepare research plan and prioritise activities according to task requirements 1.3 Identify available resources and technical requirements 1.4 Delegate tasks according to timelines and task requirements
2. Undertake research	2.1 Identify sources of legal data and information 2.2 Research and identify key information to be extracted
3. Review research	3.1 Check information for compliance with copyright and legal

ELEMENT	PERFORMANCE CRITERIA
	requirements 3.2 Analyse legal data and information for relevance to facts 3.3 Edit and collate legal data and information according to task, legal and ethical requirements
4. Apply research	4.1 Draft document in appropriate format according to task and organisational requirements 4.2 Present legal data and information according to organisational policies and procedures and legal requirements 4.3 Evaluate draft against previously identified criteria and address identified gaps or deficits 4.4 Review document in consultation with supervisor 4.5 Make amendments where necessary
5. Prepare final draft	5.1 Prepare executive summary 5.2 Check final draft and present it to supervisor for review and sign-off 5.3 Facilitate distribution of report as required

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 and analyses complex texts to assess relevance to research task - Compares prepared drafts against criteria to evaluate whether it meets requirements
Writing	Composes and edits texts, selecting appropriate vocabulary, structure and format for audience and purpose
Oral Communication	Explains issues and requirements clearly and obtains information from others by listening and questioning
Numeracy	Analyses task requirements to calculate the duration of activities
Initiative and enterprise	Adheres to legal and regulatory responsibilities related to own work
Teamwork	- Collaborates with others to achieve required outcomes - Selects and uses appropriate communication practices and conventions for the purpose and audience

Planning and organising	- Plans, prioritises, organises and implements tasks to meet organisational requirements, liaising with others when required - Systematically analyses information against set criteria in order to decide on amendments needed to draft reports
Technology	Uses the main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to BSBRES502 Research legal information using secondary sources.

Links

Companion Volume Implementation Guide is found on VETNet -

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