



**Australian Government**

# **BSBLEG522 Apply legal principles in contract law matters**

**Release: 2**

## BSBLEG522 Apply legal principles in contract law matters

### Modification History

Release	Comments
Release 2	This version first released with the Business Services Training Package Version 8.0. Typographical error corrected in Knowledge Evidence.
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 analyse and evaluate information from a variety of sources and supply solutions to contractual issues in a legal environment.

The unit applies to individuals who provide support in a range of legal service settings with a degree of responsibility to plan and complete investigations. It also applies to individuals in a range of work environments that a required to apply a basic understanding of contract law principles.

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. Establish nature and meaning of contract	1.1 Confirm task requirements 1.2 Identify type of contract 1.3 Research key elements of contract 1.4 Assess the validity of contract
2. Apply principles of contract law	2.1 Analyse legal matter involving contractual issues using principles of contract law

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	2.2 Evaluate key issues arising from contractual issue 2.3 Assess applicable remedies
3. Finalise application of contract law	3.1 Review analysis with supervisor as required 3.2 Identify and flag unresolved contractual issues 3.3 Document analysis according to organisational requirements

## Foundation Skills

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

<b>Skill</b>	<b>Description</b>
Reading	<ul style="list-style-type: none"> <li>Identifies, analyses and evaluates complex text to clarify contractual definitions, principles and legal requirements</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Prepares specific information based on results of research, analysis and evaluation conveying an understanding of outcomes and alternatives, and using terminology appropriate to relevant personnel</li> </ul>
Oral Communication	<ul style="list-style-type: none"> <li>Articulates key issues, identified remedies and organisational procedures using detailed language and suitable tone appropriate to audience and environment</li> <li>Elicits views and opinions of others by active listening and questioning</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>Identifies own legal rights and responsibilities and is extending understanding of general legal principles applicable across work contexts</li> <li>Adheres to organisational policies and procedures</li> <li>Identifies nature and purpose of own role and associated responsibilities and how it contributes to work of others in immediate work context</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>Plans and implements tasks required to achieve organisational requirements</li> <li>Makes a range of critical and non-critical decisions in relatively complex situations, taking a range of information into account</li> <li>Uses formal analytical thinking techniques to identify issues and generate possible solutions, seeking input from others as required</li> </ul>

## Unit Mapping Information

Supersedes and is equivalent to BSBLEG415 Apply the principles of contract law.

## Links

Companion Volume Implementation Guide is found on VETNet -

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