



**Australian Government**

# **BSBLEG526 Apply legal principles in criminal law matters**

**Release: 1**

## BSBLEG526 Apply legal principles in criminal law matters

### 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 carry out administrative tasks within criminal law frameworks.

The unit 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 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

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 apply principles of criminal law	1.1 Identify task requirements 1.2 Identify key criminal law elements for analysis according to task requirements 1.3 Identify key provisions of legislation and common law, policies or procedures according to task requirements
2. Apply elements of criminal law	2.1 Analyse legal matter relevant to criminal law 2.2 Evaluate information according to task requirements 2.3 Prepare deliverable according to task and organisational requirements

ELEMENT	PERFORMANCE CRITERIA
3. Finalise deliverable	3.1 Review deliverable with supervisor 3.2 Amend and sign-off according to organisational policies and procedures 3.3 Despatch document 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.*

Skill	Description
Reading	<ul style="list-style-type: none"> <li>Gathers, interprets and analyses complex textual information from a range of sources and identifies relevant and key information</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Uses clear, accurate and relevant language to organise, liaise, record and update information and complete workplace documentation according to organisational protocols</li> </ul>
Oral Communication	<ul style="list-style-type: none"> <li>Provides clear explanations using language and features appropriate to the audience</li> <li>Employs listening and questioning techniques to confirm understanding</li> </ul>
Numeracy	<ul style="list-style-type: none"> <li>Interprets numerical information and makes mathematical calculations to determine legal services costs</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>Takes full responsibility for following policies, procedures and legislative requirements</li> <li>Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role</li> </ul>
Planning and organisation	<ul style="list-style-type: none"> <li>Plans, prioritises and completes complex tasks according to legal and organisational requirements</li> </ul>

## Unit Mapping Information

Supersedes and is equivalent to BSBLEG511 Apply legal principles in criminal law matters.

## Links

Companion Volume Implementation Guide is found on VETNet -

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

