



Australian Government

BSBLEG529 Apply legal principles in corporation 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 7.0.

Application

This unit describes the skills and knowledge required to establish business structures and prepare associated documentation within corporation law frameworks.

The unit applies to individuals who work under supervision and evaluate information from a variety of sources to complete and despatch required information.

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 corporation law	1.1 Identify task requirements 1.2 Identify key corporation 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 principles of corporation law	2.1 Analyse legal matters relevant to corporation law according to task requirements 2.2 Evaluate information according to task requirements 2.3 Prepare deliverable according to task and organisational requirements

ELEMENT	PERFORMANCE CRITERIA
3. Finalise application of corporation law	3.1 Verify and review documentation with relevant organisational personnel 3.2 Amend and sign-off according to organisational policies and procedures 3.3 Store or despatch document according to task and 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	- Gathers, interprets and analyses complex textual information from a range of sources and identifies relevant and key information - Checks documents for accuracy and clarity of meaning
Writing	Uses clear, accurate and relevant language to record information and to complete workplace documentation
Oral Communication	- Participates effectively in spoken interactions using appropriate language and features for each audience and situation - Uses active listening and questioning techniques to confirm and clarify understanding
Initiative and enterprise	- Identifies implications of law to organisational policies and procedures - Keeps up-to-date with relevant legislation or regulations and considers these when planning and undertaking work
Teamwork	- Selects appropriate form, channel and mode of communication for a specific purpose relevant to own role - Assists others as part of familiar workplace activities
Planning and organising	- Plans, organises and implements work activities that comply with legislative and organisational requirements, including timelines - Evaluates information to decide on relevance to firm

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to:

- BSBINT302 Apply knowledge of legislation relevant to international trade to complete work
- BSBLEG513 Apply legal principles in corporation law matters.

Links

Companion Volume Implementation Guide is found on VETNet -

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