



**Australian Government**

# **BSBLEG531 Apply legal principles in administrative law matters**

**Release: 1**

## BSBLEG531 Apply legal principles in administrative 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 support administrative law matters.

The unit applies to individuals who work under supervision, use legal principles and evaluate information from a variety of sources to provide support in a range of legal service settings including community legal centres.

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

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
3. Finalise application of administrative law principles	3.1 Verify and review documentation with supervisor 3.2 Amend and receive 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 those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

<b>Skill</b>	<b>Description</b>
Numeracy	<ul style="list-style-type: none"> <li>• Uses straightforward mathematical calculations to determine costs</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>• Participate effectively in spoken interactions using appropriate language and features for each audience and situation</li> <li>• Uses active listening and questioning techniques to confirm and clarify understanding</li> </ul>
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 and record information and documentation</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Selects appropriate form, channel and mode of communication for a specific purpose relevant to own role</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>• Complies with organisational policies and procedures</li> <li>• Keeps up-to-date with relevant legislation, regulations and policies and considers implications of these when planning and undertaking work</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>• Plans, sequences and implements tasks according to legislative and organisational requirements and specific instructions</li> <li>• Evaluates information to decide on relevance to situation</li> </ul>

## Unit Mapping Information

No equivalent unit. New unit.

## **Links**

Companion Volume Implementation Guide is found on VETNet -

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