



Australian Government

Assessment Requirements for BSBLEG532 Assist with court procedure

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.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- apply understanding of court procedure in at least one civil matter and at least one criminal matter.

In the course of the above, the candidate must:

- prepare accurate costing documents
- obtain and prepare accurate, compliant and complete litigation documents according to legislative and organisational requirements
- complete administrative tasks for the discovery process.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- distinction in court procedure between civil and criminal proceedings
- alternative methods of dispute resolution
- discovery means in civil and criminal proceedings
- documentation required for civil and criminal proceedings
- policies and procedures of the organisation pertinent to civil and criminal proceedings
- legislation and accepted codes of practice relevant to civil and criminal proceedings
- jurisdictional limits of federal, state and territory courts and tribunals in relation to dispute resolution
- legislation, regulations and policies relevant to civil procedure
- roles of court personnel
- role of the courts and associated personnel for civil and criminal proceedings.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation and regulations relevant to civil law and common legal matters
- workplace policies and procedures and reference materials relevant to performance evidence
- background information on courts, their jurisdiction and behavioural requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

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