



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **BSB50110 Diploma of Legal Services**

**Revision Number: 2**

## BSB50110 Diploma of Legal Services

### Modification History

Release	Comments
Release 2	<p>New release of this Qualification released with <i>version 6 of BSB07 Business Services Training Package</i>.</p> <p>Correction to Employability Skills summary ie code and title of qualification included.</p>

### Description

#### Descriptor

This qualification reflects the role of individuals who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan and carry out work in a legal context in accordance with legislation, regulations and codes of practice relevant to the different jurisdictions.

#### Job roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- executive assistant
- legal services support officer
- paralegal
- senior legal secretary.
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### Pathways Information

#### Qualification pathways

##### *Entry requirements*

There are no entry requirements for this qualification.

##### *Pathways into the qualification*

Preferred pathways for candidates considering this qualification include:

- after achieving BSB40110 Certificate IV in Legal Services or other relevant qualifications in addition to competency in BSBITU307A Develop keyboarding speed and accuracy

OR

- providing evidence of the completion of all units of competency required for BSB40110 Certificate IV in Legal Services as well as evidence of competency in BSBITU307A Develop keyboarding speed and accuracy

OR

- with vocational experience in a range of settings without a formal business qualification.

#### *Pathways from the qualification*

After achieving BSB50110 Diploma of Legal Services, candidates may undertake a range of advanced diploma qualifications.

## **Licensing/Regulatory Information**

### **Licensing, legislative, regulatory or certification considerations**

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

## **Entry Requirements**

Not applicable.

## Employability Skills Summary

### EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

#### BSB50110 Diploma of Legal Services

The following table contains a summary of the employability skills required by industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> <li>• attending court and presenting information</li> <li>• communicating outcomes to clients in a clear and simple manner</li> <li>• communicating with internal and external clients in formal meetings requiring excellent interviewing, presentation and negotiating skills</li> <li>• creating complex reports from research and analysis of a wide range of information</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• identifying and utilising team member strengths</li> <li>• mentoring as required</li> <li>• working closely with legal practitioners and others to research, collect, collate and present information</li> </ul>
Problem-solving	<ul style="list-style-type: none"> <li>• applying financial skills for costing complex files, invoicing and maintaining trust accounts</li> <li>• interpreting court rulings</li> <li>• using discretion and judgement while working within codes of conduct</li> <li>• working under supervision to resolve issues with clients and responding to changing situations</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>• being creative and providing innovative solutions to complex issues</li> <li>• responding to new and changing circumstances to ensure accurate and timely advice</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>• arranging meetings and allocating resources to ensure organisational requirements are met</li> <li>• collecting, collating and analysing information using appropriate workplace systems</li> <li>• planning for contingencies and strategising to meet client needs</li> <li>• preparing detailed documentation</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>• keeping paperwork up-to-date and organising information according to organisational and legal requirements</li> <li>• managing own time and priorities and dealing with contingencies</li> </ul>

<b>EMPLOYABILITY SKILLS QUALIFICATION SUMMARY</b>	
	<ul style="list-style-type: none"><li>• understanding limits of own responsibility</li></ul>
Learning	<ul style="list-style-type: none"><li>• mentoring others to develop skills and knowledge required in a legal practice</li><li>• responding positively to learning opportunities and managing own education</li></ul>
Technology	<ul style="list-style-type: none"><li>• selecting and using:<ul style="list-style-type: none"><li>• business technology, such as email, websites, voice mail, audio cassettes, computers and software</li><li>• online services to communicate, research and report</li></ul></li></ul>

## Packaging Rules

**Total number of units = 10**

**4 core units *plus***

**6 elective units**

**4 elective units** must be selected from the elective units listed below.

The remaining **2 elective units** may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below **1 elective unit** may be selected from either a Certificate IV or Advanced Diploma qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

### Core units

BSBCOM501B Identify and interpret compliance requirements

BSBCMM501A Develop and nurture relationships

BSBLED503A Maintain and enhance professional practice

BSBRES502A Research legal information using secondary sources

### Elective units

BSBLEG510A Apply legal principles in family law matters

BSBLEG511A Apply legal principles in criminal law matters

BSBLEG512A Apply legal principles in property law matters

BSBLEG513A Apply legal principles in corporation law matters

BSBLEG514A Assist with civil procedure

BSBLEG515A Apply legal principles in wills and probate matters

BSBSUS301A Implement and monitor environmentally sustainable work practices

BSBSUS501A Develop workplace policy and procedures for sustainability