



Australian Government

Department of Education, Employment and Workplace Relations

BSBLEG418A Produce complex legal documents

Revision Number: 1

BSBLEG418A Produce complex legal documents

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to produce complex legal documents using a range of advanced functions within at least one software package and integrating functions from at least two software packages.</p> <p>A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to individuals who apply a broad knowledge of administration tasks in providing support in a legal context. Its application in the workplace will be determined by the job role of the individual and the legislation, rules, regulations and codes of practice relevant to different jurisdictions.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Establish document design and structure	1.1. Identify requirements of task in line with instructions 1.2. Select <i>software</i> appropriate to task 1.3. Determine <i>document</i> design and structure 1.4. <i>Design and structure document</i> to meet legislative requirements 1.5. Review and update <i>existing precedent documents</i>
2. Develop precedents for document design	2.1. Develop and use precedents to ensure consistency of design and layout 2.2. Evaluate and amend templates to ensure document requirements can be met 2.3. Recommend improvements to design and/or structure of existing documents and facilitate a review process of suggested improvements
3. Prepare to produce documents	3.1. Prepare documents using appropriate and available precedent documents according to <i>organisation's policies and procedures</i> 3.2. Enter and edit relevant data 3.3. Use a range of advanced software functions to ensure accurate completion of task 3.4. Check documents for spelling, grammar, numeric data and layout 3.5. Proofread documents for accuracy of content and consistency of layout and style 3.6. Make modifications to meet required specifications 3.7. Manage any <i>difficulties</i> to produce completed documents within agreed timelines
4. Prepare to print documents	4.1. Print documents as required 4.2. Arrange review of documents with <i>designated person</i> 4.3. Undertake final printing of documents
5. Save file and exit system	5.1. Save and store document in appropriate directory or folder 5.2. Close file and exit application programs without loss of data 5.3. Make back-up copies of file according to specified procedures 5.4. File and store discs/data according to organisation's policies and procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
 - follow and interpret instructions
 - provide clear and specific instructions about information required
- literacy skills to:
 - follow complex legal procedures
 - consider aspects of context, purpose and audience when generating and formatting texts
 - edit and proofread to ensure:
 - clarity of meaning and conformity to enterprise requirements
 - accuracy and consistency of information
- numeracy skills to collate and present data, graphs and annotated references
- problem-solving skills to use processes flexibly and interchangeably
- technology skills to use a range of software applications
- organisational skills to select and apply the procedures and strategies needed to perform a range of tasks within designated timelines

Required knowledge

- application of organisation's policies and procedures in relation to precedent design
- developing and testing templates
- accepted codes of practice relevant to the workplace, including those relating to:
 - privacy and confidentiality
 - use of company property
 - duty of care
 - ethical behaviour
 - non-discriminatory practice
 - conflict of interest
 - compliance with reasonable direction

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> • ensure that confidentiality and security of information are maintained • produce and present accurate documents that conform to specified standards within agreed timelines • use advanced functions of at least one software package or integrate functions of at least two software packages, in document production • apply knowledge of relevant legislation, rules, regulations, codes of practice and research resources.
Context of and specific resources for assessment	<p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> • the internet • an actual workplace or simulated environment • workplace manuals and reference materials, such as company policies, procedural manuals, checklists, sources of documentation and sample forms • background information on courts, their jurisdiction and behavioural requirements • appropriate technology, such as computers with relevant software • appropriate texts and people with expert knowledge, such as legal practitioners • appropriate legislation and regulations relevant to legal context.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of precedents and documents created from precedents • class assessment to produce and/or amend precedents in a given timeframe • third-party workplace reports of on-the-job performance by the candidate where appropriate • oral or written questioning to assess knowledge of accepted codes of practice relevant to the workplace

EVIDENCE GUIDE	
	<ul style="list-style-type: none">• completed precedent/documents within given timeframes.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Software</i> packages may include:	<ul style="list-style-type: none"> • database • document management software • graphics • page layout software • spreadsheet • word processing.
<i>Documents</i> may include:	<ul style="list-style-type: none"> • contracts • costings • court documents for filing in a variety of courts and tribunals • deeds and agreements • in-house newsletters • precedents used in organisation • promotional brochures • research reports • wills.
<i>Document design and structure</i> may include:	<ul style="list-style-type: none"> • advanced software functions • constraints regarding organisation's style and letterhead • instructions for word processing operator • legislated document layout guidelines • links to existing information • precedents' manuals • range of complex software supporting the production of precedents.
<i>Existing precedent documents</i> may include:	<ul style="list-style-type: none"> • business structure documents • conveyancing documents • documents used in civil proceedings • documents used in criminal proceedings • family law documents • generic correspondence • wills and probate documents.
<i>Organisation's policies</i>	<ul style="list-style-type: none"> • accessing files

RANGE STATEMENT	
<i>and procedures</i> may include:	<ul style="list-style-type: none"> • authorising creation of new legal precedents • authorising precedent changes • back-up procedures • file maintenance • information sources • information specific to the organisation • initiation of files • office procedural manuals • use of precedent and file naming conventions of document • security, confidentiality and privacy procedures • verifying and authorising information.
<i>Difficulties</i> needing management may include:	<ul style="list-style-type: none"> • alterations to instructions • client needs • lack of available or suitable resources • problems encountered when liaising with others • technical difficulties.
<i>Designated person</i> may include:	<ul style="list-style-type: none"> • barrister • lawyer • legal practice manager • paralegal • partner • supervisor.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Administration - legal administration
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Co-requisite units

Co-requisite units		