Australian Government

BSB31015 Certificate III in Business Administration (Legal)

Release 2

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Modification History

Release	Comments
Release 2	This qualification first released with BSB Business Services Training Package Version 3.0. Version created to update codes and titles in unit list.
Release 1	This qualification first released with BSB Business Services Training Package Version 1.0.

Qualification Description

This qualification is suitable for legal receptionists who apply a broad range of administrative competencies in a legal environment. They would use some discretion and judgement and may provide technical advice and support to a team.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

Total number of units = 13

2 core units plus

11 elective units, of which:

- 5 elective units must be selected from the Group A units listed below
- 4 elective units must be selected from the Group B units listed below
- 2 elective units may be selected from the Group A, Group B or Group C units listed below, or any currently endorsed Training Package or accredited course at the same qualification level or one level higher or lower.

　　　　　　　　　　　　　　　　　PwC's Skills for Australia

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

BSBITU307 Develop keyboarding speed and accuracy

BSBWHS201 Contribute to health and safety of self and others

Elective Units

Group A units

BSBINM303 Handle receipt and despatch of information

BSBLEG301 Apply knowledge of the legal system to complete tasks

BSBLEG302 Carry out search of the public record

BSBLEG303 Deliver court documentation

BSBLEG304 Apply the principles of confidentiality and security within the legal environment

BSBLEG305 Use legal terminology in order to carry out tasks

BSBLEG306 Maintain records for time and disbursements in a legal practice

BSBLEG308 Assist in prioritising and planning activities in a legal practice

Group B units

BSBADM307 Organise schedules

BSBFIA302 Process payroll

BSBFIA303 Process accounts payable and receivable

BSBFIA304 Maintain a general ledger

BSBITU306 Design and produce business documents

BSBITU309 Produce desktop published documents

BSBITU312 Create electronic presentations

BSBITU313 Design and produce digital text documents

BSBITU314 Design and produce spreadsheets

PwC's Skills for Australia

BSBWRT301 Write simple documents

Group C units

BSBADM302 Produce texts from notes

BSBADM303 Produce texts from audio transcription

BSBADM311 Maintain business resources

BSBCMM301 Process customer complaints

BSBCUS301 Deliver and monitor a service to customers

BSBDIV301 Work effectively with diversity

BSBFIA301 Maintain financial records

BSBINM301 Organise workplace information

BSBINM302 Utilise a knowledge management system

BSBINN201 Contribute to workplace innovation

BSBITU311 Use simple relational databases

BSBITU315 Purchase goods and services online

BSBPRO301 Recommend products and services

BSBSUS201 Participate in environmentally sustainable work practices

BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

BSBWOR204 Use business technology

BSBWOR301 Organise personal work priorities and development

BSBWOR302 Work effectively as an off-site worker

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSB31015 Certificate III in Business Administration (Legal) Release 2	BSB31015 Certificate III in Business Administration (Legal) Release 1	Updated codes and titles in unit list	Equivalent qualification

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da40 7e23c10