



Australian Government

BSB40620 Certificate IV in Legal Services

Release 2

BSB40620 Certificate IV in Legal Services

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.
Release 2	This version first released with BSB Business Services Training Package Version 7.1. Release created to amend typographical error in packaging rules.

Qualification Description

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base to provide support in a range of legal services environments. These individuals apply solutions to a range of unpredictable problems and analyse and evaluate information from a variety of sources. The job roles that relate to this qualification may include Legal Secretary.

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 = 10

5 core units plus

5 elective units, of which:

- 2 elective units must be selected from Group A
- 1 elective unit must be selected from Group B
- for the remaining 2 elective units:
 - up to 2 units may be selected from Groups A and B
 - if not listed, up to 2 units may be selected from a Certificate III, Certificate IV or Diploma from this or any other currently endorsed Training Package qualification or accredited course.

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

BSBLEG314 Protect information in a legal services environment
BSBLEG421 Apply understanding of the Australian legal system
BSBLEG423 Conduct simple legal research
BSBLEG424 Support the drafting of complex legal documents
BSBXCM401 Apply communication strategies in the workplace

Elective units

Group A – Legal Services

BSBLEG422 Maintain a file in a legal services environment
BSBLEG425 Apply the principles of legal project management
BSBLEG522 Apply legal principles in contract law matters
BSBLEG523 Apply legal principles in tort law matters
BSBLEG524 Apply principles of evidence law in matters under litigation

Group B – Transferable Skills

BSBCRT412 Articulate, present and debate ideas
BSBINS401 Analyse and present research information
BSBOPS306 Record stakeholder interactions
BSBOPS403 Apply business risk management processes
BSBPEF401 Manage personal health and wellbeing
BSBPEF402 Develop personal work priorities
BSBTEC404 Use digital technologies to collaborate in a work environment
BSBTWK401 Build and maintain business relationships
BSBWRT411 Write complex documents
BSBXCS401 Maintain security of digital devices

Qualification Mapping Information

No equivalent qualification. Supersedes but is not equivalent to BSB42215 Certificate IV in Legal Services.

Links

Companion Volume Implementation Guide is found on VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>