



Australian Government

BSBLEG301 Apply knowledge of the legal system to complete tasks

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to complete a range of common legal administrative duties within the legal system.

It applies to individuals who provide services to support legal practitioners, while under supervision. This unit underpins all units of competency in the Legal Services stream.

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

Unit Sector

Administration – Legal Services Administration

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify the main roles and responsibilities of key bodies in the legal system	1.1 Identify the functions of the courts, regulatory bodies and other legal service providers 1.2 Identify the roles of key personnel in the legal industry 1.3 Explain and apply practical implications of relevant legal practice legislation in regard to own activities 1.4 Research identified gaps in knowledge
2. Identify key personnel/sections within a legal firm and their functions, to complete routine administrative	2.1 Ensure the key functions of a firm are identified and can be explained 2.2 Identify the key functions of all personnel/sections within a firm

ELEMENT	PERFORMANCE CRITERIA
tasks	2.3 Identify personnel responsible for authorisation of specific matters (e.g. partner for authorising movement of funds in trust accounts) 2.4 Use the correct names of personnel/sections in administrative tasks according to a firm's policies and procedures
3. Produce and despatch legal documentation	3.1 Ensure purpose of document/form, and the stage of the legal process to which it relates, can be explained 3.2 Access relevant information from the client file 3.3 Access precedent from firm's bank of forms/routine documentation or draft document according to firm's procedures 3.4 Attach file/matter number to all relevant documentation 3.5 Self-check document/form for accuracy and present it to the legal practitioner, within agreed timelines 3.6 Organise self or other person to despatch document in the appropriate manner 3.7 Document all activities, actions and outcomes and record time as required 3.8 File documentation correctly
4. Organise self or other to apply for certificates	4.1 Arrange, document/record timelines with designated person 4.2 Identify and locate supplier of certificate 4.3 Identify and advise applicable fees, taxes and rebates to client, if appropriate 4.4 Organise self or other person to apply for certificate using appropriate application forms and processes 4.5 Obtain record of application as appropriate 4.6 Facilitate legal practitioner's review of self or other's work 4.7 Organise self or other person to pursue appropriate follow-up action if certificates are not received on time or further information is required
5. Use court etiquette appropriate to the various courts	5.1 Use the appropriate manner of entering into and departing from the courts/tribunals 5.2 Use the appropriate manner of addressing the courts/tribunals 5.3 Use relevant legal language where appropriate 5.4 Identify and research gaps in knowledge of court etiquette

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	1.4, 5.4	Uses investigative approaches to build and expand knowledge
Reading	1.1, 1.2, 1.4, 3.2-3.5, 4.2-4.5, 5.4	- Interprets textual information from a range of sources to identify requirements - Proofreads texts to ensure accuracy of content and format
Writing	3.7, 4.1, 4.3, 4.4	Prepares documents using legal terminology in a format and style appropriate to the audience
Oral Communication	1.3, 4.1, 4.3, 5.2, 5.3	- Presents information using language and structure appropriate to the audience and context - Uses listening and questioning skills to confirm understanding - Uses industry-specific vocabulary to address key personnel
Numeracy	3.7, 4.1, 4.3	Calculates and records time allocated to tasks and applicable fees
Navigate the world of work	1.3, 2.1-2.4, 3.1, 3.3, 4.6, 5.1-5.3	- Understands own responsibility for adherence to organisational and legal requirements - Understands and adheres to protocols associated with own role
Interact with others	3.5, 4.1	Collaborates with others to achieve required outcomes
Get the work done	3.2-3.8, 4.1-4.7	Plans, organises and implements tasks required to achieve outcomes according to organisational requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLEG301 Apply knowledge of the legal system to	BSBLEG301A Apply knowledge of the legal system to	Updated to meet Standards for Training Packages	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
complete tasks	complete tasks		

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for BSBLEG301 Apply knowledge of the legal system to complete tasks

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Performance Evidence

Evidence of the ability to:

- use relevant legal terminology to provide correct explanations in simple terms
- interpret client's file and select appropriate information for inclusion
- prepare relevant documents/ forms for lodgement or delivery in accordance with the firm's procedures, relevant timelines and legislative requirements
- apply correct processes for the lodgement and receipt of certificates.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the scope of legal practitioner/support role and own responsibilities and obligations to provide legal advice, complete or sign off on legal work and/or appear in court as described by relevant jurisdiction(s)
- summarise the firm's policies and procedures relevant to administrative tasks
- describe accepted codes of conduct 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
 - court etiquette
- explain the purpose of a range of certificates, documents and forms in relation to the area of law

- explain the term ‘authorised signing parties’.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the legal services administration field of work and include access to:

- workplace manuals, reference materials and sample forms
- workplace equipment and materials
- background information on courts, their jurisdiction and behavioural requirements
- sources of expert knowledge such as texts or legal practitioners
- appropriate legislation and regulations relevant to common legal matters
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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