



Australian Government

BSBLEG302 Carry out search of the public record

Release: 1

BSBLEG302 Carry out search of the public record

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 search of the public record. This involves planning and conducting the search, and obtaining and delivering the information according to instructions.

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. Plan search	1.1 Arrange timelines for completing search and plan work 1.2 Identify appropriate information sources for completing the search and identify procedure for obtaining information from sources and clarify if necessary
2. Conduct search	2.1 Access and complete appropriate search request form accurately 2.2 Prepare monies to pay for search if necessary 2.3 Organise self or other person to lodge search request with the appropriate person/official at correct search location 2.4 Obtain record of lodgement

ELEMENT	PERFORMANCE CRITERIA
3. Receive outcome of search	3.1 Arrange process of obtaining information with the appropriate person/official 3.2 Organise self or other person to collect information from external agency in the arranged manner 3.3 File all records of expense 3.4 Check information to see that it meets identified needs and take appropriate follow-up action with assistance if necessary
4. Deliver information	4.1 Deliver information intact to designated person 4.2 Identify and resolve difficulties within timelines 4.3 Document all activities, actions and outcomes and record time

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
Reading	1.2, 2.1, 3.4	- Recognises and interprets textual information to determine job requirements - Checks information for accuracy
Writing	2.1, 4.3	- Completes forms legibly and correctly - Prepares documentation that communicates information clearly and effectively
Oral Communication	2.3, 3.2	- Presents information using language and structure appropriate to the audience and context - Uses listening and questioning skills to confirm understanding
Numeracy	1.1, 2.2, 4.3	Calculates and records details of search fees and time estimates
Navigate the world of work	1.2	Identifies and follows correct search procedures
Get the work done	1.1, 1.2, 2.1, 2.3, 2.4, 3.1-3.4, 4.1-4.3	- Plans, organises and implements tasks to achieve required outcomes in a timely fashion - Responds to routine problems directly related to own role - Use digital tools and systems to access and enter

		information
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLEG302 Carry out search of the public record	BSBLEG302A Carry out search of the public record	Updated to meet Standards for Training Packages	Equivalent unit

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 BSBLEG302 Carry out search of the public record

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Performance Evidence

Evidence of the ability to:

- search information sources to meet identified needs accurately and appropriately
- provide clear and sufficient instructions and explanations to others
- maintain detailed file notes at each step of the search process, including a record of lodgement
- consulting the legal practitioner or supervisor proactively where difficulties cannot be resolved through standard procedures
- preparing monies to pay for searches
- maintain records of all activities, actions, outcomes, time and costs in accordance with the firm's policies and procedures.

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)
- explain firm's policies and procedures in relation to carrying out searches
- list accepted codes of conduct including those relating to:
 - privacy and confidentiality
 - the use of company property
 - duty of care
 - ethical behaviour
 - non-discriminatory practice
 - conflict of interest

- explain compliance with reasonable direction
- discuss legal terminology in relation to the relevant area of law and the appropriate legal process
- identify the location and appropriate search procedures of relevant search sources, including on-line information locations
- discuss standard problems and resolutions in the sourcing and delivery of information
- outline the roles and responsibilities of internal and relevant external individuals/authorities.

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:

- office equipment and resources
- legislation and regulations relevant to common legal matters
- background information on courts, their jurisdiction and behavioural requirements
- people with expert knowledge.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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