



Australian Government

BSBLEG305 Use legal terminology in order to carry out 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 interpret and use legal terminology in order to undertake tasks.

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. Use appropriate legal terminology in written and oral communication with internal and external parties	1.1 Use appropriate legal terminology in both written and oral communication with internal and external parties 1.2 Spell and pronounce legal terminology correctly and use in appropriate context when completing work tasks
2. Extend understanding of legal terminology	2.1 Identify gaps in knowledge and seek clarification through appropriate source or designated person 2.2 Identify and use abbreviations for commonly used legal terms and associated processes where appropriate 2.3 Ensure questions relating to legal terminology can be answered and terms defined

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	2.1, 2.3	Identifies gaps in knowledge and experience to assist with clarifying and extending understanding
Reading	2.2	Interprets textual information to identify correct terms or processes
Writing	1.1, 1.2, 2.2	Uses specific, accurate and relevant language to complete workplace documentation
Oral Communications	1.1, 1.2, 2.1, 2.2	- Uses industry-specific language correctly in spoken exchanges - Uses questioning and active listening to clarify understanding
Interact with others	1.1	Follows accepted practices and protocols when communicating with internal and external parties
Get the work done	1.2, 2.3	Plans and implements tasks to achieve requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLEG305 Use legal terminology in order to carry out tasks	BSBLEG305A Use legal terminology in order to carry out tasks	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 BSBLEG305 Use legal terminology in order to carry out tasks

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Performance Evidence

Evidence of the ability to:

- proactively find and use opportunities to increase own knowledge of legal terminology
- carry out instructions containing commonly used legal terminology and abbreviations
- accurately identify and communicate the legal and financial consequences of misusing legal terminology
- use simple, non-legal language to explain legal terminology and processes to others
- use legal terminology appropriate to the situation when completing administrative tasks.

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:

- explain 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)
- outline the firm's policies and procedures about the use of legal terminology
- summarise relevant court processes, current legislation and legal processes.

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 reference materials and texts
- people with expert knowledge.

Assessors must satisfy NVR/AQTF assessor requirements.

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