



Australian Government

BSBLEG311 Work in a legal services environment

Release: 1

BSBLEG311 Work in a legal services environment

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to work in a legal services environment including accessing legal information, drafting documents with assistance and seeking feedback on work performance.

The unit applies to those who support administrative legal work under supervision.

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

Unit Sector

Technical Skills – Legal Services

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. Prepare to work	1.1 Identify task requirements 1.2 Identify scope of own responsibility in relation to task 1.3 Access information from client file or legislation or precedents according to task requirements
2. Undertake work according to task requirements	2.1 Communicate with clients using legal terminology 2.2 Assist in drafting documents according to task requirements 2.3 Organise despatch of documents 2.4 Document activities and actions according to organisational policies and procedures
3. Review work	3.1 Self-check document for improvement according to legislative, ethical and organisational requirements

	3.2 Seek feedback from supervisor on document and court conduct
	3.3 Implement feedback into work behaviour or process

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Learning	Identifies gaps in knowledge and experience to assist with clarifying and extending understanding
Numeracy	Calculates and records time allocated to tasks and applicable fees
Oral communication	- Uses questioning to clarify understanding - Uses industry-specific vocabulary to address key personnel
Reading	- Interprets textual information to identify correct terms or processes - Proofreads text to ensure accuracy of content and format
Writing	Uses specific, accurate and relevant language to complete workplace documentation
Teamwork	Follows accepted practices and protocols when communicating with internal and external parties
Initiative and enterprise	Adheres to organisational and legal requirements
Planning and organising	Plans and implements tasks to achieve outcomes according to organisational requirements

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to:

- BSBLEG301 Apply knowledge of the legal system to complete tasks
- BSBLEG305 Use legal terminology in order to carry out tasks
- BSBLEG306 Maintain records for time and disbursements in a legal practice.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for BSBLEG311 Work in a legal services environment

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- work in a legal services environment, including:
 - accessing legal information
 - drafting documents, with assistance
 - seeking feedback on performance.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- types of legal documents
- spelling, abbreviations and appropriate use of legal terminology
- roles and responsibilities of key bodies in the legal system
- scope of support role to provide legal advice, complete legal work and appear in court according to relevant jurisdiction
- legislative, ethical and organisational requirements related to legal documents and court behaviour
- legislative and ethical standards related to entering a court or tribunal
- organisational policies and procedures of presenting documents
- key personnel within a legal practice and their responsibilities.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- organisational policies and procedures relevant to staff responsibilities

- information on courts, their jurisdiction and behavioural expectations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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