



Australian Government

BSBLEG312 Carry out search of the public record

Release: 1

BSBLEG312 Carry out search of the public record

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 complete a search of the public record. This involves planning and conducting the search and obtaining, storing and reporting the information according to instructions. Searches may be carried out using digital databases.

The unit applies to individuals who must access public records in a work environment, with assistance.

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. Plan search	1.1 Identify information required from search process 1.2 Identify information sources and procedure for obtaining information 1.3 Plan work according to specified timelines
2. Undertake search	2.1 Access and complete search request form 2.2 Identify costs associated with the search 2.3 Lodge search request form 2.4 Obtain record of lodgement and store according to organisational policies and procedures
3. Finalise search	3.1 Obtain search results and check that information needs have been met

ELEMENT	PERFORMANCE CRITERIA
	3.2 Store required documents according to organisational policies and procedures 3.3 File records of expense according to organisational policies and procedures 3.4 Advise required personnel of search outcome and report outstanding issues and matters that cannot be resolved within scope of own role

Foundation Skills

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

Skill	Description
Learning	Plans and organises a routine job, identifying possible risks and accessing relevant resources
Reading	- Identifies and interprets textual information to determine job requirements - Checks information for accuracy
Writing	Completes a range of forms accurately and legibly using correct technical vocabulary
Oral Communication	Listens to clear, sequenced instructions of several steps, and asks clarifying questions as required
Numeracy	Calculates and records details of search fees and time estimates
Technology	Uses organisational file sharing and storage systems

Unit Mapping Information

Supersedes and is equivalent to BSBLEG302 Carry out search of the public record.

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 BSBLEG312 Carry out search of the public record

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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:

- carry out a search of the public record at least three times.

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:

- organisational policies and procedures relating to carrying out searches of public records
- codes of conduct including those relating to:
 - privacy and confidentiality
 - use of company property
 - duty of care
 - ethical behaviour
 - conflict of interest
- compliance requirements related to research and access to public records
- legal terminology in relation to the relevant area of law and the appropriate legal process
- location and appropriate search procedures of relevant search sources, including online information locations
- standard problems and resolutions in the sourcing and delivery of information
- roles and responsibilities of internal and relevant external individuals and authorities.

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:

- office equipment and resources required to complete search processes described in the performance evidence
- legislation and regulations relevant to public record searches.

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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