



Australian Government

BSBLEG313 Lodge documents in a legal services environment

Release: 1

BSBLEG313 Lodge documents 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 skills and knowledge required to organise documents for lodgement at a court or non-judicial registry, plan and carry out lodgement, and return proof of document lodgement. Document lodgement may be carried out digitally.

The unit applies to individuals who provide administrative support in a legal services environment, while 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. Plan document lodgement	1.1 Identify task requirements, including registry for lodgement and documents to be lodged 1.2 Identify requirements for chosen method of lodgement 1.3 Copy and collate documents, where relevant, according to registry requirements and organisational policies and procedures 1.4 Obtain monies to pay for lodgement, where relevant, according to organisational policies and procedures
2. Carry out document lodgement	2.1 Access registry safely and securely 2.2 Submit documents according to registry and task requirements 2.3 Record relevant details where documents are deficient and

ELEMENT	PERFORMANCE CRITERIA
	cannot be lodged 2.4 Make payment, where relevant, according to registry requirements 2.5 Resolve barriers to lodgement within scope of own role or refer to relevant personnel
3. Finalise document lodgement	3.1 Obtain record of lodgement and confirm that task requirements have been met 3.2 Store required documents according to organisational policies and procedures 3.3 File records of lodgement expense according to organisational policies and procedures 3.4 Advise required personnel of lodgement outcome and report outstanding issues

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 routine jobs, 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 lodgement fees and time estimates

Unit Mapping Information

Supersedes and is equivalent to BSBLEG303 Deliver court documentation.

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 BSBLEG313 Lodge documents 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:

- assemble complete and accurate documentation for lodgement relating to:
 - at least two different courts
 - at least one non-judicial registry.

In the course of the above, the candidate must:

- plan submission schedule to accommodate agreed timelines
- prepare monies for filing fees
- maintain records of activities, actions, outcomes, time and costs according to organisational policies and procedures.

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 for document submission, including policies and procedures relating to:
 - disbursements
 - document storage
- accepted codes of conduct including those relating to:
 - privacy and confidentiality
 - ethical behaviour
 - compliance with reasonable direction
- relevant court processes, current legislation, legal processes and required documentation.

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:

- appropriate legislation and regulations relevant to performance evidence.

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

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