



Australian Government

Assessment Requirements for BSBLEG315

Assist in planning activities in a legal services environment

Release: 1

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Modification History

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

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:

- assist with planning activities for at least two different matters.

In the course of the above, the candidate must:

- apply organisation skills and procedures to diarise all relevant details of appointments and file deadlines and follow up as required
- apply standard procedures to solve problems including double-bookings or non-attendances
- create and maintain up-to-date, legible, accurate and accessible records of all activities and outcomes 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 organising appointments
- key features of organisational administrative systems and files
- codes of conduct relevant to planning activities in a legal services environment.

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 for scheduling activities
- legislation and regulations relevant to planning activities.

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

Links

Companion Volume Implementation Guide is found on VETNet -

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