



Australian Government

BSBLEG418 Produce complex legal documents

Release: 1

BSBLEG418 Produce complex legal documents

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 produce complex legal documents that meet organisational and legislative requirements using advanced features of relevant software packages.

It applies to individuals who use a broad knowledge base and well-developed skills to provide administrative support in a legal environment.

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. Establish document design and structure	1.1 Identify requirements of task in line with instructions 1.2 Select software appropriate to task 1.3 Determine document design and structure 1.4 Design and structure document to meet legislative requirements 1.5 Review and update existing precedent documents
2. Develop precedents for document design	2.1 Develop and use precedents to ensure consistency of design and layout 2.2 Evaluate and amend templates to ensure document requirements can be met

ELEMENT	PERFORMANCE CRITERIA
	2.3 Recommend improvements to design and/or structure of existing documents and facilitate a review process of suggested improvements
3. Prepare to produce documents	3.1 Prepare documents using appropriate and available precedent documents according to organisation's policies and procedures 3.2 Enter and edit relevant data 3.3 Use a range of advanced software functions to ensure accurate completion of task 3.4 Check documents for spelling, grammar, numeric data and layout 3.5 Proofread documents for accuracy of content and consistency of layout and style 3.6 Make modifications to meet required specifications 3.7 Manage any difficulties to produce completed documents within agreed timelines
4. Prepare to print documents	4.1 Print documents as required 4.2 Arrange review of documents with designated person 4.3 Undertake final printing of documents
5. Save file and exit system	5.1 Save and store document in appropriate folder 5.2 Close file and exit application programs 5.3 Make back-up copies of file according to specified procedures 5.4 File and store data according to organisation's policies and procedures

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
Reading	1.1, 1.3, 1.5, 2.1, 2.2, 3.3-3.5, 3.7, 5.3, 5.4	- Investigates and interprets a variety of texts to determine and adhere to requirements - Applies accurate and systematic reviewing techniques to scrutinise precedent documents,

		templates and new documentation
Writing	2.2, 2.3, 3.1, 3.2, 3.6, 3.7	Develops and amends documents to accurately display relevant information using a design and structure appropriate to task and audience
Oral Communication	1.1, 1.3, 2.3, 4.2	- Uses active questioning and listening techniques, when interacting with colleagues and ascertaining task requirements - Uses appropriate language and features to effectively convey opinions and recommendations
Navigate the world of work	1.4, 3.1, 5.3, 5.4	Monitors adherence to organisational policies and procedures and legislative requirements
Interact with others	2.3	Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability
Get the work done	1.1, 1.2, 1.3, 2.1-2.3, 3.2, 3.3, 3.7, 4.1-4.3, 5.1-5.4	- Uses planning and organisational skills to perform tasks within designated timelines - Makes a range of decisions in relatively complex situations, taking a range of factors into account - Uses analytical thinking techniques to identify issues and generate possible solutions, seeking input from others as require - Uses formal and informal processes to monitor implementation of solutions and reflect on outcomes - Uses digital applications to access, extract, organise, integrate and share relevant information - Considers purpose, needs and limitations when selecting devices, applications and features for different tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLEG418 Produce complex	BSBLEG418A Produce complex	Updated to meet Standards for	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
legal documents	legal documents	Training Packages	

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 BSBLEG418 Produce complex legal documents

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Performance Evidence

Evidence of the ability to:

- demonstrate that confidentiality and security of information are maintained
- design and produce accurate documents that conform to specified standards within agreed timelines
- use advanced functions of at least one software package, or integrate functions of at least two software packages, in document production.

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 organisation's policies and procedures in relation to precedent design
- outline relevant legislation, rules, regulations, and codes of practice
- explain the process for developing and testing templates.

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:

- office equipment and resources
- relevant industry software packages
- organisational policies and procedures
- relevant legislation and regulations
- appropriate sources of information.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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