



**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<br>1.2 Select software appropriate to task<br>1.3 Determine document design and structure<br>1.4 Design and structure document to meet legislative requirements<br>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<br>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<br>3.2 Enter and edit relevant data<br>3.3 Use a range of advanced software functions to ensure accurate completion of task<br>3.4 Check documents for spelling, grammar, numeric data and layout<br>3.5 Proofread documents for accuracy of content and consistency of layout and style<br>3.6 Make modifications to meet required specifications<br>3.7 Manage any difficulties to produce completed documents within agreed timelines |
| 4. Prepare to print documents   | 4.1 Print documents as required<br>4.2 Arrange review of documents with designated person<br>4.3 Undertake final printing of documents                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 5. Save file and exit system    | 5.1 Save and store document in appropriate folder<br>5.2 Close file and exit application programs<br>5.3 Make back-up copies of file according to specified procedures<br>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 | <ul style="list-style-type: none"><li>Investigates and interprets a variety of texts to determine and adhere to requirements</li><li>Applies accurate and systematic reviewing techniques to scrutinise precedent documents,</li></ul> |

|                            |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |                                                         | templates and new documentation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Writing                    | 2.2, 2.3, 3.1, 3.2, 3.6, 3.7                            | <ul style="list-style-type: none"> <li>Develops and amends documents to accurately display relevant information using a design and structure appropriate to task and audience</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Oral Communication         | 1.1, 1.3, 2.3, 4.2                                      | <ul style="list-style-type: none"> <li>Uses active questioning and listening techniques, when interacting with colleagues and ascertaining task requirements</li> <li>Uses appropriate language and features to effectively convey opinions and recommendations</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Navigate the world of work | 1.4, 3.1, 5.3, 5.4                                      | <ul style="list-style-type: none"> <li>Monitors adherence to organisational policies and procedures and legislative requirements</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Interact with others       | 2.3                                                     | <ul style="list-style-type: none"> <li>Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 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 | <ul style="list-style-type: none"> <li>Uses planning and organisational skills to perform tasks within designated timelines</li> <li>Makes a range of decisions in relatively complex situations, taking a range of factors into account</li> <li>Uses analytical thinking techniques to identify issues and generate possible solutions, seeking input from others as require</li> <li>Uses formal and informal processes to monitor implementation of solutions and reflect on outcomes</li> <li>Uses digital applications to access, extract, organise, integrate and share relevant information</li> <li>Considers purpose, needs and limitations when selecting devices, applications and features for different tasks</li> </ul> |

## Unit Mapping Information

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

| <b>Code and title<br/>current version</b> | <b>Code and title<br/>previous version</b> | <b>Comments</b>   | <b>Equivalence status</b> |
|-------------------------------------------|--------------------------------------------|-------------------|---------------------------|
| 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>