



Australian Government

Assessment Requirements for BSBLEG422 Maintain a file 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:

- maintain at least four files in a legal services environment.

In the course of the above, the candidate must:

- document and file information according to organisational policies, procedures and legal requirements, and within agreed timeframes
- apply financial systems and procedures of the organisation according to legal requirements and within agreed timeframes.

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:

- scope of role and responsibilities, and obligation to refer matters to supervisor
- organisational policies and procedures relating to the following:
 - quotation and invoicing
 - privacy and confidentiality
 - use of company property
 - duty of care
- legal terminology applicable to performance evidence including that specific to area of law
- archiving procedures and appropriate file retention periods
- relevant 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:

- workplace reference materials to fulfil the performance criteria
- legislation and regulations relevant to fulfil the performance criteria.

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>