



Australian Government

Assessment Requirements for BSBLEG423

Conduct simple legal research

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:

- conduct simple legal research in relation to at least three different requests for information.

In the course of the above, the candidate must:

- follow organisational procedures for receiving, documenting and processing requests for information
- process and format information in accordance with organisational policies and procedures, particularly with regard to security and confidentiality.

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 relating to locating information and conducting research under supervision
- relevant information sources including:
 - process for accessing the information source
 - barriers to access for information sources
 - the type of information
- legislative requirements that apply when researching, accessing and using legal information.

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 common legal matters
- organisational policies and procedures for formatting of documents, security and confidentiality
- office equipment and resources for conducting simple legal research.

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>