



Australian Government

BSBLEG423 Conduct simple legal research

Release: 1

BSBLEG423 Conduct simple legal research

Modification History

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

Application

This unit describes the skills and knowledge required to work under supervision to conduct simple legal research locating relevant information and writing up a basic summary.

The unit applies to individuals who provide legal support services while under supervision. Its application in the workplace will be determined by the job role of the individual and the legislation, rules, regulations and codes of practice relevant to different jurisdictions.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Unit Sector

Technical Skills – Legal Services

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. Process request for information	1.1 Document request using appropriate recording system 1.2 Confirm client identity and other party's right to receive information 1.3 Clarify client needs and establish relevant criteria in consultation with designated person to ensure client needs are met 1.4 Select response methods according to task requirements 1.5 Forward request for information to others where appropriate
2. Carry out legal research	2.1 Identify relevant sources and locations of information according to organisational and task requirements 2.2 Access identified sources and escalate where problems arise

ELEMENT	PERFORMANCE CRITERIA
	2.3 Extract information relevant to request for information 2.4 Store extracted information according to security and confidentiality procedures of the organisation
3. Finalise research	3.1 Evaluate extracted information for relevance according to task requirements 3.2 Maintain integrity of information 3.3 Develop a summary of research findings to relevant parties for review and action

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	- Identifies information from a range of texts to determine the procedures and strategies needed to perform a range of tasks - Identifies, accesses, analyses and evaluates information from a range of sources - Proofreads documents for accuracy of content, layout, grammar, spelling and punctuation
Writing	- Gathers, evaluates and integrates information from a range of sources to develop plans - Presents finished document in required format using language, structure and style appropriate to audience - Creates required records according to organisational recording procedures and systems
Oral Communication	Participates in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding
Initiative and enterprise	Identifies and follows legislative requirements and organisational policies and procedures associated with own role
Planning and organising	- Plans, organises and implements tasks to meet organisational requirements - Identifies and takes responsibility for addressing predictable and some less predictable problems in familiar work contexts
Technology	Uses the main features and functions of digital technologies and tools to complete work tasks

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to BSBRES404 Research legal information using primary sources.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for BSBLEG423 Conduct simple legal research

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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.

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