



Australian Government

Assessment Requirements for BSBLEG424

Support the drafting of complex legal documents

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:

- support the drafting of at least three complex legal documents using advanced functions of at least one software package, or integrate functions of at least two different software packages.

In the course of the above, the candidate must:

- design and produce accurate documents that conform to specified standards within agreed timelines.

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 in relation to precedent design and use
- relevant legislation, rules, regulations, and codes of practice for drafting legal documents
- process for developing and testing templates.

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:

- software required to support document drafting process
- organisational policies and procedures for drafting documents
- legislation and regulations for drafting legal documents 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>