



Australian Government

BSBLEG424 Support the drafting of complex legal documents

Release: 1

BSBLEG424 Support the drafting of complex legal documents

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 support the drafting of complex legal documents that meet legislative and organisational requirements, including by using advanced features of relevant software packages.

The unit 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

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. Establish drafting requirements	1.1 Identify task requirements 1.2 Select software according to task requirements 1.3 Establish document design and structure 1.4 Design and structure document to meet legislative and task requirements 1.5 Review and update existing precedent documents
2. Prepare to draft	2.1 Develop and use precedents to ensure consistency of design and layout 2.2 Evaluate and amend templates to ensure document requirements can be met 2.3 Recommend improvements to relevant personnel for design and

ELEMENT	PERFORMANCE CRITERIA
	structure of existing documents 2.4 Facilitate a review process of suggested improvements, where necessary
3. Develop draft	3.1 Prepare documents using appropriate and available precedent documents according to policies and procedures of the organisation 3.2 Enter and edit relevant data 3.3 Use a range of advanced software functions to ensure accurate completion of task 3.4 Check documents for spelling, grammar, numeric data and layout 3.5 Proofread documents for accuracy of content and consistency of layout and style 3.6 Make modifications to meet required specifications 3.7 Manage any difficulties and produce documents within agreed timelines
4. Finalise draft	4.1 Submit documents as required 4.2 Arrange review of documents with designated person 4.3 Undertake final publishing of documents 4.4 Save and store document according to organisational procedures

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	- Investigates and interprets a variety of texts to determine and adhere to requirements - Applies accurate and systematic reviewing techniques to scrutinise precedent documents, templates and new documentation
Oral Communication	- Uses active questioning and listening techniques, when interacting with colleagues and ascertaining task requirements - Uses appropriate language and features to effectively convey opinions and recommendations
Initiative and enterprise	Monitors adherence to organisational policies and procedures and legislative requirements

Teamwork	• Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability
Planning and organising	• Uses planning and organisational skills to perform tasks within designated timelines • Uses analytical thinking techniques to identify issues and generate possible solutions, seeking input from others as require
Technology	• Uses digital applications to access, extract, organise, integrate and share relevant information • Considers purpose, needs and limitations when selecting devices, applications and features for different tasks

Unit Mapping Information

Supersedes and is equivalent to BSBLEG418 Produce complex legal documents.

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 BSBLEG424 Support the drafting of complex legal documents

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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:

- 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

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