



Australian Government

BSBLEG510 Apply legal principles in family law matters

Release: 1

BSBLEG510 Apply legal principles in family law matters

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to apply legal principles within the family law framework.

It applies to individuals who use well-developed skills and a broad knowledge base to provide support in a range of legal service settings. They apply solutions to a range of unpredictable problems, and analyse and evaluate information from a variety of sources.

Its application in the workplace is determined by the job role of the individual and the legislation, rules, regulations and codes of practice relevant to different jurisdictions.

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

Unit Sector

Administration – Legal Services Administration

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. Identify laws related to family law	1.1 Source legislation, regulations and policies relevant to family law 1.2 Interpret key legal principles as they apply to family law matters
2. Apply principles of family law in relation to marriage dissolution, property settlement and dealing with minors	2.1 Identify and apply steps involved in marriage dissolution 2.2 Establish facts about proposed dissolution and client interests 2.3 Determine if agreement has been reached before filing on all issues regarding property, support and parenting

ELEMENT	PERFORMANCE CRITERIA
3. Identify and prepare appropriate costing documentation	3.1 Identify legislative and regulatory requirements for costing legal services 3.2 Determine types of costs that apply 3.3 Prepare relevant costing documentation according to organisation's policies and procedures
4. Prepare and despatch documentation	4.1 Organise self and others to file documentation and administration in accordance with organisation's policies and procedures 4.2 Obtain and forward relevant background documentation to designated person for review 4.3 Prepare and present relevant documents to designated individual for review and sign-off

Foundation Skills

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

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 3.1-3.3, 4.1, 4.3	Gathers, interprets and analyses complex textual information from a range of sources and identifies relevant and key information
Writing	2.1-2.3, 3.3, 4.3	Uses clear, accurate and relevant language to organise, record and update information and complete workplace documentation
Oral Communication	2.2, 2.3	- Clearly articulates requirements and explains legal procedures using language and features appropriate to the audience - Employs active listening and questioning techniques to confirm understanding
Numeracy	3.1, 3.2	Interprets numerical information and makes mathematical calculations to determine maintenance obligations
Navigate the world of work	1.2, 3.1, 3.3, 4.1	- Monitors adherence to organisational policies and procedures - Keeps up-to-date with relevant legislation or regulations relevant to own responsibilities and

		considers the implications of these when planning and undertaking work
Interact with others	4.2, 4.3	Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role
Get the work done	1.1, 2.1, 2.2, 2.3, 3.2, 4.1, 4.2, 4.3	- Plans, sequences and completes tasks to achieve required outcomes, coordinating aspects with others, when required - Analyses information to make decisions in relatively complex situations, taking a range of factors into account

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLEG510 Apply legal principles in family law matters	BSBLEG510A Apply legal principles in family law matters	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for BSBLEG510 Apply legal principles in family law matters

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Performance Evidence

Evidence of the ability to:

- collect accurate and detailed facts from clients about property, support and parenting, and interpret and communicate outcomes according to law
- provide appropriate information and documentation to clients at appropriate stages of legal process
- calculate and document relevant costing according to organisational requirements
- complete and present documentation for review.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain relevant court processes for family law matters
- outline legal processes required in this role
- describe family law as it applies to scope of workplace responsibilities
- outline documentation required in family law matters
- summarise the organisation's required policies and procedures pertinent to this role.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the legal services administration field of work and include access to:

- appropriate legislation and regulations relevant to family law and common legal matters
- workplace reference materials
- background information on courts, their jurisdiction and behavioural requirements

- office equipment and resources.

Assessors must satisfy NVR/AQTF assessor requirements.

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