



Australian Government

BSBLEG511 Apply legal principles in criminal law matters

Release: 1

BSBLEG511 Apply legal principles in criminal 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 carry out administrative tasks within criminal law frameworks.

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 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 criminal law	1.1 Source legislation, regulations and policies relevant to criminal law 1.2 Interpret key legal principles as they apply to criminal law matters
2. Enhance professional practice through application of relevant principles of criminal law	2.1 Identify different criminal matters, defences, types of hearings, criminal jurisdictions and types of courts and explain relationships between them 2.2 Receive calls from client or police and communicate details of

ELEMENT	PERFORMANCE CRITERIA
	client charge and bail status to legal practitioner
3. Draft and process documents involved in criminal law matters	3.1 Prepare letters and other documents for legal practitioner for review and sign-off according to organisation's policies and procedures 3.2 Determine types of costs in accordance with legislative and regulatory requirements for costing legal services 3.3 Ensure documents are despatched according to instructions 3.4 Facilitate liaison and communication between the parties 3.5 Maintain files, noting critical dates and reminders

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, 2.1, 3.2, 3.3	Gathers, interprets and analyses complex textual information from a range of sources and identifies relevant and key information
Writing	2.1, 3.1, 3.4	Uses clear, accurate and relevant language to organise, liaise, record and update information and complete workplace documentation according to organisation's protocols
Oral Communication	2.2, 3.3, 3.4	- Provides clear explanations using language and features appropriate to the audience - Employs listening and questioning techniques to confirm understanding
Numeracy	3.2	Interprets numerical information and makes mathematical calculations to determine legal services costs
Navigate the world of work	1.2, 3.1, 3.2	Takes full responsibility for following policies, procedures and legislative requirements
Interact with others	2.2, 3.1, 3.4	Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role
Get the work	1.1, 2.1, 3.1-3.3, 3.5	Plans, prioritises and completes complex tasks according to organisational and legal requirements

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLEG511 Apply legal principles in criminal law matters	BSBLEG511A Apply legal principles in criminal 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 BSBLEG511 Apply legal principles in criminal law matters

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Performance Evidence

Evidence of the ability to:

- prepare appropriate documentation according to organisation's policies and procedures and provide it to required people at the appropriate time
- communicate with clients in a sensitive, discreet and professional manner
- conduct work according to legislative requirements and within accepted codes of conduct.

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:

- outline the scope of job role in the context of legislation, regulations and codes of practice
- explain relevant court processes
- summarise current criminal law legislation
- outline documentation required in criminal law matters
- identify 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:

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

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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