



Australian Government

Assessment Requirements for BSBLEG512 Apply legal principles in property law matters

Release: 1

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Modification History

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

Performance Evidence

Evidence of the ability to:

- prepare, give and obtain appropriate and accurate information and documents from the parties at the required stages of the legal process
- conduct duties according to organisational and legislative requirements
- apply the principles of property law in the buying and selling of property and preparation and execution of leases
- prepare documentation and carry out the administrative activities associated with buying and selling property and preparing leasing contracts.

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 context of legislation, regulations and codes of practice
- explain relevant court processes
- summarise current property law
- outline legal processes required in this role
- outline documentation required in property law
- discuss the organisation's 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 property law and common legal matters

- relevant workplace policies and procedures and reference materials
- background information on courts, their jurisdiction and behavioural requirements
- office equipment and resources.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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