



Australian Government

Assessment Requirements for BSBLEG514

Assist with civil procedure

Release: 1

Assessment Requirements for BSBLEG514 Assist with civil procedure

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:

- assess matters in dispute and prepare accurate costing documents
- obtain and prepare accurate, compliant and complete litigation documents according to legislative and organisational requirements
- complete administrative tasks for the discovery process.

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 alternative methods of dispute resolution
- explain what purpose of discovery means in civil matters
- outline documentation required for civil procedure matters
- identify the organisation's policies and procedures pertinent to civil procedures
- summarise the legislation and accepted codes of practice relevant to civil procedure matters
- outline the role of the courts and associated personnel for civil matters.

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:

- legislation and regulations relevant to civil law and common legal matters
- 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>