



Australian Government

BSBLEG514 Assist with civil procedure

Release: 1

BSBLEG514 Assist with civil procedure

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 assist in civil procedure contexts and processes of litigation.

It applies to individuals who work under supervision and 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 and structures related to civil procedure	1.1 Identify jurisdictional limits of federal, state and territory courts and tribunals in relation to dispute resolution 1.2 Source legislation, regulations and policies relevant to civil procedure 1.3 Identify roles of court personnel
2. Assess matter in dispute	2.1 Liaise with designated individual about the matter in dispute 2.2 Prepare relevant costing documents 2.3 Identify and consider options to litigation

ELEMENT	PERFORMANCE CRITERIA
3. Prepare and assist in litigation proceedings	3.1 Determine steps prior to litigation 3.2 Obtain and prepare relevant documentation for designated person according to organisation's policies and procedures
4. Assist with interlocutory process	4.1 Identify purpose of discovery and associated legal obligations 4.2 Undertake administrative tasks associated with discovery process

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	1.1-1.3, 2.3, 3.1, 3.2, 4.1, 4.2	- Gathers, interprets and analyses complex textual information from a range of sources and identifies relevant and key information - Check documents for accuracy and consistency of information
Writing	2.2, 3.2	Uses clear, accurate and relevant language to organise and record information and complete workplace documentation
Oral Communication	2.1	- Participates effectively in spoken interactions using appropriate language and features for each audience and situation - Uses active listening and questioning techniques to confirm and clarify understanding
Numeracy	2.2	Uses mathematical calculations to determine costs
Navigate the world of work	1.1, 1.2, 3.2, 4.1	- Understands and adheres to organisational policies and procedures - Keeps up-to-date with relevant legislation or regulations and considers implications of these when planning and undertaking work
Get the work done	1.1, 1.2, 1.3, 2.1, 2.3, 3.1, 4.1, 4.2	- Plans, sequences and implements tasks according to legislative and organisational requirements - Evaluates information to decide on relevance to situation

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLEG514 Assist with civil procedure	BSBLEG514A Assist with civil procedure	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 BSBLEG514 Assist with civil procedure

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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.

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