



Australian Government

BSBLEG526 Apply legal principles in criminal law matters

Release: 1

BSBLEG526 Apply legal principles in criminal law matters

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to carry out administrative tasks within criminal law frameworks.

The unit 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

Technical Skills – Legal Services

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. Prepare to apply principles of criminal law	1.1 Identify task requirements 1.2 Identify key criminal law elements for analysis according to task requirements 1.3 Identify key provisions of legislation and common law, policies or procedures according to task requirements
2. Apply elements of criminal law	2.1 Analyse legal matter relevant to criminal law 2.2 Evaluate information according to task requirements 2.3 Prepare deliverable according to task and organisational requirements

ELEMENT	PERFORMANCE CRITERIA
3. Finalise deliverable	3.1 Review deliverable with supervisor 3.2 Amend and sign-off according to organisational policies and procedures 3.3 Despatch document according to organisational requirements

Foundation Skills

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

Skill	Description
Reading	Gathers, interprets and analyses complex textual information from a range of sources and identifies relevant and key information
Writing	Uses clear, accurate and relevant language to organise, liaise, record and update information and complete workplace documentation according to organisational protocols
Oral Communication	- Provides clear explanations using language and features appropriate to the audience - Employs listening and questioning techniques to confirm understanding
Numeracy	Interprets numerical information and makes mathematical calculations to determine legal services costs
Self-management	- Takes full responsibility for following policies, procedures and legislative requirements - Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role
Planning and organisation	Plans, prioritises and completes complex tasks according to legal and organisational requirements

Unit Mapping Information

Supersedes and is equivalent to BSBLEG511 Apply legal principles in criminal law matters.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for BSBLEG526 Apply legal principles in criminal law matters

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- apply criminal law principles in at least four different matters.

In the course of the above, the candidate must:

- prepare to apply principles of criminal law according to task requirements
- apply elements of criminal law to prepare a deliverable
- review and amend deliverable according to feedback from supervisor
- despatch deliverable according to organisational policies and procedures.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- scope of job role in the context of legislation, regulations and codes of practice
- relevant court processes
- key principles of criminal law
- types of criminal matters, defences, hearings, criminal jurisdictions
- types of courts and their interrelationship
- process for receiving and relaying calls regarding client charge and bail status
- document preparation process for letters and documents
- content and formatting requirements of selected deliverable
- key provisions of criminal law legislation
- documentation required in criminal law matters
- organisational required policies and procedures for criminal law matters.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace policies and procedures and reference materials relevant to performance evidence
- background information on courts, their jurisdiction and behavioural requirements
- appropriate legislation and regulations relevant to fulfil performance criteria.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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