



Australian Government

BSBLEG529 Apply legal principles in corporation law matters

Release: 1

BSBLEG529 Apply legal principles in corporation 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 establish business structures and prepare associated documentation within corporation law frameworks.

The unit applies to individuals who work under supervision and evaluate information from a variety of sources to complete and despatch required information.

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 corporation law	1.1 Identify task requirements 1.2 Identify key corporation 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 principles of corporation law	2.1 Analyse legal matters relevant to corporation law according to task requirements 2.2 Evaluate information according to task requirements 2.3 Prepare deliverable according to task and organisational requirements

ELEMENT	PERFORMANCE CRITERIA
3. Finalise application of corporation law	3.1 Verify and review documentation with relevant organisational personnel 3.2 Amend and sign-off according to organisational policies and procedures 3.3 Store or despatch document according to task and 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 • Checks documents for accuracy and clarity of meaning
Writing	• Uses clear, accurate and relevant language to record information and to complete workplace documentation
Oral Communication	• 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
Initiative and enterprise	• Identifies implications of law to organisational policies and procedures • Keeps up-to-date with relevant legislation or regulations and considers these when planning and undertaking work
Teamwork	• Selects appropriate form, channel and mode of communication for a specific purpose relevant to own role • Assists others as part of familiar workplace activities
Planning and organising	• Plans, organises and implements work activities that comply with legislative and organisational requirements, including timelines • Evaluates information to decide on relevance to firm

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to:

- BSBINT302 Apply knowledge of legislation relevant to international trade to complete work
- BSBLEG513 Apply legal principles in corporation 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 BSBLEG529 Apply legal principles in corporation 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 corporations law principles in at least four matters.

In the course of the above, the candidate must:

- identify corporation law elements and key provisions of legislation, policies or procedures according to task requirements
- analyse and evaluate corporations law information to prepare a deliverable according to task and organisational requirements
- review and amend documentation with relevant organisational personnel
- store or despatch documentation according to task and organisational requirements.

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 relevant legislation, regulations and codes of practice
- corporations law forms or documents for lodgement with appropriate government department
- structure, contents and purposes of an organisational Memorandum of Association (MOA) and Articles of Association
- documentation required in corporation law matters
- organisational policies and procedures
- different types of business structures including their structure, personnel, legal obligations, establishment procedures and purpose
- structure, contents and purposes of an organisational MOA and articles of association
- differences between proprietary companies and public companies including legal obligations, criteria and purpose of each
- types of costs for legal services relevant to corporations law according to legislative and regulatory requirements.

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:

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

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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