



Australian Government

BSBLEG531 Apply legal principles in administrative law matters

Release: 1

BSBLEG531 Apply legal principles in administrative 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 support administrative law matters.

The unit applies to individuals who work under supervision, use legal principles and evaluate information from a variety of sources to provide support in a range of legal service settings including community legal centres.

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 administrative law	1.1 Identify task requirements 1.2 Identify key administrative law elements for analysis according to task and organisational requirements 1.3 Identify key provisions of legislation and common law, policies and procedures according to task requirements
2. Apply principles of administrative law	2.1 Analyse legal matters relevant to administrative 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 administrative law principles	3.1 Verify and review documentation with supervisor 3.2 Amend and receive 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 those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Numeracy	• Uses straightforward mathematical calculations to determine costs
Oral communication	• Participate effectively in spoken interactions using appropriate language and features for each audience and situation • Uses active listening and questioning techniques to confirm and clarifying understanding
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 and record information and documentation
Teamwork	• Selects appropriate form, channel and mode of communication for a specific purpose relevant to own role
Initiative and enterprise	• Complies with organisational policies and procedures • Keeps up-to-date with relevant legislation, regulations and policies and considers implications of these when planning and undertaking work
Planning and organising	• Plans, sequences and implements tasks according to legislative and organisational requirements and specific instructions • Evaluates information to decide on relevance to situation

Unit Mapping Information

No equivalent unit. New unit.

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 BSBLEG531 Apply legal principles in administrative 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 legal principles in administrative law matters on at least four occasions.

In the course of the above, the candidate must:

- prepare to apply principles of administrative law according to task requirements
- administrative apply elements of administrative law to prepare a deliverable
- review and amend deliverable according to feedback from relevant 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
- key principles of administrative law
- elements of administrative law action
- types of administrative law matters
- bodies of review for administrative decisions and their processes
- types of administrative law remedies.

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, tribunals, their jurisdiction and behavioural requirements
- legislation and regulations relevant to common administrative law matters.

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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