



Australian Government

BSBLEG532 Assist with court procedure

Release: 1

BSBLEG532 Assist with court procedure

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 assist in court procedure contexts and processes of litigation.

The unit 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

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. Assess matter in dispute	1.1 Identify task requirements 1.2 Liaise with designated individual about the matter in dispute 1.3 Prepare relevant costing documents 1.4 Identify and consider options to litigation
2. Prepare and assist in litigation proceedings	2.1 Determine steps prior to litigation 2.2 Obtain and prepare relevant documentation for designated person according to policies and procedures of the firm
3. Assist with interlocutory process	3.1 Identify purpose of discovery and associated legal obligations 3.2 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	Description
Reading	- 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	Uses clear, accurate and relevant language to organise and record information and 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
Numeracy	Uses mathematical calculations to determine costs
Initiative and enterprise	- 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
Planning and organising	- Plans, sequences and implements tasks according to legislative and organisational requirements - Evaluates information to decide on relevance to situation

Unit Mapping Information

No equivalent unit. Supersedes and is not equivalent to BSBLEG514 Assist with civil procedure.

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 BSBLEG532 Assist with court procedure

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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 understanding of court procedure in at least one civil matter and at least one criminal matter.

In the course of the above, the candidate must:

- 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.

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:

- distinction in court procedure between civil and criminal proceedings
- alternative methods of dispute resolution
- discovery means in civil and criminal proceedings
- documentation required for civil and criminal proceedings
- policies and procedures of the organisation pertinent to civil and criminal proceedings
- legislation and accepted codes of practice relevant to civil and criminal proceedings
- jurisdictional limits of federal, state and territory courts and tribunals in relation to dispute resolution
- legislation, regulations and policies relevant to civil procedure
- roles of court personnel
- role of the courts and associated personnel for civil and criminal proceedings.

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:

- legislation and regulations relevant to civil 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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