



Australian Government

BSBRES404 Research legal information using primary sources

Release: 1

BSBRES404 Research legal information using primary sources

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 work under supervision researching primary sources of legal information, locating relevant information and writing up a basic summary.

It applies to individuals who provide legal support services while under supervision. Its application in the workplace will be determined by the job role of the individual and the legislation, rules, regulations and codes of practice relevant to different jurisdictions

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Unit Sector

Knowledge management – research

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. Receive and process request for information	1.1 Document request using appropriate recording system 1.2 Confirm client identity and other party's right to receive information 1.3 Clarify client needs and establish relevant criteria in consultation with designated person to ensure client needs are met 1.4 Research and identify appropriate response methods and format 1.5 Forward request for information to others where appropriate
2. Identify information	2.1 Identify and research relevant sources and locations of

ELEMENT	PERFORMANCE CRITERIA
sources	information 2.2 Obtain access to identified sources 2.3 Resolve problems with accessing information promptly and efficiently
3. Prepare to extract information	3.1 Locate and extract information relevant to particular request 3.2 Discuss and implement resolutions to problems in accessing information with designated person where appropriate 3.3 Copy extracted information according to organisation's security and confidentiality procedures 3.4 Maintain integrity of content/information
4. Ensure information meets request	4.1 Analyse, evaluate and edit extracted information to fit client needs 4.2 Combine different types of information, where appropriate, to provide response to request
5. Compose report or correspondence	5.1 Develop plan and synopsis for report or correspondence 5.2 Write report or correspondence using clear and concise language 5.3 Check spelling, punctuation and grammar, and amend where necessary
6. Prepare to format report or correspondence	6.1 Format report or correspondence according to organisation's requirements, policies and procedures 6.2 Check report or correspondence for accuracy and to ensure that intended meaning will be readily understood by recipient
7. Finalise report or correspondence	7.1 Arrange review and sign-off of report or correspondence with designated person within designated timelines 7.2 Apply organisation's information-recording procedures 7.3 Forward report or correspondence to client

Foundation Skills

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

Skill	Performance	Description
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	Criteria	
Reading	1.4, 2.1, 4.1, 5.3, 6.1, 6.2	- Interprets information from a range of texts to determine the procedures and strategies needed to perform a range of tasks - Identifies, accesses, analyses and evaluates information from a range of sources - Proofreads documents for accuracy of content, layout, grammar, spelling and punctuation
Writing	1.1, 1.2, 1.5, 3.4, 4.1, 4.2, 5.1, 5.2, 5.3, 6.1, 6.2, 7.2	- Gathers, evaluates and integrates information from a range of sources to develop plans - Presents finished document in required format using language, structure and style appropriate to audience - Creates required records according to organisational recording procedures and systems
Oral Communication	1.2, 1.3, 3.2, 7.1	Participates in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding
Navigate the world of work	3.3, 6.1, 7.2	Recognises and follows legislative requirements and organisational policies and procedures associated with own role
Interact with others	1.2, 1.3, 3.2, 7.1, 7.3	Selects and uses appropriate conventions and protocols when sharing information with others
Get the work done	1.3, 1.4, 2.2, 2.3, 3.1, 3.2, 5.1, 6.1, 7.1	- Plans, organises and implements tasks to meet organisational requirements - Uses the main features and functions of digital technologies and tools to complete work tasks - Recognises and takes responsibility for addressing predictable and some less predictable problems in familiar work contexts

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBRES404 Research legal information using primary sources	BSBRES404A Research legal information using primary sources	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 BSBRES404 Research legal information using primary sources

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Performance Evidence

Evidence of the ability to:

- follow correct procedures for receiving, documenting and processing requests for information
- source and access information that meets the requirements of the request
- process and format information correctly and in accordance with organisational policies and procedures, particularly with regard to security and confidentiality
- finalise documents within designated timelines and according to organisational procedures.

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:

- describe the organisation's policies and procedures that must be followed when completing the the full range of tasks covered
- list relevant information sources and for each source briefly explain:
 - how each source is accessed
 - the type of information
- briefly explain the legislative requirements that apply when researching, accessing and using legal information.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the knowledge management – research field of work and include access to:

- appropriate legislation and regulations relevant to common legal matters

- organisational policies and procedures for formatting of documents, security and confidentiality
- office equipment and resources
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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