



Australian Government

BSBRES502 Research legal information using secondary sources

Release: 1

BSBRES502 Research legal information using secondary 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 undertake legal research using secondary sources and under supervision. This includes identifying research requirements and sources of information, applying information to a set of facts, evaluating the quality of the information, and preparing and producing reports.

It applies to individuals who apply a well-established, sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan and carry out work in a legal context in accordance with legislation, 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. Identify specific legal data and information requirements	1.1 Liaise with designated person to clarify specific legal data and information needs 1.2 Prepare research plan and prioritise activities 1.3 Identify resources and technical requirements 1.4 Assign timelines to tasks and delegate tasks where appropriate
2. Undertake research	2.1 Identify sources of legal data and information 2.2 Research and identify key information to be extracted

ELEMENT	PERFORMANCE CRITERIA
3. Review research	3.1 Check information to ensure that extracted details are acknowledged and recorded for copyright and other legal requirements 3.2 Analyse legal data and information for relevance to facts 3.3 Edit and collate legal data and information to fit research and relevant legal and ethical requirements
4. Prepare drafts	4.1 Draft document in appropriate format taking into account precedent documents and using appropriate language 4.2 Present legal data and information according to organisation's policies and procedures and legal requirements 4.3 Evaluate draft against previously identified criteria and take action to address identified gaps or deficits 4.4 Liaise with supervisor to review document 4.5 Make amendments where necessary
5. Prepare final draft	5.1 Identify key points and prepare executive summary, where appropriate 5.2 Prepare appendices, bibliography and table of contents as required 5.3 Check final draft and present it to supervisor for review and sign-off 5.4 Make arrangements to disseminate report as required

Foundation Skills

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

Skill	Performance Criteria	Description
Reading	1.2, 1.3, 1.4, 2.1, 2.2, 3.1, 3.2, 3.3, 4.1, 4.3, 5.1, 5.3	- Interprets documents to determine legal requirements - Identifies and analyses complex texts to assess relevance to research task - Compares prepared drafts against criteria to evaluate whether it meets requirements - Proofreads documents for accuracy of content, layout, grammar, spelling and punctuation

Writing	1.2, 1.3, 1.4, 2.2, 3.1, 3.3, 4.1, 4.2, 4.5, 5.1, 5.2	- Documents research plans in accordance with organisational or regulatory requirements - Composes and edits texts, selecting appropriate vocabulary, structure and format for audience and purpose
Oral Communication	1.1, 1.4, 4.4	Explains issues and requirements clearly and obtains information from others by listening and questioning
Numeracy	1.4	Analyses task requirements to calculate the duration of activities
Navigate the world of work	3.1, 3.3, 4.2	Appreciates the implications of legal and regulatory responsibilities related to own work
Interact with others	1.1, 1.4, 4.4	- Collaborates with others to achieve required outcomes - Selects and uses appropriate communication practices and conventions for the purpose and audience
Get the work done	1.2, 1.3, 1.4, 4.3, 5.3, 5.4	- Plans, prioritises, organises and implements tasks to meet organisational requirements, liaising with others when required - Systematically analyses information against set criteria in order to decide on amendments needed to draft reports - Uses the main features and functions of digital tools to complete work tasks and access information.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBRES502 Research legal information using secondary sources	BSBRES502A Research legal information using secondary 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 BSBRES502 Research legal information using secondary sources

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Performance Evidence

Evidence of the ability to:

- prepare a research plan including
 - liaising with others to clarify needs or to delegate tasks
 - prioritising required tasks
 - identifying resources, technical requirements and timelines
- conduct research using secondary sources according to organisational and legal requirements
- edit research findings and use relevant information to prepare draft report
- review draft, seek feedback from relevant person(s) and implement modifications
- produce a final report using appropriate format and language, according to the requirements of the request and within agreed timelines

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:

- list and describe sources of legal data and information
- explain some situations where there would be an obligation to refer matters to supervisors and/or obtain sign-off on legal work
- briefly explain the organisation's policies and procedures relating to researching, accessing and using legal information
- briefly explain the legislative requirements that apply when researching, accessing and using legal information
- describe the format for presenting written reports

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
- workplace documentation and resources
- case studies and, where possible, real situations
- secondary research sources for legal matters.

Assessors must satisfy NVR/AQTF assessor requirements.

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