



Australian Government

Department of Education, Employment and Workplace Relations

BSB40110 Certificate IV in Legal Services

Revision Number: 1

BSB40110 Certificate IV in Legal Services

Modification History

Not applicable.

Description

Descriptor

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base to provide support in a range of legal service settings. They apply solutions to a range of unpredictable problems, and analyse and evaluate information from a variety of sources.

Job roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- legal assistant
- legal secretary
- legal support officer
- assistant paralegal.
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Pathways Information

Qualification pathways

Entry requirements

There are no entry requirements for this qualification.

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- after achieving BSB31007 Certificate III in Business Administration (Legal) or other relevant qualifications

OR

- providing evidence of the completion of all units of competency required for BSB31007 Certificate III in Business Administration (Legal) or other relevant qualifications; with evidence of competency in BSBITU307A Develop keyboarding speed and accuracy being mandatory

OR

- with some vocational experience working in a range of business settings in support roles without a formal qualification.

Pathways from the qualification

After achieving BSB40110 Certificate IV in Legal Services, candidates may undertake:

- BSB50110 Diploma of Legal Services or a range of other qualifications at diploma level.
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Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

Entry Requirements

Not applicable.

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

BSB40110 Certificate IV in Legal Services

The following table contains a summary of the employability skills required by industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

| Employability skill | Industry/enterprise requirements for this qualification include: |
|---------------------------|---|
| Communication | <ul style="list-style-type: none"> communicating ideas and arguments logically and discretely communicating with legal practitioners and clients using clear, sequential instructions and strategies to confirm and clarify understanding using legal terminology, and reading and interpreting legal documents |
| Teamwork | <ul style="list-style-type: none"> promoting teamwork and providing assistance to co-workers working under the instruction of a legal practitioner |
| Problem-solving | <ul style="list-style-type: none"> identifying gaps, irregularities and uncertainties in information and following standard resolution procedures using discretion and judgement, and working within codes of conduct |
| Initiative and enterprise | <ul style="list-style-type: none"> researching and locating information suggesting improvements, and designing and structuring documents |
| Planning and organising | <ul style="list-style-type: none"> arranging documents and exhibits to support litigators keeping paperwork up-to-date and organising information planning and prioritising work |
| Self-management | <ul style="list-style-type: none"> conducting business according to organisational goals, values and standards following confidentiality, security and discretion procedures working within accepted codes of conduct, resolving conflicts of interest and behaving with honesty and integrity working within own scope of responsibility |
| Learning | <ul style="list-style-type: none"> extending understanding of legal terminology giving instructions to others that are clear and have adequate explanation identifying and addressing own additional skill requirements |
| Technology | <ul style="list-style-type: none"> selecting and using: <ul style="list-style-type: none"> business technology, such as email, websites, voice mail, audio cassettes, computers and software online services to communicate, research and report |

Packaging Rules

Packaging Rules

Total number of units = 12

8 core units *plus*

4 elective units

The **4 elective units** may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below **1 elective unit** may be selected from either a Certificate III or Diploma qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Core units

BSBCMM402A Implement effective communication strategies

BSBCOM406A Conduct work within a compliance framework

BSBLEG413A Identify and apply the legal framework

BSBLEG414A Establish and maintain a file in legal services

BSBLEG418A Produce complex legal documents

BSBLEG415A Apply the principles of contract law

BSBLEG416A Apply the principles of the law of torts

BSBRES404A Research legal information using primary sources

Elective units

BSBINN501A Establish systems that support innovation

BSBINN502A Build and sustain an innovative work environment

BSBLEG403B Maintain trust accounts

BSBLEG417A Apply the principles of evidence law

BSBSUS201A Participate in environmentally sustainable work practices

BSBSUS301A Implement and monitor environmentally sustainable work practices

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