



Australian Government

DEF40717 Certificate IV in Defence Paralegal Services

Release 1

DEF40717 Certificate IV in Defence Paralegal Services

Modification History

Release 1. This qualification was released in DEF Defence Training Package Release 2.0 and meets the Standards for Training Packages.

Supersedes and is not equivalent to DEF42812 Certificate IV in Defence Paralegal Services.

- Core and elective packaging rules changed
 - Core units increased from 5 to 7
 - Elective units increased from 6 to 7
- DEF unit codes and titles updated
- Imported units updated

Qualification Description

This qualification allows for the attainment of competencies in the provision of paralegal services by Defence paralegal practitioners.

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

Packaging Rules

14 units of competency are required for this qualification comprising:

- 7 core units listed below, plus
- 7 elective units.

Choose a minimum of 6 elective units from the list below, of which 2 units must be taken from Group A and 4 units from Group B.

Choose the remaining 1 elective unit from the list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units chosen from outside this qualification must support the learning outcomes of this AQF qualification level.

Elective units selected must not duplicate content already covered by other units in this qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

BSBINM302	Utilise a knowledge management system
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BSBCMM402	Implement effective communication strategies
DEFDPL006	Provide support in legal assistance matters
DEFDPL012	Work in a public service legal environment
DEFDPL013	Conduct legal research
DEFGEN011	Interpret policy, legislation and regulations
PSPGEN009	Work effectively in the organisation

Group A: Specialisation elective units

BSBLEG308	Assist in prioritising and planning activities in a legal practice
DEFDPL004	Provide support in Defence administrative law matters
DEFDPL008	Obtain information from a client
DEFDPL010	Provide support in service discipline law matters
DEFDPL011	Provide support in criminal law matters
DEFDPL014	Address complex legal and ethical issues in a Defence environment
PSPPCM001	Carry out basic procurement

Group B: General elective units

BSBADM406	Organise business travel
BSBADM502	Manage meetings
BSBLEG418	Produce complex legal documents
BSBRES404	Research legal information using primary sources
BSBRES502	Research legal information using secondary sources
BSBPMG417	Apply project life cycle management processes
BSBWHS301	Maintain workplace safety
DEFGEN003	Lead a team
PSPETH002	Uphold and support the values and principles of public service
PSPGEN023	Deliver and monitor service to clients
PSPGEN027	Gather and analyse information

PSPGEN039 Develop internal and external networks

Qualification Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>