



Australian Government

**DEF40722 Certificate IV in Defence
Paralegal Services**

Release 1

DEF40722 Certificate IV in Defence Paralegal Services

Modification History

Release 1. This is the first release of this qualification in the DEF Defence Training Package.

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.

Entry Requirements

Nil

Packaging Rules

14 units of competency are required for this qualification comprising:

- **7 core units**, plus
- **7 elective units**.

Choose a minimum of **5 elective units** from the list below, of which at least 2 must be taken from Group A.

Choose the remaining **2 elective units** 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 selected from outside of this qualification must reflect the occupational and learning outcomes of this 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

BSBCMM511	Communicate with influence
BSBINS303	Use knowledge management systems
DEFDPL016	Conduct legal research
DEFDPL028	Provide paralegal support across Defence legal matters and tasks

DEFDPL032	Work in a public service legal environment
DEFGEN011	Interpret policy, legislation and regulations
PSPGEN145	Work effectively in the organisation

Group A: Technical Electives

BSBLEG315	Assist in planning activities in a legal services environment
BSBLEG424	Support the drafting of complex legal documents
BSBLEG530	Apply legal principles in wills and probate matters
DEFDPL015	Address complex legal and ethical issues in a Defence environment
DEFDPL019	Obtain information from a client
DEFDPL030	Provide support in Defence administrative law matters
DEFDPL031	Provide support in service discipline law matters
PSPPCM028	Carry out basic procurement

Group B: General electives

BSBLEG423	Conduct simple legal research
BSBLEG521	Conduct and apply legal research
BSBOPS401	Coordinate business resources
BSBPMG428	Apply project life cycle management processes
BSBTWK503	Manage meetings
BSBWHS311	Assist with maintaining workplace safety
DEFDPL029	Provide support in criminal law matters
DEFGEN003	Lead a team
PSPETH007	Uphold and support the values and principles of public service
PSPGEN090	Engage with stakeholders
PSPGEN096	Use workplace communication strategies
PSPGEN105	Gather and analyse information
PSPGEN148	Develop internal and external networks

Qualification Mapping Information

This qualification supersedes and is equivalent to DEF40717 Certificate IV in Defence Paralegal Services.

Links

Companion Volume Implementation Guides are found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>