



Melissa Mahoney
LEGAL COLLEGE

RTO Code 31363

BSB40620 Certificate IV in Legal Services

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 services environments. These individuals apply solutions to a range of unpredictable problems and analyse and evaluate information from a variety of sources. The job roles that relate to this qualification may include Legal Secretary.

COURSE FEES

Certificate IV in Legal Services

\$4,464.00*

\$372.00 per month / 12 months

*Tuition fees do not attract GST.

DELIVERY

Online, distance/flexible training

COURSE COMMENCEMENT

Apply/enrol and start at any time!

COURSE DURATION

Up to 12 months duration provided. Extensions available (fees apply)

COMPLETE COURSE SOONER?

As this course is offered as competency-based learning, you are able to complete the course at your own pace.

PRE-REQUISITES

There are no pre-requisites for acceptance into this course, however you are required to have a minimum Year 10 education, intermediate English language skills (both written and verbal) and intermediate computer skills.

ASSESSMENT

Assessment tasks are required to be completed for each unit of competency. Assessments provide evidence that a learner has obtained the necessary skills and knowledge within each unit of competency. Assessments consist of theory questions, preparing written documents such as letters, memos, file notes and reports, as well as providing some responses/information through the use of audio and video.

VOLUME OF LEARNING

The volume of learning of a Certificate IV is typically 1-2 years.

COURSE OUTLINE

Through an online virtual environment, students assume the role of a legal assistant for a virtual legal firm. The online modules simulate the type of activities a legal assistant would undertake in a real legal office. To successfully achieve a Certificate IV in Legal Services (BSB40620) a total of 10 units of competency must be completed. Students must complete 5 core subjects and the 5 elective subjects.



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BSBLEG424 Support the drafting of complex legal documents | 80 hours

This unit describes the skills and knowledge required to support the drafting of complex legal documents that meet legislative and organisational requirements, including by using advanced features of relevant software packages.

BSBLEG314 Protect information in a legal services environment | 20 hours

This unit describes the skills and knowledge required to protect information in a legal services environment.

BSBLEG421 Apply understanding of the Australian legal system | 60 hours

This unit describes the skills and knowledge required to apply understanding of the Australian legal system. This includes understanding and applying knowledge of the Federal system, sources of law, and the trial system for resolving disputes.

BSBLEG423 Conduct simple legal research | 40 hours

This unit describes the skills and knowledge required to work under supervision to conduct simple legal research locating relevant information and writing up a basic summary.

BSBXCM401 Apply communication strategies in the workplace | 50 hours

This unit describes the skills and knowledge required to facilitate and apply communication strategies in the workplace within any industry, with a specific focus on the communication skills required for supervisor level workers with responsibility for other workers.

BSBLEG422 Maintain a file in a legal services environment | 50 hours

This unit describes the skills and knowledge required to maintain a file under the instruction of a designated individual. This includes initiating preliminary file activities, contacting other persons about the file, undertaking legal process according to plan, facilitating file administration and closure.

BSBLEG522 Apply legal principles in contract law matters | 60 hours

This unit describes the skills and knowledge required to analyse and evaluate information from a variety of sources and supply solutions to contractual issues in a legal environment. It also applies to individuals in a range of work environments that are required to apply a basic understanding of contract law principles.

BSBLEG523 Apply legal principles in tort law matters | 60 hours

This unit describes the skills and knowledge required to assess, analyse, and evaluate tort law matters, and apply the principles of the law of torts. This includes distinctions between tort and crime, breach of contract, and other legal obligations.

BSBLEG524 Apply principles of evidence law in matters under litigation | 60 hours

This unit describes the skills and knowledge required to analyse and evaluate key issues associated with evidence law for matters under litigation including the nature and meaning of evidence law.

BSBTWK401 Build and maintain business relationships | 35 hours

This unit describes the skills and knowledge required to establish, develop and maintain effective work relationships and networks through relationship building and negotiation skills required by workers. These workers may be within an organisation as well as freelance or contract workers. The unit applies to individuals with a broad knowledge of networking and negotiation who contribute to creating solutions to unpredictable problems. They may have responsibility for and provide guidance to others.



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