



**Melissa Mahoney**  
**LEGAL COLLEGE**

RTO Code 31363

## BSB50720 Diploma of Paralegal Services

This qualification reflects the role of individuals who possess a 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 the different jurisdictions. The job roles that relate to this qualification may include Paralegal.

### COURSE FEES

Diploma of Paralegal Services	\$5,580.00* \$465.00 per month / 12 months
Diploma of Paralegal Services (including entry requirements)	\$6,780.00 \$452.00 per month / 15 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 for Diploma of Paralegal Services (excluding entry units ie 12 units).

Up to 15 months duration provided for Diploma of Paralegal Services (including entry units ie 15 units).

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

Entry to this qualification is limited to those who have completed the following units (or equivalent competencies): BSBLEG314 Protect information in a legal services environment; BSBLEG423 Conduct simple legal research; and BSBLEG424 Support the drafting of complex legal documents

**OR** have two years equivalent full-time relevant work experience.

In addition, you are required to have a minimum Year 10 education, intermediate to advanced 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 Diploma is typically 1-2 years.



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## COURSE OUTLINE

Through an online virtual environment, students assume the role of a legal assistant/paralegal for a virtual legal firm. The online modules simulate the type of activities a legal assistant/paralegal would undertake in a real legal office. To successfully achieve a Diploma of Paralegal Services (BSB50720) a total of 12 units of competency must be completed. Students must complete 5 core subjects and the 7 elective subjects.

### **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.

### **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.

### **BSBLEG521 Conduct and apply legal research | 40 hours**

This unit describes the skills and knowledge required to undertake and apply legal research 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.

### **BSBLEG534 Take instructions in a legal services environment | 40 hours**

This unit describes the skills and knowledge required to take instructions from a client in a legal services environment to support the organisation's operations. The unit applies to those work under supervision and apply solutions to a range of unpredictable problems and analyse and evaluate information from a variety of sources.

### **BSBWRT411 Write complex documents | 50 hours**

This unit describes the skills and knowledge required to plan, draft and finalise complex documents. The unit applies to individuals who work in a range of business environments and are skilled in the creation of documents that are more complex than basic correspondence, memos and/or forms and that require review and analysis of a range of information sources.

### **BSBLEG526 Apply legal principles in criminal law matters | 60 hours**

This unit describes the skills and knowledge required to carry out administrative tasks within criminal law frameworks. This includes types of criminal matters, defences, hearings, criminal jurisdictions, types of courts and their interrelationship.

### **BSBLEG527 Apply legal principles in family law matters | 60 hours**

This unit describes the skills and knowledge required to apply legal principles within the family law framework. This includes relevant court and legal processes and matters including marriage dissolution and property settlement dealing with minors.

### **BSBLEG529 Apply legal principles in corporation law matters | 60 hours**

This unit describes the skills and knowledge required to establish business structures and prepare associated documentation within corporation law frameworks.



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**BSBLEG530 Apply legal principles in wills and probate matters | 60 hours**

This unit describes the skills and knowledge required to prepare wills and probates, powers of attorney and other deceased estate documentation.

**BSBLEG532 Assist with court procedure | 60 hours**

This unit describes the skills and knowledge required to assist in court procedure contexts and processes of litigation.

**BSBPEF501 Manage personal and professional development | 60 hours**

This unit describes the skills and knowledge required to implement systems and process that support the personal and professional development of self and others. The unit applies to individuals working in a range of managerial positions who are accountable for the development and performance of others.

**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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