



Melissa Mahoney
LEGAL COLLEGE

RTO Code 31363

BSB30320 Certificate III in Legal Services

This qualification reflects the role of individuals who use a broad range of administrative competencies in a legal environment. These individuals use some discretion and judgement and may provide technical advice and support to a team. The job roles that relate to this qualification may include Legal Administrative Assistant and Legal Receptionist.

COURSE FEES

Certificate III in Legal Services

\$3,540.00*

\$295.00 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, sound English language skills (both written and verbal) and basic to 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 III is typically 1-2 years.

COURSE OUTLINE

Through an online virtual environment, students assume the role of a legal administration assistant for a virtual legal firm. The online modules simulate the type of activities a legal administration assistant would undertake in a real legal office. To successfully achieve a Certificate III in Legal Services (BSB30320) a total of 10 units of competency must be completed. Students must complete 4 core subjects and the 6 elective subjects.



www.mmlegalcollege.com.au

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BSBLEG311 Work in a legal services environment | 60 hours

This unit describes the skills and knowledge required to work in a legal services environment including accessing legal information, drafting documents with assistance and seeking feedback on work performance.

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.

BSBTEC201 Use business software applications | 60 hours

This unit describes the skills and knowledge required to select and use software and organise electronic information and data.

BSBXCM301 Engage in workplace communication | 40 hours

This unit describes the skills and knowledge required to communicate (through written, oral and nonverbal form) in the workplace within an industry.

BSBLEG313 Lodge documents in a legal services environment | 10 hours

This unit describes skills and knowledge required to organise documents for lodgement at a court or non-judicial registry, plan and carry out lodgement, and return proof of document lodgement. Document lodgement may be carried out digitally.

BSBLEG315 Assist in planning activities in a legal services environment | 10 hours

This unit describes the skills and knowledge required to assist others by supporting the planning of activities 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.

BSBWHS211 Contribute to the health and safety of self and others | 20 hours

This unit describes the skills and knowledge required to work in a manner that is healthy and safe in relation to self and others, and to assist in responding to incidents. It covers following work health and safety policies, procedures, instructions and requirements; and participating in WHS consultative processes.

BSBWRT311 Write simple documents | 30 hours

This unit describes the skills and knowledge required to plan, draft and finalise a simple document.



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