



# Certificate IV in Legal Services

BSB40620



ADVANCED LEGAL ADMINISTRATION  
SKILLS TO TAKE THE NEXT STEP



# About This Course

The specialist Certificate IV in Legal Services is designed to develop advanced administration and paralegal skills that will enable you to take the next step in your legal administration career. Key skills such as legal research and document preparation are addressed, as is ensuring that you have a strong understanding of the Australian legal system.

By learning the principles of law and developing an understanding of how the legal sector operates, you will open up career opportunities in an exciting field. A legal service role also involves developing advanced skills in designing, developing and producing legal documents; all covered in this specialist course.

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## Subject Choices

- Work in Legal Services
- Making and Communicating Good Business Decisions
- Legal Documents and Searches
- Mid Course Survey
- Undertake Legal Research
- Establish a Legal Matter File
- Apply Templates in Legal Document Preparation
- Apply Legal Principles in Contract Law Matters

# Key Course Facts

## Start Date:

Start immediately

## Duration:

Complete within 51 weeks

## Delivery Options:

On-line/Correspondence

## Group Training:

Contact the College for Availability

## Course Fees: \$5,000 All materials provided at no extra cost

The course fees may vary if you are a trainee or if the state that you reside in has a subsidised training opportunity. Refer to the tables below.

### New Entrant Traineeship Fees for this Qualification:

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
\$2,870	\$0	N/A	N/A	\$2,065	N/A	\$5,000	\$5,000

### Existing Worker Traineeship Fees for this Qualification:

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
N/A	\$0	N/A	N/A	N/A	N/A	N/A	N/A

### School Based Traineeship Fees for this Qualification:

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

### Subsidised Training Options for this Qualification \*

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
N/A	\$1,980	N/A	N/A	N/A	N/A	N/A	N/A

\* NSW fee listed is for the Smart and Skilled category 'no prior qualification'. A fee increases of 15-17% applies to those who have completed a qualification previously. This training is subsidised by the NSW Government.

\* Jobs & Skills WA courses are subsidised by the Department of Training and Workforce Development. The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as Student service and resource fees.

\*\* Subject to eligibility and availability at the time of enrolment

# Entry Requirements

## Relevant Job Role or Certificate III In Legal

To be successful in this qualification you must have some pre-existing knowledge about the legal system and processes. Entry to the Certificate IV program at ACCM College therefore recommends that you have either completed Certificate III in Business Administration (Legal) or Certificate III in Legal Services, or have at least 24 months of experience in a legal administration role.

## Prior Studies

To be successful in this qualification you must have some pre-existing knowledge about the legal system and processes. Entry to the Certificate IV program at ACCM therefore requires that you have either completed Certificate III in Business Administration (Legal) or Certificate III in Legal Services, or have at least 24 months of experience in a legal administration role.

## Literacy Skills

### Reading Skills

*You must be able to:*

Interpret and analyse complex texts relevant to workplace requirements (ie policies and procedures)

Read, analyse and evaluate information and ideas to extract meaning relevant to the topic

Use different reading strategies to draw meaning for complex texts (ie identifying, questioning, previewing)

As a guide - you should have completed Year 12 schooling, or have proven workplace reading skills.

### Writing Skills

*You must be able to:*

Clearly communicate complex ideas and information in writing

Draft complex emails and letters to convey required information or ideas

Demonstrate knowledge of written structure and layout appropriate to the purpose

As a guide - you must have completed Year 12 schooling, or have proven workplace written communication skills.

## Language Skills (Spoken English)

*You must be able to:*

Demonstrate flexibility in spoken language by using the appropriate structure and/or strategy

Extract the key ideas or information from spoken conversations across a range of contexts

Explain complex procedures and give clear sequenced instructions to others in familiar setting

As a basic guide - you must have sufficient English speaking skills to be able to communicate effectively and professionally with your Student Adviser over the phone.

## Numeracy Skills

*You must be able to:*

Interpret, comprehend and use a range of everyday mathematical information in familiar and routine contexts

As a basic guide - you must have completed Year 10 schooling, or have a working knowledge of basic mathematical functions.

## Computer and Internet Requirements

*You must have:*

Access to a Desktop Computer or Laptop although some course work may be completed via mobile devices.

Internet access with the latest version of Microsoft Edge, Chrome, Safari or Firefox.

Microsoft Office 2010 Word (or higher)

Subject specific Microsoft Office products for chosen electives (ie Excel or Powerpoint).

Note: We do not support other applications like Pages or Numbers.

## Digital Literacy Skills

*You must be able to:*

Open and use a computer application (such as your Web Browser)

Navigate a website by following instructions and follow website "links"

Type and edit text eg for both short and long answer assessment questions

Select the appropriate answers in a multiple choice list (select the correct option(s))

Download, save, edit and upload documents or files

Write, edit, send, receive and save emails

Open and use a word processing application (such as Microsoft Word or Google Docs)

Open and use a spreadsheet program (such as Microsoft Excel or Google Sheets) depending on electives chosen

# Subject Descriptions

## Core Subjects:

### Work in Legal Services

This subject looks at the skills involved in working in a legal environment, This includes planning work and documents. scheduling client appointments and the requirements for confidentiality and professionalism in legal roles. It will assist learners in the identification, understanding and use of legal terms within a legal context. The use of case scenarios help to demonstrate the requirements to protect confidential client information.

Unit(s):

BSBLEG311 - Work in a legal services environment

BSBLEG314 - Protect information in a legal services environment

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### Making and Communicating Good Business Decisions

This subject focuses on the skills required to make and communicate sound business decisions. Active listening, critical and creative thinking, problem solving and using workplace data lead directly into how to best communicate results to your stakeholders.

Unit(s):

BSBXCM401 - Apply communication strategies in the workplace

BSBTEC404 - Use digital technologies to collaborate in a work environment

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### Legal Documents and Searches

Working in the legal profession requires the effective use of computers and equipment to input, collect and manage data and information for clients and the practice. This subject looks at the technology available to you, and ways to use computer software to better organise information and data. Online searches are an important tool to find and check information needed to undertake many legal tasks. This subject also covers how to complete forms and request searches. It requires students to create user accounts for online services.

Unit(s):

BSBLEG312 - Carry out search of the public record

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### Mid Course Survey

This survey is an important opportunity for you to tell ACCM College about your learning experience so far. By formally seeking this information at the mid-point of your course, ACCM College can help shape your learning outcomes to better ensure your professional development goals are met.

Unit(s):

MID-SURVEY - Mid Course Survey

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## Undertake Legal Research

A legal support role will often require activities to process request for information. In addition some roles there will also be a wider role to undertake basic legal research. In order to undertake this task you need an understanding of: sources of Australian law; the role of legislation; the role of common law; the doctrine of precedent; and how to resolve conflicts with various sources of law. This subject has some basic research practical tasks.

Unit(s):

BSBLEG423 - Conduct simple legal research

BSBLEG421 - Apply understanding of the Australian legal system

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## Establish a Legal Matter File

This subject looks at the skills and knowledge required to maintain a file under the instruction of a practice manager or legal practitioner. It looks at the processes and tasks to open a client file, keep it up to date, assign and monitor tasks such as searches, and to process and finalise accounts. This subject requires practical evidence from 4 client files.

Unit(s):

BSBLEG422 - Maintain a file in a legal services environment

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## Apply Templates in Legal Document Preparation

This subject examines the skills and knowledge to support the drafting of complex legal documents by using advanced features of relevant software packages. In most cases practice management software stores templates and client data. It merges this data with word processing program to allow more detailed customisation. This subject looks at advanced features of Microsoft Word as an example of the applications used. There are a range of practical activities to ensure a sound knowledge of this application eg preparing a Will, Statement of Claim, Affidavit and Power of Attorney.

Unit(s):

BSBLEG424 - Support the drafting of complex legal documents

BSBTEC401 - Design and produce complex text documents

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## Apply Legal Principles in Contract Law Matters

The contract law principles of contract formation, consideration, intention, terms and termination and remedies are covered in this subject at an entry level. This includes the doctrine of privity and assignment of contract. Students must identify the elements of a valid contract and relate contract law principles to basic case scenarios.

Unit(s):

BSBLEG522 - Apply legal principles in contract law matters

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# Service Guarantees

## Quality Training Provider

ACCM has a history of satisfied students and clients and repeat business. Our testimonials on our website are genuine and the type of feedback we receive daily. We are so confident that you will be pleased with the College service, that we guarantee it.

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## Speedy Paper-less Enrolment

Enrolment Applications are accepted 24/7 online. Be fully enrolled in your course in 7 minutes! For customised or employment based courses and traineeships contact us and we will send you a customised enrolment page by email.

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## Start Anytime - Immediate Enrolment

Within 30 minutes of applying to enrol, your personal log-on details are emailed to you. This gives you access to our on-line system Webclass. Login to Webclass and complete the administrative items. Once you have completed these items a College Student Adviser will phone you to discuss your needs, course requirements, suitability and electives. You will then have access to the first study module via WebClass.

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## Industry Expert Student Adviser

You will be allocated your own industry experienced Student Adviser. While they will personally manage your program; you will also benefit from the College team around them to provide expert assistance in all subject areas.

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## Prompt Results and Feedback

All assessments are promptly returned (via Webclass) with detailed feedback and encouragement. Our goal is to have them back to you in a week or less. In the meantime you can progress to your next subject.

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## Personal Contact for the Right Start

Your College Student Adviser will phone you to welcome you to the course and ensure that you understand the best way to make progress in your course. They will also assist you with any questions you may have.

They will be in regular contact with you, especially at the start of your course, to offer motivation, support and guidance.

For employment based enrolments they will also make contact with your work supervisors to address any questions they may have.

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## Pro-active Learner Support

The support won't stop! Contact from your College Student Adviser will continue every month, based on the level of help you need.

Of course, at any time you can call us to get help. Get immediate assistance over the phone and by email. If immediate assistance is unavailable for any reason, we will make sure a qualified Student Adviser is in contact with you no later than the next business day.

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## Quality Course Materials

Our step by step course materials have been written by industry experts specifically for the College. They will give you all of the relevant learner information you need to succeed in your course.

The resources simplify industry jargon and concepts, give you industry insight and understanding, and focus on current real world business practices.

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## Employer Progress Updates

For employment based enrolments all supervisors will have access to an online progress report showing the current status of all learners. We understand that it's essential to keep you up to date so we will prompt you each month to access your report.

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