



BSB52215

Diploma of Legal Services

DURATION

The Diploma of Legal Services program is a full-time course which requires 15 hours per week of college attendance over 34 weeks (excluding holidays). Additional home-based study will be required.

ENTRY REQUIREMENTS

The Diploma of Legal Services packaging rules have no entry requirements for this qualification. Australian Careers Business College (ACBC) requires students to have completed year 11 of the NSW Higher School Certificate or its equivalent.

QUALIFICATION

Graduates completing all components of the course and demonstrating competence in all units will be awarded a nationally recognised BSB52215 Diploma of Legal Services. A nationally recognised Statement of Attainment will be issued where a student has successfully completed part of the qualification.

CAREER OPPORTUNITIES

With suitable experience, possible jobs for graduates include:

- Executive Assistant
- Legal Services Support Officer
- Paralegal
- Senior Legal Secretary

CREDIT TRANSFER (CT)

Australian Careers Business College recognises and grants credit transfer for nationally recognised qualifications issued by other RTOs. Full details of the application process can be acquired from the college's student administration.

RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of prior learning acknowledges skills, knowledge and competencies obtained through:

- Formal training/study
- Work experience
- Life experience

Students are eligible to apply for RPL and an administration fee of \$450 per unit of competency applies depending on the evidence supplied by students seeking RPL. Full details of the application process can be acquired from the college's student administration.

LANGUAGE LITERACY AND NUMERACY SKILLS (LLN)

Students enrolling in this qualification will undertake a language literacy and numeracy skills test to determine the students LLN abilities.

QUALIFICATION DELIVERY

The qualification is delivered as interactive classroom based learning that integrates both theory and practical tasks. The theory sessions are designed to explain the elements and criteria of each unit of competency.



ASSESSMENT

Assessment is conducted through a combination of practical and written exercises. This may include projects, role plays, simulations, class presentations, and maintenance of record books, journals, logbooks and research and report preparation.

UNIVERSITY OPTIONS

Students wishing to pursue University after completing studies at ACBC can do so in conjunction with various Universities and Educational Institutions. Graduates may be eligible for recognition depending on the student's result and the university selected.

LEARNING RESOURCES

All equipment and resources are provided for students enrolling into this qualification including textbooks, learner guides, student handouts and assessment instructions at no cost. A list of prescribed textbooks for the qualification will be given to students during induction day. Students have access to college computer labs and also have access to the Internet.

FACILITIES

The qualification is partially held in a designated classroom for lectures, tutorials and group work. For any work requiring computers there are computer labs which can be utilised, with every student allocated their own workstation. These computers can also be used to access the Internet for research purposes. There is also a range of textbooks and workbooks that students may access as additional resources.

WORK PLACEMENT PROGRAM

Students enrolled in the Diploma of Legal Services course are offered an optional one day a week work placement, which is organised by our Work Placement Team.

CAMPUS LOCATIONS

All three campuses are located in the heart of the Business District of their respective locations and no more than a five minute walk from the train station.

149-151 George Street Liverpool NSW
Level 1, 85 George Street Parramatta NSW
313-323 Crown Street Wollongong NSW

ACBC is a Registered Training Organisation (RTO) No. 90271.

QUALIFICATION UNITS OF COMPETENCY

(4) FOUR CORE UNITS

- BSBCOM501** Identify and interpret compliance requirements
- BSBCMM501** Develop and nurture relationships
- BSBLED503** Maintain and enhance professional practice
- BSBRES502** Research legal information using secondary sources

(6) SIX ELECTIVE UNITS

- BSBLEG510** Apply legal principles in family law matters
- BSBLEG511** Apply legal principles in criminal law matters
- BSBLEG512** Apply legal principles in property law matters
- BSBLEG514** Assist with civil procedure
- BSBLEG515** Apply legal principles in wills and probate matters
- BSBLEG413** Identify and apply the legal framework

