



DIPLOMA OF LEGAL SERVICES

The Diploma of Legal Services 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 BSB52215 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, which is currently in release 2. A nationally recognised Statement of Attainment will be issued where a student has withdrawn but has successfully completed part of the qualification or completes the course but does not demonstrate competency in all units.

CAREER OPPORTUNITIES

With suitable experience, possible jobs for graduates include:

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

CREDIT TRANSFER (CT)

ACBC recognises and grants credit transfer for nationally recognised units of competency issued by other RTOs. Full details of the application process can be acquired from the college's student services.

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 an LLN test to determine the student's ability to engage in the course.

www.acbc.nsw.edu.au / info@acbc.nsw.edu.au

➤ **1300 COLLEGE**





MODE OF DELIVERY

This course is delivered face-to-face in a classroom based learning environment. This mode of delivery will combine theory-based material and practical tasks. The theory sessions are designed to explain the skills, knowledge and tasks that comprise the Diploma of Legal Services.

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.

QUALITY OF TRAINING

ACBC is responsible for the quality of the training and assessment being provided in this course and for the issuance of any AQF certificate.

UNIVERSITY OPTIONS

Students wishing to pursue university after completing studies at ACBC can do so in conjunction with various universities and educational institutions. Graduates are eligible for a minimum of 40 credit points (equivalent to one full-time semester) and up to a maximum of 60 credit points through Western Sydney University depending on units studied.

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 will be given to students. Students have access to college computer labs and the Internet.

FACILITIES

The qualification is partially held in a designated classroom for lectures, tutorials and group work. For any work requiring computers, students will be able to use college laptops. There are also computer labs which can be utilised, with every student allocated their own workstation. These computers can also be used to access the Internet.

WORK PLACEMENT PROGRAM

Students enrolled in the Diploma of Legal Services course are offered an optional one day a week work-placement opportunity in terms 3 and 4, which is organised by our Work Placement Team.

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| (4) CORE UNITS | ➤ BSBCOM501 | Identify and interpret compliance requirements |
| | ➤ BSBMM501 | Develop and nurture relationships |
| | ➤ BSBLED503 | Maintain and enhance professional practice |
| | ➤ BSBRES502 | Research legal information using secondary sources |
| (6) 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 |



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.

The Australian Careers Business College is registered by Australian Skills Quality Authority (ASQA) to deliver selected Nationally Recognised Qualifications

- **28 MEMORIAL AVENUE LIVERPOOL NSW 2170**
- **LEVEL 1, 85 GEORGE STREET PARRAMATTA NSW 2150**
- **313-323 CROWN STREET WOLLONGONG NSW 2500**

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

