

BSB52215

Diploma of Legal Services

International Students



The Diploma of Legal Services is a nationally accredited course that 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. Training is conducted face-to-face in both a classroom based (theoretical) environment.

MODE OF STUDY

Training sessions are trainer led in group sizes of no more than 25 students using a classroom mode of study.

The training program is undertaken using a planned schedule. Sessions will include the demonstration, role plays, cases studies, explanation and practice of legal skills. This is undertaken in a simulated workplace environment.

In addition to face-to-face learning, students will also complete self-paced study to assist them in building their professional knowledge and undertake work toward their assignments.

Students will typically attend formal training sessions three days per week. Each day has scheduled training over 7 hours resulting in 21 contact hours per week.

THE COURSE FACTS

- **Duration:** 34 weeks (Excluding Holidays)
- **Commitment:** 3 Days per week (9am – 4pm)
- **Commencing:** 8/02/2021
- **Qualification:** BSB52215 Diploma of Legal Services
- **Delivery mode:** Face-to-face
- **Location:** Liverpool Australia
- **Cost:** AUD12,000.00

COURSE STRUCTURE

The course is delivered in 4 terms over a period of 40 weeks. There are 34 tuition weeks and 3 term breaks of 2 weeks each. Term dates are:

- Term One** 08/02/2021 - 02/04/2021
- Term Two** 19/04/2021 - 25/06/2021
- Term Three** 12/07/2021 - 17/09/2021
- Term Four** 05/10/2021 - 12/11/2021

The following identifies each term and the units of competence to be delivered:

Term One

- BSBLEG413** Identify and apply the legal framework
- BSBLED503** Maintain and enhance professional practice
- BSBCMM501** Develop and nurture relationships (Continues in Term 2)

Term Two

- BSBCMM501** Develop and nurture relationships
- BSBLEG511** Apply principles in criminal law matters
- BSBADM502** Manage meetings
- BSBLEG510** Apply principles in family law matters (Continues in Term 3)

Term Three

- BSBLEG510** Apply principles of family law matters
- BSBRES502** Research legal information using secondary sources
- BSBLEG512** Apply principles in property law matters
- BSBCOM501** Identify and interpret compliance requirements (Continues in Term 4)

Term Four

- BSBCOM501** Identify and interpret compliance requirements
- BSBLEG515** Apply principles in wills and probate matters

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➤ **1300 COLLEGE**



AUSTRALIAN CAREERS
Business College
'Empowerment Through Education and Training'

CRICOS Code 03629E

COURSE FEES

- **Tuition Fee** AUD11,400.00
- **Learning Resources** AUD400.00
- **Training Consumables** AUD200.00

Total AUD12,000.00

Minimum of First Term fees (AU 3,000.00)
(includes a \$300 non-refundable application fee.)

PAYMENT SCHEDULE

- Term One** – AUD3,000.00
- Term Two** – AUD3,000.00
- Term Three** – AUD3,000.00
- Term Four** – AUD3,000.00

All term payments must be paid in full, in advance of the term commencing in order to maintain a valid enrolment.

MINIMUM ENTRY REQUIREMENTS:

There are no entry requirements to this qualification. ACBC requires students to have completed a School Certificate or equivalent secondary schooling outcome.

Additionally applicants must:

- Be over the age of 18
- Demonstrate good command of written and spoken English
- Verified evidence of IELTS Level 5.5
- Have completed an equivalent secondary schooling level of a School Certificate or can demonstrate suitable work or life experience.
- Meet the following Student Visa 500 requirements
Follow this link: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>

APPLICATION PROCESS

To enrol into a course as an overseas student at Australian Careers Business College, applicants must complete an International Student Enrolment Form available from our website.

The form should be completed in full and submitted by mail or email.

Student Services

Address: 28 Memorial Avenue, Liverpool NSW 2170
Australia.

Email: international@acbc.nsw.edu.au

The application for enrolment must be accompanied by:

- evidence of IELTS proficiency (General Score of 5.5)
- evidence of a School Certificate or equivalent secondary schooling outcome

When we receive your application, our Director of Studies will review it for completeness. When the application for enrolment is complete you will be issued a Letter of Offer (valid 14 days), invoice for initial payment of fees and provided with a Student Agreement for your review.

Once you accept the offer you are required to return the student agreement with the initial payment of fees, IELTS and education proof.

Upon approval of your application, an electronic confirmation of enrolment (eCoe) will be generated and forwarded to you or your agent (if using an agent). It is the applicant's responsibility to apply for a student visa. If your application is not complete, you will be contacted by our Director of Studies

When you receive your eCoe, it should be taken to the visa section of your nearest Australian Diplomatic Mission (i.e. Consulate, High Commission or Embassy) where you can make an application for a student visa. You will be unable to apply for a student visa without the eCoe. Visit the Department of Home Affairs website for more information at <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>

Successful Student Visa

If your student visa application is approved, you should contact ACBC and provide evidence of approval. ACBC will contact you to confirm your timetable, start date and all other arrangements for your study with ACBC.

Unsuccessful Student Visa

If your student visa application is NOT approved, you must contact Australian Careers Business College, and advise us and apply in writing for a refund of student fees in accordance with our Fee Refund Policy.

For further information please contact:

Nick Elisha – Director of Studies
Phone: +612 9824 0000
Email: nick@acbc.nsw.edu.au

CAMPUS LOCATION

The Liverpool campus is located in the heart of the local Business District and is no more than a seven minute walk from the train station and public transport.

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

ACBC is a Registered Training Organisation (RTO) No. 90271.
CRICOS Code 03629E

