



BSB30320 Certificate III in Legal Services Online

Want to be an outstanding support member in a legal environment? ACBC Online can help you achieve your goal.

GRADUATE WITH ACBC ONLINE

- 1. MAKE AN ENQUIRY, COMPLETE AN APPLICATION AND ENROLMENT FORM**
- 2. LOG IN AND ACCESS YOUR COURSE MATERIALS AND SUPPORT.**
- 3. LOG IN WEEKLY AND COMPLETE YOUR STUDY TASKS AND ASSESSMENTS.**

Graduate with a full nationally recognised qualification when you have demonstrated competency for all units or receive a nationally recognised Statement of Attainment for successfully completed units.

Whether you are looking for a career change or seeking to progress in your current career, this versatile qualification can help you get there.

You could be studying for this nationally recognised qualification within three business days!*

We have all the tools and support you need. There is no need to attend the campus to enrol or to complete your studies.

You could be framing your Australian Careers Business College (ACBC) qualification within 12 months**. How does it get better than that?

*Courses commence on the next available Monday from your application date allowing for administration requirements.

The BSB30320 Certificate III in Legal Services 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.

QUICK CHECK: AM I READY FOR THIS QUALIFICATION?

ENTRY REQUIREMENTS

Year 10 of the NSW Higher School Certificate or its equivalent or mature age students. Don't have this requirement? Don't worry - We've got you covered! We have a simple and easy online assessment for you to help us determine that the course will suit your abilities. Talk to a Careers Advisor about this.

PRE-REQUISITES

There are no pre-requisites for this course

THE ACBC ADVANTAGE

Completing this qualification through ACBC creates many career advantages. Our trainers and assessors are respected professionals. This qualification has been developed through consultation with leading specialists to ensure industry-relevant course content.

AVAILABLE TIME TO STUDY

It's important to make sure that your online study fits in with your work and lifestyle.

Recommended minimum weekly study	Recommended minimum coach contact	Suggested minimum weekly log ins
6-8 hours	Weekly	2

QUALIFICATION UNITS OF COMPETENCY

To achieve the BSB30320 Certificate III in Legal Services 10 units must be completed.

There are four (4) Core Units in this qualification:

- BSBLEG311 Work in a legal services environment
- BSBLEG314 Protect information in a legal services environment
- BSBTEC201 Use business software applications
- BSBXCM301 Engage in workplace communication

There are six (6) Elective Units in this qualification:

- BSBLEG312 Carry out search of the public record
- BSBLEG421 Apply understanding of the Australian legal system
- BSBLEG423 Conduct simple legal research
- BSBPEF01 Organise personal work priorities
- BSBWHS211 Contribute to the health and safety of self and others
- BSBLEG424 Support the drafting of complex legal documents

COURSE FEES

Tuition Fees for the course are \$4,900.00

This is around \$95 per week over a 52 week enrolment. A payment plan across the duration of the course can be arranged.

What You Will Need

- Computer Access (word processing, web surfing, downloading forms and templates)
- Access to the Internet and access to Google Drive (Google account)
- Email address (for enrolment communication)

LEARNING RESOURCES

All learning resources are provided for students enrolling into this qualification including, Learner Management System, learner guide and assessment instructions at no cost.

QUALIFICATION

Graduates completing all components of the course and demonstrating competence in all units will be awarded a nationally recognised BSB30320 Certificate III in Legal Services. 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.

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 obtained 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 \$750 per unit of competency applies depending on the evidence supplied by students seeking RPL. Full details of the application process can be obtained from the college's Student Services.

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.

ASSESSMENT

Assessment is conducted through a combination of written and practical assessments. This may include case studies, role plays, knowledge questions, practical tasks and projects.

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 certificates.

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

For further information, please call 1300 COLLEGE or visit our website: www.acbc.nsw.edu.au