BSB50720 Diploma of Paralegal Services

The BSB50720 Diploma of Paralegal Services is a fulltime course, which requires 3 days of class attendance over 34 weeks (excluding holidays). Additional home based study will be required.

ENTRY REQUIREMENTS

Entry to this qualification is limited to those who:

Have completed the following units (or equivalent competencies):

- BSBLEG314 Protect information in a legal services environment
- BSBLEG423 Conduct simple legal research and
- BSBLEG424 Support the drafting of complex legal documents.

or

Have two years equivalent full-time relevant work experience.

Additionally, Australian Careers Business College (ACBC) requires students to have completed year 11 of the NSW Higher School Certificate or its equivalent. Mature age students will also be accepted, pending assessment of ability to engage in the course and the successful completion of an LLN test.

If you do not have existing competency in the three entry requirement units, you may undertake them at ACBC prior to the commencement of the Diploma course. Achieving competence in all entry requirement units is necessary in order to commence the BSB50720 Diploma of Paralegal Services.

Students who wish to complete the entry requirement units at ACBC will be enrolled in the units separately and will be awarded a nationally recognised Statement of Attainment for successfully completing these units.

QUALIFICATION

Graduates completing all components of the course and demonstrating competence in all units will be awarded a nationally recognised BSB50720 Diploma of Paralegal Service. A nationally recognised Statement of Attainment will be issued, where a student has withdrawn but has successfully completed part of the qualification or completes the course but does not demonstrate competency in all units.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

On successful completion of this course and with suitable experience, graduates have opportunities for employment in job roles with duties such as Paralegal, Legal Clerk and 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 obtained from ACBC's Student Services Team.

RECOGNITION OF PRIOR LEARNING (RPL)

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

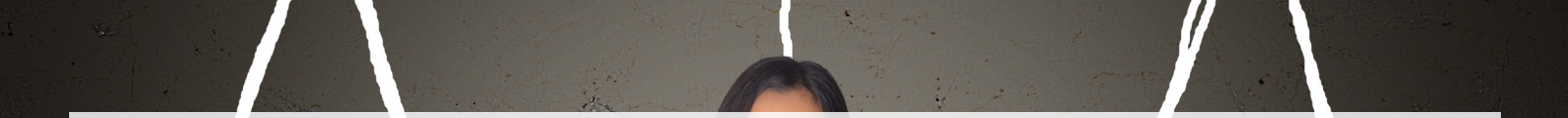
- Formal training /study
- Work experience
- Life experience

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

1300 COLLEGE

On-Campus mode Tuition Fee $11,100.00
Fully Covered by VET Student Loans
There is no tuition fee gap.

IMPORTANT: VET Student Loans will not be approved for students who do not meet eligibility requirements and a VET student loan gives rise to a HELP debt that continues to be a debt due to the Commonwealth until it is repaid.



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 ACBC's Student Services Team

LANGUAGE LITERACY AND NUMERACY SKILLS (LLN)

Students enrolling into this qualification will undertake an LLN test to determine the student's ability to engage in the course.

MODE OF DELIVERY

The 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 BSB50720 Diploma of Paralegal Services.

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.

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 40 credit points out of 240 from Western Sydney University.

LEARNING RESOURCES

All equipment and resources are provided for students enrolling into this qualification, including access to the Learning Management System (LMS), any learner guides and textbooks, handouts and assessment instructions at no cost. Students have access to college laptops and the Internet.

FACILITIES

The qualification is held in a designated classroom for face-to-face training sessions, tutorials and group work. For any work requiring computers, students will be able to use college laptops. Each student will have a designated laptop allocated to them with the necessary software and access to the Internet.

WORK PLACEMENT PROGRAM

Students enrolled in the BSB50720 Diploma of Paralegal Services qualification are offered an optional one day a week work placement opportunity in terms 3 and 4 of the course, which is organised by our work placement team.

(5) CORE UNITS	**BSBLEG421**	Apply understanding of the Australian legal system
	BSBLEG422	Maintain a file in a legal services environment
	BSBLEG521	Conduct and apply legal research
	BSBLEG534	Take instructions in a legal services environment
	BSBWRT411	Write complex documents
(7) ELECTIVE UNITS	**BSBLEG526**	Apply legal principles in criminal law matters
	BSBLEG527	Apply legal principles in family law matters
	BSBLEG528	Apply legal principles in property law matters
	BSBLEG530	Apply legal principles in wills and probate matters
	BSBCMM511	Communicate with influence
	BSBPEF501	Manage personal and professional development
	BSBTWK503	Manage meetings

Australian Careers Business College PTY LTD
t/as Australian Careers Business College
ABN 81 075 367 896
RTO No: 90271

AUSTRALIANCAREERS Business College
'Empowerment Through Education and Training'

CAMPUS LOCATIONS

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.

28 MEMORIAL AVENUE LIVERPOOL NSW 2170

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

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