



AUSTRALIAN CAREERS BUSINESS COLLEGE

Course Outline

BSB51007 Diploma Legal Services

The Diploma of Legal Services is a full-time course which requires 20 hours of college attendance over 25 weeks. The content of the course includes all of the underpinning knowledge and skills required to support learning at the Diploma level, including opportunities for practice of skills in a workplace.

Entry requirements

Students wishing to enrol in this course are able to do so through one of the following pathways:

1. Achieving the BSB41207 Certificate IV in Legal Services or other relevant qualification/s or
2. Providing evidence of competency in the majority of units required for the BSB41207 Certificate IV in Legal Services or other relevant qualification/s or
3. Having vocational experience in a range of work settings without a formal business qualification.

Qualification

Graduates completing all components of the course and demonstrating competence in all units of the course will be awarded a nationally recognised Diploma of Legal Services BSB51007. A nationally recognised Statement of Attainment will be issued where a student has withdrawn but has successfully completed part of the course.

Career opportunities

With suitable experience, graduates will be able to progress to positions including Executive Assistant, Legal Services Support Officer, Paralegal Secretary, Senior Legal Secretary, Personal Assistant to an Executive and other senior positions within the legal sector.

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 \$250 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.

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.

Language Literacy and Numeracy (LLN) Skills

This course has been designed to redress any deficiencies in participants' key LLN skills and to develop the generic skills of teamwork, communication and problem solving that are highly valued by employers. As achieving the Certificate IV in Legal Services or providing competency in the majority of units from the Certificate IV in Legal Services are a requirement for entry into this course, students will be expected to have LLN skills appropriate to this level.

Course delivery

The course is delivered face to face on campus by a combination of lectures and tutorial sessions. The lectures 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. Assessment may also include 'integrated assessment' whereby a number of units of competency are assessed together.

University Options

Students wishing to pursue University after completing studies at ACBC can do so in conjunction with various Universities and Educational Institutions. Depending on the student's results and the University selected, graduates may be eligible for up to one year's recognition.

Work Experience

Students enrolled in the Diploma of Legal Services course are offered an optional one day a week work experience opportunity, which is organised by our Careers Advisors.

Learning resources

All equipment and resources are provided for students enrolling into this course including student handouts and assessment instructions (textbooks are subject to an additional cost). A list of prescribed textbooks for the course will be given to students during induction day. Students have access to college computer labs and also have access to the Internet.

Facilities

The course is 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.

Campus Locations

ACBC has three campuses located at:

- 149-15 George Street Liverpool NSW
- 169 Macquarie Street Parramatta NSW
- 313-323 Crown Street Wollongong NSW

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

Areas of study covered by the course

A range of underpinning knowledge and skills are delivered in the course such as legal terminology and knowledge, Family Law, Property Law, Criminal Law, public searches, complex documents preparation, legal research, court documentation and dispatching legal information.

Course units of competency

Core Units

BSBLEG412A	Interpret and apply legislation
BSBLEG501A	Run a file
BSBLEG503A	Obtain information from a client
BSBLEG504A	Draft legally binding documents
BSBRES501A	Perform legal research and prepare reports to meet identified needs

Electives

BSBLEG505A	Assist with the discovery process
BSBLEG507A	Attend pre-trial negotiations
BSBLEG508A	Cost complex files

For additional information please refer to ACBC website: www.acbc.nsw.edu.au