

# Certificate IV in Legal Services

[BSB40110]



NATIONALLY RECOGNISED  
TRAINING

## About this Qualification

This qualification is for experienced legal administration staff seeking to up skill and/or gain nationally recognised qualifications in their field.

The qualification builds understanding on higher level legal processes and research skills. The areas of law covered include contract law; torts; and primary sources such as legislation.

The Certificate IV in Legal Services qualification will ensure that staff will develop the competencies and skills to make an effective contribution to any legal office.

## Course Suitability

This course has a strong focus on word processing applications and so is suitable for employees in a computerised legal office, or for experienced staff who need to up-skill with PC and computer application skills.

It also has a strong emphasis on legal research skills.

The job roles that may suit this course include:

- Senior Legal Receptionist
- Senior Legal Secretary
- Legal Office Administrator
- Legal Office Manager
- Para-legal staff

An alternative course of Certificate 4 in Business is available for legal offices needed a course that is not so focussed on computer applications and/or legal research skills.

## Enrolment Options

This qualification is available in most states as a government funded Traineeship enrolment\*  
\*Subject to eligibility in your state. Refer to our brochure "About Traineeships".

The qualification is also available for individual students to enrol on a private basis.

Employers can also directly enrol staff where Traineeship enrolment is not suitable.

## Course Fees

The course fees for eligible New Worker Traineeship enrolments\* are paid directly by the government. The only fees payable by the employer for eligible New Worker Traineeship enrolments are the compulsory annual Enrolment Fee as set by the relevant state government.

For Existing Worker Traineeships, Individual Enrolments and Employer Sponsored Enrolments refer to the College Fee Schedule for current pricing terms, and discounts available for multiple enrolments from employers.

All course fees cover the full cost of course materials issued to students.

## Course Duration

The qualification is timetabled to be completed in one year over a 42 week period, with students required to mail assignments to the College at regular intervals.

Regular study of approximately 2 – 4 hours per week, in conjunction with on-the-job practice of the skills covered in the course would normally be required to successfully complete this qualification.

The timetable can be extended to a longer period subject to maximum timeframes set in each State for Traineeship enrolments (generally 12 months but 24 months in some States).

Students can complete as early as they like – as they study at their own pace.

Enrol at any time as the College has continuous courses all year round.

## Course Benefits

The qualification offers:

- cost effective ways for employers to up-skill staff
- access to Traineeship Incentives
- flexible methods of delivery
- structured, high quality training
- wide range of subjects that allow tailoring to individual business and employee needs



**Australian College**  
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## **College Trainers and Materials**

Each student will have a dedicated College Training Manager to provide immediate assistance and support.

The College Trainers have the expertise and skills to provide effective student and employer support.

The course materials are delivered in separate “modules” or workbooks. Each module concentrates on a specific theme, and may cover a number of “units of competency” (these are the “national standards” that apply to the qualification).

The College course material is easy to read and understand and is kept up to date with current business practices and relevant legislation.

Students are issued a Course Folder to keep their course material organised.

## **Course Delivery**

Course can be delivered in a range of delivery modes based on the most suitable mode for the circumstances:

- workbook / correspondence
- on-line learning
- class room learning

In some situations the mode will be a mix of these options. Discuss these options with the College.

Workbook modules are designed so that students can use small periods of time to “study”. This makes the course achievable even in a busy office – with small periods of time being able to be used effectively.

## **Entry Requirements**

This qualification requires a “practice environment” and so therefore is only suitable to staff employed in a legal practice.

Average level literacy skills are required for this qualification.

A computer with Microsoft Word and Excel is required.

Subject to the electives chosen, average English language communication skills may be required.

## **Course Subjects and Electives**

The qualification includes the following modules:

- Use Technology in the Workplace
- Work in a Legal Environment
- Principles of Law
- Assisting Clients in a Legal Environment
- Produce Complex Legal Documents

The qualification includes the following elective modules:

- Environmental Procedures and Policies
- Trust Accounting
- Meetings, Conferences and Business Travel
- Greenlight to Customer Service

## **Qualification & Career Pathway**

This is a nationally accredited, formal qualification recognised as part of the Australian Qualifications Framework.

After completion of this qualification students have a range of opportunities to continue their studies at Certificate IV level including:

- Frontline Management
- Business
- Business Administration

Or progress to Diploma level studies in

- Frontline Management
- Legal Services
- Business Administration

