



**Australian
College**
of Commerce & Management

Certificate III in Legal Services

BSB30320

Start your staffs' Legal Administrative career and work towards their role as a Legal Secretary



The  difference

- ✓ **Maximum Flexibility** - No set study times or off-site training.
- ✓ **All Materials Online** - designed to suit a wide range of learning styles.
- ✓ **Available 24/7** - via computer, tablet or mobile phone.
- ✓ **Proactive Student Advisers** - helping to drive progress.
- ✓ **Coaching and Ongoing Support** - it is part of our service.



Call ACCM today

1300 515 321

Foundation Skills

Effective workplace communication
Writing professional business letters
Strong customer service skills
Word processing and business software

Specialty Skills

Searching public records effectively
Working in the legal industry
Safeguarding client legal information
Collecting and recording legal data
Organising workplace schedules

30 YEARS
of meeting employers' needs

✉ courses@accm.edu.au

🌐 www.accm.edu.au

RTO ID: 1441

CERTIFICATE III IN LEGAL SERVICES

BSB30320

COURSE DESCRIPTION:

The BSB30320 Certificate III in Legal Services is the ideal course to kick start your staff's Legal Administration career towards a Legal Secretary role. This qualification provides an essential background into how the legal sector operates and ensures your staff are aware of the full range of etiquette and legal terminology needed to carry out legal administration tasks.

SUBJECT	UNIT	CODE	DURATION (weeks)
Professional Conduct in Legal Services	• Protect information in a legal services environment	BSBLEG314	8
	• Organise schedules	BSBOPS303	
Key Communication Skills for Legal Services	• Engage in workplace communication	BSBXCM301	9
	• Work in a legal services environment	BSBLEG311	
	• Use inclusive work practices	BSBTWK301	
Legal Documents and Searches	• Carry out search of the public record	BSBLEG312	6
	• Use business software applications	BSBTEC201	
	• Collect and record data	BSBDAT201	
Organise Personal Work Priorities	• Organise personal work priorities	BSBPEF301	3
Engage with Customers	• Deliver and monitor a service to customers	BSBOPS304	5
Being Safe at Work	• Contribute to the health and safety of self and others	BSBWHS211	4
Practical Word Processing	• Design and produce business documents	BSBTEC301	5
Write Business Letters	• Write simple documents	BSBWRT311	8

If you would like to discuss additional electives, please contact us.

FEES - BSB30320 CERTIFICATE III IN LEGAL SERVICES

STATE / TERRITORY	NEW ENTRANT TRAINEESHIPS	EXISTING WORKER TRAINEESHIPS	FULL FEE / EMPLOYER SPONSORED
New South Wales	\$0	\$2500	\$2500
Australian Capital Territory	\$350	\$2500	\$2500
South Australia	\$2500	\$2500	\$2500
Tasmania	\$1391	\$1391	\$2500
QLD, WA, NT, VIC	\$2500	\$2500	\$2500

STATE SUBSIDY DECLARATIONS, AS APPLICABLE

New South Wales (NSW)

This training is subsidised by the NSW Government.

Tasmania (TAS)

Supported by the Tasmanian Government

Australian Capital Territory (ACT)

Australian Apprenticeships in the ACT are funded by the ACT and Australian Governments

South Australia (SA)



Visit www.skills.sa.gov.au for Participant Eligibility Criteria



NATIONALLY RECOGNISED
TRAINING