



**Australian
College**
of Commerce & Management

Certificate IV in Legal Services

BSB40620

Take your legal team's skills to the next level and prepare them for a broader and higher role in the legal administration and legal industry



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

Working in the Australian legal system
Effective communication strategies
Critical thinking in the workplace
Collaborating with digital technology

Specialty Skills

Protecting legal information
Conducting legal research
Maintaining a legal file
Drafting complex legal documents
Legal principles of contract law

30 YEARS
of meeting employers' needs

✉ courses@accm.edu.au

🌐 www.accm.edu.au

RTO ID: 1441

CERTIFICATE IV IN LEGAL SERVICES

BSB40620

COURSE DESCRIPTION:

The specialist BSB40620 Certificate IV in Legal Services course is designed to develop advanced administration and paralegal skills such as legal research, legal files, preparing legal documents and advanced legal principles that will benefit your staff, your clients and your practice.

SUBJECT	UNIT	CODE	DURATION (weeks)
Work in Legal Services	• Protect information in a legal services environment	BSBLEG314	8
	• Work in a legal services environment	BSBLEG311	
Making and Communicating Good Business Decisions	• Apply communication strategies in the workplace	BSBXCM401	6
	• Use digital technologies to collaborate in a work environment	BSBTEC404	
Legal Documents and Searches	• Carry out search of the public record	BSBLEG312	5
Undertake Legal Research	• Conduct simple legal research	BSBLEG423	7
	• Apply understanding of the Australian legal system	BSBLEG421	
Establish a Legal Matter File	• Maintain a file in a legal services environment	BSBLEG422	6
Apply Templates in Legal Document Preparation	• Support the drafting of complex legal documents	BSBLEG424	12
	• Design and produce complex text documents	BSBTEC401	
Apply Legal Principles in Contract Law Matters	• Apply legal principles in contract law matters	BSBLEG522	8

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

FEES - BSB40620 CERTIFICATE IV IN LEGAL SERVICES

STATE / TERRITORY	NEW ENTRANT TRAINEESHIPS	EXISTING WORKER TRAINEESHIPS	FULL FEE / EMPLOYER SPONSORED
New South Wales	\$0	\$3750	\$3750
Australian Capital Territory	\$350	\$3750	\$3750
South Australia	\$3750	\$3750	\$3750
Tasmania	\$1785	\$1785	\$3750
QLD, WA, NT, VIC	\$3750	\$3750	\$3750

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)



Supported by
**Government of
South Australia**

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



NATIONALLY RECOGNISED
TRAINING