
CERTIFICATE III IN BUSINESS (LEGAL ADMINISTRATION) (BSA30200)

Course Overview

This course is designed to equip participants to enter a legal environment in an administrative capacity. Units focus on the legal system, legal terminology, and legal office duties. Participants are also trained in basic administrative skills in the areas of communication, finance, teamwork and computing.

Underpinning Skills

Equivalent to Year 10 English and Mathematics

Course Length

Full-time participants: 30 weeks maximum

Average contact hours: 24 hours per week

Study Pathways

As a graduate of this course, you are eligible to enrol in:

- Certificate IV in Business (Legal Services)
- Certificate IV in Business Administration

Career Opportunities

Graduates will gain the skills and knowledge to undertake entry level administrative roles such as:

- Rounds Clerk
- Legal Administrative Assistant

Course Accreditation

All units are accredited and aligned with national competency standards. Full-time students may apply for Youth Allowance, AUSTUDY or ABSTUDY.

Course Content

The suggested Certificate III in Business (Legal Administration) program incorporates the Certificate II in Business and consists of twelve common units, ten core units, two elective units, plus one week of work experience.

Common Units – Certificate II in Business (BSB20101)		Nominal Study Time
BSBCMN202A	Organise and complete daily work activities	20 hours
BSBCMN203A	Communicate in the workplace	40 hours
BSBCMN204A	Work effectively with others	15 hours
BSBCMN205A	Use business technology	30 hours
BSBCMN206A	Process and maintain workplace information	40 hours
BSBCMN207A	Prepare and process financial/business documents	30 hours
BSBCMN208A	Deliver a service to customers	30 hours
BSBCMN209A	Provide information to clients	35 hours
BSBCMN210A	Implement improved work practices	30 hours
BSBCMN211A	Participate in workplace safety procedures	20 hours
BSBCMN213A	Produce simple word processed documents	60 hours
BSBCMN214A	Create and use simple spreadsheets	20 hours

Core Units		Nominal Study Time
BSBCMN201A	Work effectively in a business environment	30 hours
BSBCMN306A	Produce business documents	60 hours
BSALPP301A	Apply knowledge of the legal system to complete tasks	80 hours
BSALPP302A	Carry out a search of the public record	25 hours
BSACS301A	Apply the principles of confidentiality and security with the legal environment	10 hours
BSALR301A	Handle receipt and dispatch of information	20 hours
BSALC301A	Use legal terminology in order to carry out tasks	40 hours
BSALO301A	Assist in prioritising and planning activities in a legal practice	10 hours
BSALF301A	Maintain records for time and disbursement in a legal practice	40 hours
BSBFLM303A	Contribute to effective workplace relationships	40 hours

Elective Units (At least two need to be completed)		Nominal Study Time
BSALPP303A	Deliver court documentation	10 hours
BSBADM309A	Process accounts payable and receivable	40 hours
BSBCMN304A	Contribute to personal skill development & learning	30 hours
	Work experience	30 hours