



BSB31015 Certificate III in Business Administration (Legal)

National ID: BSB31015 | State ID: AVQ6

About this course

Gain a basic insight into the legal system

With a legal studies qualification you could find yourself in various support and advanced support roles.

Taught by **legal professionals**, you will learn how to draft legal documents and how to act ethically in a legal environment to work in fields such as **criminal law, family law, commercial law or litigation**, in both government and the private sector. You could be working as a para-legal alongside a legal practitioner or you may also apply to the WA Police Force (subject to entry requirements being met).

Gain these skills

- Confidentiality and security issues
- Legal terminology
- Searching the public record
- Producing business documents
- Knowledge of the legal system

Is this course right for me?

I have the following attributes:

- A desire to extend communication skills
- Able to work well under pressure
- Would like to develop organisational skills
- Able to keep information confidential

Details

Semester 1, 2020

Joondalup (Kendrew Crescent) - On Campus



Duration: **1 Semester/s**



When: **Semester 1, 2020**



How: **On campus**

Units

Most of the units in this course will be covered at your selected campus but the specialist legal units (BSBLEG301, BSBLEG304, BSBSLEG305 & BSBLEG306) will be delivered at our Perth (Northbridge) Campus

Core

| National ID | Unit Title |
|-------------|----------------------------------------------------|
| BSBITU307 | Develop keyboarding speed and accuracy |
| BSBWHS201 | Contribute to health and safety of self and others |

Elective

| National ID | Unit Title |
|-------------|-----------------------------------------------------------------------------------|
| BSBADM307 | Organise schedules |
| BSBCUS301 | Deliver and monitor a service to customers |
| BSBINM301 | Organise workplace information |
| BSBINM303 | Handle receipt and despatch of information |
| BSBITU306 | Design and produce business documents |
| BSBITU313 | Design and produce digital text documents |
| BSBLEG301 | Apply knowledge of the legal system to complete tasks |
| BSBLEG304 | Apply the principles of confidentiality and security within the legal environment |
| BSBLEG305 | Use legal terminology in order to carry out tasks |

| National ID | Unit Title |
|-------------|-----------------------------------------------------------------|
| BSBLEG306 | Maintain records for time and disbursements in a legal practice |
| BSBWRT301 | Write simple documents |

Entrance requirements

| School Leaver | Non-School Leaver | AQF |
|-------------------------|-----------------------------------------------------|---------------------------------|
| OLNA or NAPLAN 9 Band 8 | C Grades in Year 10 English and Maths or equivalent | Certificate I or Certificate II |

Further study

North Metropolitan TAFE offers you a range of further study opportunities, see below for a list of related courses.

Job opportunities



[Legal Receptionist](#) | [Receptionist](#) | [Front Desk](#) [Legal Secretary](#) [Law Clerk](#) | [Legal Clerk](#)

Other job titles may include:

- Mail Room Clerk
- Office Junior
- Office Clerk
- Support Staff (to a legal practitioner in public or private enterprises)

Please note this list should be used as a guide only as job titles and qualification requirements may vary between organisations.

Important information

If you are studying this course at Joondalup or Midland campuses, the general business units will be covered at your selected campus but the specialist legal (BSBLEG coded) units will be delivered at our Perth (Northbridge) Campus.

Other costs for consideration:

- Text Books
- Stationery

Typical timetable:

- 2.5 days per week

Please note part-time study classes are run during the day only.

Fees and charges

View our [Indicative Fees list](#)

Local full time students

Course fees are made up of two components, tuition fees and resource fees.

Tuition fees are determined by multiplying the course fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction.

Resource fees are charges for material that are essential to a course or unit, and are purchased by NMT to be used by students during the course.

Fees may vary depending on the units you are enrolled in so an approximate amount has been shown. You will be given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.

Please note, you may also need to buy textbooks or equipment for your course.

International Students

Check [TAFE International WA](#) to confirm this course is available to international students. You will pay your tuition fees to TIWA.

Please note, fees are subject to change.