



Certificate IV in Legal Services

State ID: AVR9

About this course

Put your skills into practice

This course provides an in-depth look at the legal system including **courts and legal personnel**. Topics include legal communication, research, evidence, torts, compliance, innovation and sustainability.

Upon successful completion of this course you'll be able to provide **legal direction and support** in legal matters in public or private sector job roles.

Keen to get going on your studies? You can start your studies **online**.

Gain these skills

- Using and understanding legal terminology and complex legal correspondence
- Providing support in law matters
- Providing non -legal advice
- Interacting with parties involved in the legal process
- Researching legal processes

Is this course right for me?

I have the following attributes:

- An eye for detail
- An interest in the law and legal processes
- Good organisational skills
- Logical and clear thinking
- Good oral and written communication skills

Details

Semester 2, 2019

Perth (Northbridge) - On Campus



Duration: **2 Semester/s**



When: **Semester 2, 2019**



How: **On campus**

Units

Core

National ID	Unit Title
BSBCMM402	Implement effective communication strategies
BSBCOM406	Conduct work within a compliance framework
BSBLEG413	Identify and apply the legal framework
BSBLEG414	Establish and maintain a file in legal services
BSBLEG415	Apply the principles of contract law
BSBLEG416	Apply the principles of the law of torts
BSBLEG418	Produce complex legal documents
BSBRES404	Research legal information using primary sources

Elective

National ID	Unit Title
BSBINN502	Build and sustain an innovative work environment
BSBLEG417	Apply the principles of evidence law
BSBLEG511	Apply legal principles in criminal law matters
BSBSUS201	Participate in environmentally sustainable work practices

Entrance requirements

School Leaver	Non-School Leaver	AQF
C Grades in Year 11 WACE General English, and OLN; or NAPLAN 9 Band 8	C Grades in Year 11 English and Maths or equivalent	Certificate II or Certificate III

Job opportunities



[Law Clerk](#) | [Legal Clerk](#) [Legal Secretary](#) | [Junior Legal Secretary](#)

Other job titles may include:

- Receptionist | Front Desk 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

Please note the following units are only delivered online:

- BSBCMM402 Implement effective communication strategy
- BSBCOM406 Conduct work within a compliance framework
- BSBSUS201 Participate in environmentally sustainable work practices
- BSBINN502 Build and sustain an innovative work environment

Other costs for consideration:

- Text Books
- Stationery

Typical timetable:

- 3 days per week

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.