



# Diploma of Legal Services

State ID: AVS5

## About this course

**The legal industry is looking for graduates with good people skills and knowledge of different areas of law**

This course will provide you with skills and knowledge to **support legal practitioners** in various legal fields or as a legal officer within the public service, the courts or the private sector.

Your studies cover such areas as compliance, civil procedure, corporations law, property law, and wills and probate.

**Enhance your employability** with units like nurturing professional relationships and professional practice.

## Gain these skills

- Researching legal information using secondary sources
- Applying legal principles
- Identifying and interpreting compliance requirements

## Is this course right for me?

I have the following attributes:

- An eye for detail
- An interest in the law and legal processes
- Organised, logical and clear thinking
- Good oral and written communication skills

## Details

**Semester 1, 2020**

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## Perth (Northbridge) - On Campus



Duration: **1 Semester/s**



When: **Semester 1, 2020**



How: **On campus**

## Units

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### Core

National ID	Unit Title
BSBCM501	Develop and nurture relationships
BSBCOM501	Identify and interpret compliance requirements
BSBLED503	Maintain and enhance professional practice
BSBRES502	Research legal information using secondary sources

### Elective

National ID	Unit Title
BSBLEG510	Apply legal principles in family law matters
BSBLEG512	Apply legal principles in property law matters
BSBLEG513	Apply legal principles in corporation law matters
BSBLEG514	Assist with civil procedure
BSBLEG515	Apply legal principles in wills and probate matters
PSPREV001	Identify and apply statute law

## Entrance requirements

School Leaver	Non-School Leaver	AQF
Completion of WACE General or ATAR (Minimum C Grades) or equivalent	Completion of WACE General or ATAR or equivalent (minimum C Grades)	Certificate III

## Prerequisites

Before entering this diploma qualification, while it is not a requirement, applicants are recommended to complete the Certificate IV in Legal Services or an equivalent course so that you have the underpinning knowledge required to complete this course successfully.

If you are already working in the industry, 2 years experience would be a sound basis for entrance to this course.

## Further study

Successful completion of this course may provide credits or advanced standing in the first year of a university degree, check with the relevant university for more information.

## Job opportunities



[Legal Executive](#) | [Executive Assistant \(Legal\)](#)

Other job titles may include:

- Legal Services Support Officer
- Paralegal

*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:

- BSBCOM501 Identify and interpret compliance requirements
- BSBCMM501 Develop and nurture relationships
- BSBRES502 Research legal information using secondary sources
- BSBLED503 Maintain and enhance professional practice

Other costs for consideration:

- Text Books
- Stationery

Typical timetable:

- 2 to 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.**