


Certificate III in Legal Services

BSB30320



START YOUR LEGAL ADMINISTRATIVE
CAREER AND WORK TOWARDS A
RESPONSIBLE ROLE AS A LEGAL
SECRETARY

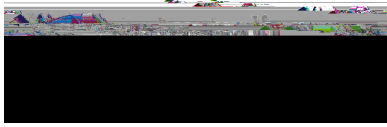
About This Course

The Certificate III in Legal Services is the ideal course to kick-start your legal administration career towards that ideal Legal Secretary role. This qualification provides an essential background into how the legal sector operates and ensures that you are aware of the etiquette and legal terminology needed to carry out legal administration tasks.

Legal Secretaries and Legal Assistants fulfil responsible roles in a growing and interesting sector. The specialist legal studies subjects in the Certificate III in Legal Services will skill you to undertake legal searches and complete legal documents.

Subject Choices

- Professional Conduct in Legal Services
- Key Communication Skills for Legal Services
- Legal Documents and Searches
- Mid Course Survey
- Organise Personal Work Priorities
- Engage with Customers
- Being Safe at Work
- Practical Word Processing
- Write Business Letters



Start Date:

Start immediately

Duration:

Complete within 48 weeks

Delivery Options:

On-line/Correspondence

Group Training:

Contact the College for Availability

Course Fees: \$3,750.00 All materials provided at no extra cost

The course fees may vary if you are a trainee or if the state that you reside in has a subsidised training opportunity. Refer to the tables below.

New Entrant Traineeship Fees for this Qualification:

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
\$350	\$0	N/A	\$900	\$800	\$1,391	\$3,750	\$3,750

Existing Worker Traineeship Fees for this Qualification:

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
N/A	N/A						

Literacy Skills

Reading Skills

You must be able to:

Read basic texts relevant to workplace requirements (ie policies and procedures)

Read and evaluate information and ideas to extract meaning relevant to the topic

Use different reading comprehension strategies as needed (ie identifying, questioning, previewing)

As a guide - you should have completed Year 10 schooling, or have proven workplace reading skills.

Writing Skills

You must be able to:

Write clear sequenced instructions for using routine/everyday activities

Draft short emails and letters to convey required information

Complete a range of forms requiring routine and factual data

As a guide - you must have completed Year 10 schooling, or have proven workplace written communication skills.

Language Skills (Spoken English)

You must be able to:

Mid Course Survey

This survey is an important opportunity for you to tell ACCM College about your learning experience so far. By formally seeking this information at the mid-point of your course, ACCM College can help shape your learning outcomes to better ensure your professional development goals are met.

Unit(s):

MID-SURVEY - Mid Course Survey

Organise Personal Work Priorities

Being able to organise personal work priorities is an essential job skill in every industry. This Subject will teach you how to set and meet work priorities through effective time management and planning your work schedule. Also learn the importance of professional development activities to chart your career growth.

Unit(s):

BSBPEF301 - Organise personal work priorities

Engage with Customers

Customer Service is a key function in all job roles, and so engagement of the customer is a critical skill. This subject looks at essential service skills to identify the customers needs and delivering good customer service. As well as skill practicals, there is a small component that looks at how to receive customer feedback positively.

Unit(s):

BSBOPS304 - Deliver and monitor a service to customers

Being Safe at Work

This subject covers the skills and knowledge required to work in a healthy and safe manner. You will learn to recognise hazards, the importance of safety signs and how to raise safety issues within a workplace. This is a great entry level subject to help you act and respond in a safe manner and it also covers how to respond to emergency incidents.

Unit(s):

BSBWHS211 - Contribute to the health and safety of self and others

Practical Word Processing

In this introduction to word processing you will learn/develop key word processing skills that will allow you to create, style and prepare business documents. You will gain the experience to move and add text and using formatting techniques through practical activities. You will use Microsoft Word to prepare required documents using specific word processing features.

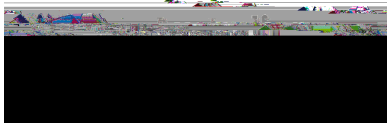
Unit(s):

BSBTEC301 - Design and produce business documents

Write Business Letters

Learn to develop a good writing style for creating standard business documents such as basic letters, invoices, memos, messages and emails. You will also get tips on reviewing, proofreading and editing documents, as well as how to safely save and store them. Practical activities ensure that you have the necessary skills to organise information, communicate with work colleagues and write clearly.

Unit(s):



Quality Training Provider

ACCM has a history of satisfied students and clients and repeat business. Our testimonials on our website
