

Training Package

BSB01 Business Services

Qualifications

BSB20101 Certificate II in Business
BSA30200 Certificate III in Business
(Legal Administration)

Competencies

BSALO301A Assist in prioritising and planning activities in a legal practice
BSALPP302A Carry out a search on a public record
BSALC301A Use legal terminology in order to carry out tasks
BSALR301A Handle receipt and despatch of information
BSACS301A Apply the principles of confidentiality and security within the legal environment
BSALPP301A Apply knowledge of the legal system to complete tasks
BSALF301A Maintain records for time and disbursements in a legal practice
BSBADM303A Produce texts from audio transcription
BSBCM201A Work effectively in a business environment
BSBCM202A Organise and complete daily work activities
BSBFLM303A Contribute to effective work relationships
BSBCM306A Produce business documents
BSBCM205A Use business technology
BSALPP303A Deliver court documentation



Description

In this Toolbox the learner assumes the role of a Legal Administration Assistant for the virtual law firm *Centonza, Gleitman, Luong and Associates*. An Induction program introduces the learner to their role and how to operate in the virtual office. The learner is then provided with a number of tasks that simulate the type of work that a Legal Administration Assistant would undertake in a real life office.

Each task covers at least one main competency and is supported by a range of learning resources. The learner is encouraged to explore the Legal Office and access the learning resources available. These rooms provide information and support as required.

Note: This Toolbox is a revision (Version 2) of the original. For more details visit:

<http://www.flexiblelearning.net.au/toolbox/series2/202.htm>

Toolbox Website

For further information, online previews, support and purchasing, visit:

<http://www.flexiblelearning.net.au/toolbox>