BSB31015 Certificate III in Business Administration (Legal)
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Modification History

<table>
<thead>
<tr>
<th>Release</th>
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<tbody>
<tr>
<td>Release 1</td>
<td>This qualification first released with BSB Business Services Training Package Version 1.0.</td>
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Qualification Description

This qualification is suitable for legal receptionists who apply a broad range of administrative competencies in a legal environment. They would use some discretion and judgement and may provide technical advice and support to a team.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil
Packaging Rules

Total number of units = 13

2 core units plus
11 elective units, of which:

- 5 elective units must be selected from the Group A units listed below
- 4 elective units must be selected from the Group B units listed below
- 2 elective units may be selected from the Group A, Group B or Group C units listed below, or any currently endorsed Training Package or accredited course at the same qualification level or one level higher or lower.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

BSBITU307 Develop keyboarding speed and accuracy
BSBWHS201 Contribute to health and safety of self and others

Elective Units

Group A units

BSBINM303 Handle receipt and despatch of information
BSBLEG301 Apply knowledge of the legal system to complete tasks
BSBLEG302 Carry out search of the public record
BSBLEG303 Deliver court documentation
BSBLEG304 Apply the principles of confidentiality and security within the legal environment
BSBLEG305 Use legal terminology in order to carry out tasks
BSBLEG306 Maintain records for time and disbursements in a legal practice
BSBLEG308 Assist in prioritising and planning activities in a legal practice

Group B units

BSBADM307 Organise schedules
BSBFIA302 Process payroll
BSBFIA303 Process accounts payable and receivable
BSBFIA304 Maintain a general ledger
BSBITU302 Create electronic presentations
BSBITU304 Produce spreadsheets
BSBITU303 Design and produce text documents
BSBITU306 Design and produce business documents
BSBITU309 Produce desktop published documents
BSBWRT301 Write simple documents

Group C units
BSBADM302 Produce texts from notes
BSBADM303 Produce texts from audio transcription
BSBADM311 Maintain business resources
BSBCMM301 Process customer complaints
BSBCUS301 Deliver and monitor a service to customers
BSBDIV301 Work effectively with diversity
BSBFIA301 Maintain financial records
BSBINM301 Organise workplace information
BSBINM302 Utilise a knowledge management system
BSBINN201 Contribute to workplace innovation
BSBITU301 Create and use databases
BSBITU305 Conduct online transactions
BSBPRO301 Recommend products and services
BSBSUS201 Participate in environmentally sustainable work practices
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWOR204 Use business technology
BSBWOR301 Organise personal work priorities and development
BSBWOR302 Work effectively as an off-site worker

**Qualification Mapping Information**

<table>
<thead>
<tr>
<th>Code and title current version</th>
<th>Code and title previous version</th>
<th>Comments</th>
<th>Equivalence status</th>
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<tbody>
<tr>
<td>BSB31015 Certificate III in Business Administration (Legal)</td>
<td>BSB31012 Certificate III in Business Administration (Legal)</td>
<td>Updated to meet Standards for Training Packages</td>
<td>Equivalent qualification</td>
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**Links**

Companion volumes available from the IBSA website: