

BSB31007 Certificate III in Business Administration (Legal)

13 UNITS MUST BE COMPLETED: **2 Core units**, **5 Legal Administration units**,
4 Administration units and **2 Elective units**

Core Units

BSBITU307A	Develop keyboarding speed and accuracy		
AND	BSBOHS201A	Participate in OHS processes	
OR	BSBOHS306B	Contribute to implementing emergency prevention activities and response procedures	

Plus 5 Legal Administration Units

BSBLEG301A	Apply knowledge of the legal system to complete tasks	BSBLEG305A	Use legal terminology in order to carry out tasks
BSBLEG302A	Carry out search of the public record	BSBLEG306A	Maintain records for time and disbursements in a legal practice
BSBLEG303A	Deliver court documentation	BSBLEG308A	Assist in prioritising and planning activities in a legal practice
BSBLEG304A	Apply the principles of confidentiality and security within the legal environment	BSBINM303A	Handle receipt and dispatch of information

Plus 4 Administration Units

Information Technology		Finance	
BSBITU302A	Create electronic presentations	BSBFIA302A	Process payroll
BSBITU303A	Design and produce text documents	BSBFIA303A	Process accounts payable and receivable
BSBITU304A	Produce spreadsheets	BSBFIA304A	Maintain a general ledger
BSBITU306A	Design and produce business documents	Other	
BSBITU309A	Produce desktop published documents	BSBWRT301A	Write simple documents
		BSBADM307B	Organise schedules

Elective Units: Select two from the list below, or from the remaining units from the previous lists.

Optional Electives: 2 elective units may be selected from BSB07 Business Services Training Package or any other currently endorsed National Training Package. If not listed here, the elective units may be selected from a Certificate II or IV qualification. Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Information Technology		Customer Service	
BSBITU301A	Create and use databases	BSBCUS301A	Deliver and monitor a service to customers
BSBITU305A	Conduct on-line transactions	BSBCMM301A	Process customer complaints
BSBWOR204A	Use business technology	BSBPRO301A	Recommend products and services
Administration/Finance		BSBDIV301A	Work effectively with diversity
BSBFIA301A	Maintain financial records	Information Management / Other	
BSBADM302B	Produce texts from notes	BSBINM301A	Organise workplace information
BSBADM303B	Produce texts from audio transcription	BSBINM302A	Utilise a knowledge management system
BSBADM311A	Maintain business resources	BSBINN201A	Contribute to workplace innovation
BSBWOR301A	Organise personal work priorities and development	BSBSUS201A	Participate in environmentally sustainable work practices
		BSBOHS407A	Monitor a safe workplace

For an explanation of terms and how your training will progress, please refer to JobSmart's Training and Assessment Guide Notes.

(For more details, about each unit and other elective options; go to: www.ntis.gov.au)

(Prior to your final selection of any elective units outside the list below, please contact JobSmart)

(Note: JobSmart is unable to deliver any level V units)

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For general traineeship information, got to: www.apprenticeshipinfo.qld.gov.au