

BSB30110 Certificate III in Business

This qualification has been tailored to the legal office work environment. It reflects the role of individuals who apply a broad range of administrative competencies in a legal office work environment, using some discretion and judgement. They may provide technical advice and support to a team.

Job Roles:

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Legal Receptionist
- Legal Clerk
- Administration Assistant
- Clerical Worker
- Data Entry Operator
- Information Desk Clerk
- Office Junior



The following units must be successfully completed to attain the Qualification

- BSBLEG301A Apply knowledge of the legal system to complete tasks
- BSBLEG302A Carry out search of the public record
- BSBLEG304A Apply the principles of confidentiality and security within the legal environment
- BSBLEG305A Use legal terminology in order to carry out tasks
- BSBLEG308A Assist in prioritising and planning activities in a legal practice
- BSBDIV301A Work Effectively with Diversity
- BSBCUS301A Deliver and Monitor a Service to Customers
- BSBINM301A Organise workplace information
- BSBIPR301A Comply with organisational requirements for protection and use of intellectual property
- BSBITU301A Create and use databases
- BSBITU303A Design and produce text documents
- BSBITU304A Produce spreadsheets
- BSBWOR301A Organise personal work priorities and development
- BSBFLM303C Contribute to effective workplace relationships
- BSBFLM312C Contribute to team effectiveness
- BSBWRT301A Write simple documents



NATIONALLY RECOGNISED
TRAINING

There are certain prerequisites that must be completed prior to commencement into this qualification. Please contact our team for further information.

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