

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

- BSBOHS301B Apply knowledge of OHS legislation in the workplace
- BSBDIV301A Work effectively with diversity
- BSBIPR301A Comply with organisational requirements for protection and use of intellectual property
- BSBITU301A Create and use databases
- 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
- 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



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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