

# Certificate IV in Legal Services | BSB40620 | C4-BT16

Semester 1, 2025 | 20 January – 30 June

Campus | Self-Paced Online

Unit | Protect information in a legal service environment | CRN 60763

Student Start Date \_\_\_\_\_

Self-paced Timetable

Student End Date \_\_\_\_\_

Week	MONDAY Virtual   Online Sessions 5:30 – 7:30pm	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEKEND
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

**CIT Term Break | April 14 – April 25, 2025**

You have **10 weeks** to complete each unit from enrolment date, as such it is recommended that you enrol into single units at one time.

To complete the qualification, you require a total of 9 units (3 Core and 6 electives)

**Please see next page for enrolment and CRN information**

**Virtual | Online Sessions | Mondays 5:30 – 7:30pm | Bookings required [HERE](#)**

**Additional Information**

**Enrolment Information | Course Reference Numbers (CRNs)**  
**Please Note:** Block codes are not available for this program  
 Visit [CIT Self-Service](#) to enrol. When enrolling the start date **MUST** be the same as the date you are enrolling

Please complete units in the order below

Subjects	Description	National ID	CIT Code	CRN
Protect information in a legal services environment	Core	BSBLEG314	BUSN397	<b>60763</b>
Apply communication strategies in the workplace	Core	BSBXCM401	COMM511	CRN available at <a href="#">Legal Information Site</a>
Apply understanding of the Australian legal system †	Core	BSBLEG421	BUSN399	CRN available at <a href="#">Legal Information Site</a>
Build and maintain business relationships †	Elective	BSBTWK401	BUSN559	CRN available at <a href="#">Legal Information Site</a>
Apply legal principles in tort law matters †	Elective	BSBLEG523	BUSN406	CRN available at <a href="#">Legal Information Site</a>
Conduct simple legal research	Core	BSBLEG423	BUSN401	CRN available at <a href="#">Legal Information Site</a>
Support the drafting of complex legal documents € Write complex documents †€ <b>Clustered Subjects   Enrol in both subjects together</b>	Core Elective	BSBLEG424 BSBWRT411	BUSN402 BUSN568	CRN available at <a href="#">Legal Information Site</a> <b>Please enrol in BOTH CRNs together</b>
Apply business risk management processes †	Elective	BSBOPS403	BUSN465	CRN available at <a href="#">Legal Information Site</a>
Maintain a file in a legal services environment †	Elective	BSBLEG422	BUSN400	CRN available at <a href="#">Legal Information Site</a>

**Legend**  
 † Unit also a credit for the Diploma of Paralegal  
 € Clustered subject | Enrol in **BOTH** subjects

**Online Support Sessions | Mondays 5:30-7:30pm | Bookings Required [HERE](#)**  
**To access subsequent CRNs please ENROL in the Legal Services Information Site [HERE](#)**