

LEGAL SERVICES



CIT WODEN

CIT Woden is a modern, purpose-built campus designed for hands-on, industry-ready training. With high-tech learning spaces, specialised studios and collaborative zones, students gain real-world skills in an environment that mirrors professional settings.

The campus blends innovation, creativity and digital capability to create a vibrant atmosphere where learning meets opportunity and prepares you for a successful career.

Visit: cit.edu.au/woden



CONTENTS

- 4 Overview
- 5 Certificate IV Legal Services BSB40620
- 6 Diploma Paralegal Services BSB50720
- 7 Non-Accredited Training Justice of the Peace - ACT

LEGAL SERVICES OVERVIEW

Embark on a dynamic career in legal services where the demand for paralegals is growing rapidly.

Law firms, corporate legal departments, government agencies and non-profits are seeking skilled paralegals to support their legal teams. Specialise in diverse fields such as corporate law, criminal law, family law, immigration and more.

As a paralegal, your role is about making a meaningful impact on individual and community justice. From navigating complex legal challenges to contributing to significant legal cases, your work makes a difference.

Paralegals play a pivotal role in legal operations, assisting legal practitioners in trial preparation, conducting research, drafting legal documents and managing cases to ensure seamless legal process. You will interact and engage with clients, providing essential support to influence case outcomes.

Legal services courses are delivered online self-paced, featuring scheduled interactions between students and educators via virtual meetings or phone, along with optional weekly online support sessions offered throughout the semester.



Certificate IV Legal Services BSB40620

Immerse yourself in the Australian legal system with this course, designed to prepare you for a rewarding career in the legal services industry.

Gain foundational knowledge of the legal environment while enhancing transferable skills that are valuable across various sectors.

This course focuses on applying legal principles in administrative law matters, drafting complex legal documents, conducting legal research, protecting classified information, communicating effectively, and understanding the Australian legal system.

During the course, you will develop the ability to analyse complex information and provide solutions to unpredictable challenges. Upon completion, you will be equipped to offer essential support in various legal services.

The Certificate IV in Legal Services BSB40620 is a pathway to the Diploma of Paralegal Services BSB50720

JOB OPPORTUNITIES

- Legal secretary
- Assistant paralegal
- Legal support officer
- Legal support for recruitment consultant



Self-paced online



FT 1 semester (20 hours per week)
PT 2 semesters (10 hours per week)



Diploma of Paralegal Services BSB50720

Embark on a rewarding career with this course, designed to equip you with essential knowledge and skills you need to advance your career in a variety of in-demand legal sectors. Supported by expert educators, you will study online at your own pace, making it ideal for balancing your lifestyle.

Through a blend of theory and practical coursework, you will gain proficiency in supporting clients and lawyers across key legal disciplines including contract, tort, family, property, wills, and probate law.

Whether you aim to advance your career in a legal-related field or pursue further studies in law, this course serves as a versatile pathway.

Enhance your career prospects in the dynamic legal services market by developing specialised knowledge as a paralegal across targeted areas of law.

Gain exposure to legal studies as a step towards a law degree and build transferable expertise applicable to various professional roles.

Upon completion, you will be prepared to provide valuable paralegal services in law firms.

JOB OPPORTUNITIES

- Legal services support officer
- Paralegal
- Law-related professional working in a law firm or legal practice
- Executive assistant
- Office manager
- Senior legal secretary
- Legal roles in court administration



Online



FT 1 semester (20 hours per week)
PT 2 semesters (10 hours per week)

Justice of the Peace Non-Accredited Training

The Justice of Peace course equips you with the essential skills and knowledge needed to fulfill the duties of a Justice of Peace in the ACT. This includes understanding and applying relevant legislation, rules and codes of practice that govern their responsibilities.

Justices of the Peace in the ACT play a crucial role in the community by administering oaths and affidavits, witnessing statutory declarations, affirming declarations, witnessing signatures and attesting and certifying documents required by law.

You must first apply to become a Justice of the Peace through Access Canberra and have in-principal agreement to your appointment as a Justice of the Peace in the ACT from the ACT Attorney General.

Only applicants approved by the Justice and Community Safety Directorate are eligible to enrol in this course.

JOB OPPORTUNITIES

Completion of this course will enable the successful participant to apply for membership of the ACT Justice of the Peace Association. Successful completion of this course is a recommendation to the ACT Justice and Community Safety Directorate that participants are eligible to be sworn in by the Supreme Court of the ACT as a Justice of the Peace in the ACT.



CIT Woden



PT 2 days (a week apart)
using face to face delivery. In between workshops,
participants are required to read and revise course material



For more information:
cit.edu.au/professional
info@cit.edu.au
02) 6207 3188

