Certificate IV in Legal Services

CIT program code: C4-BT16 | National Code: BSB40620

Overview

Develop your knowledge of the Australian legal system to build the career you want in the legal services industry. This course introduces the legal services environment. It focuses on developing your legal knowledge as well as transferable skills for many areas of employment. You will learn to analyse information and provide solutions to a range of unpredictable problems.

You will gain knowledge and skills in:

- applying legal principles in administrative law matters
- drafting complex legal documents
- conducting legal research
- protecting classified information
- communicating effectively
- understanding the Australian legal system.

You'll graduate ready to provide support in a range of legal services. You may find work in supporting roles within the legal system, such as a legal secretary or assistant paralegal.

Delivery mode

The qualification is offered as online self-paced units with scheduled student-teacher interactions via online virtual meeting or phone. CIT also provides term based optional student-teacher online support sessions. The online support sessions are facilitated weekly during school terms.

Duration

The **maximum duration of each unit is 14 weeks,** this is calculated from a student's enrolment start date. Most students should complete individual units within 8-10 weeks. It is recommended that students enrol into one unit at a time. Each time you enrol you will be asked to enter a 'start date'. **Please only enrol when you are ready to start,** for example, the enrol date and start date should be the same date. This is important as automatic emails are sent to all students to keep them on track, and the emails are set based on the enrolment date.

Entrance Advice

To be prepared for this course, we recommend that you have: -

- The confidence to use computers and Microsoft Office 365 software
- An ethical mindset
- An interest in legal concepts and the process of law
- Self-drive and self-discipline
- The ability to work under pressure
- Language, Literacy and Numeracy (LLN) at a Year 12 high school level

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CIT Bruce | CIT Fyshwick | CIT Gungahlin | CIT Reid | CIT Tuggeranong | RTO Code 0101 | CRICOS No. 00001K

Qualification Requirements, Applying, and Enrolment

To gain the Certificate IV in Legal Services, you must successfully complete **10 units.** It is recommended that you enroll into **one unit at a time.**

Apply Now

Visit the CIT website **HERE** to apply, then follow the next steps to **enrol**.

Enrol Now

We recommend starting with the unit Protect information in a legal services environment. From the 1st of January 2024 use Semester 1, 2024, **CRN 40369**. We do not use block codes and when enrolling you can leave these blank. All other CRNs for the qualification can be found in the Legal Studies Information Site (cit.edu.au), this is accessed via self-enrolment, for initial access, click the link and then the ENROL ME button.

Units of Competency	National ID	CIT Code
Protect information in a legal services environment	BSBLEG314	BUSN397
Apply communication strategies in the workplace	BSBXCM401	COMM511
Apply understanding of the Australian legal system ¥	BSBLEG421	BUSN399
Build and maintain business relationships ¥	BSBTWK401	BUSN559
Apply legal principles in tort law matters ¥	BSBLEG523	BUSN406
Conduct simple legal research	BSBLEG423	BUSN401
Support the drafting of complex legal documents ❷	BSBLEG424	BUSN402
Write complex documents ¥❷	BSBWRT411	BUSN568
Apply business risk management processes ¥	BSBOPS403	BUSN465
Maintain a file in a legal services environment ¥	BSBLEG422	BUSN400

¥ Unit also a credit for the Diploma of Paralegal
❷ Support the drafting of complex legal documents and write complex documents should be enrolled into at the same time – as the assessments cover both units.

Program contacts

Staff	Email	Contact details
Student Support	infoline@cit.edu.au	6207 3188
Program Coordinator – Sarah Silver	Sarah.Silver@cit.edu.au	6207 3793
Facilitator – Sarah Hein	Sarah.Hein@cit.edu.au	Please contact via eLearn

Resources and Study Information

Equipment and Textbooks

You will require a computer and access to the internet to complete this course. Confident use of Microsoft Word or equivalent is recommended prior to enrolment. You may be required to also complete audio recordings of your voice, as such you must have access to a microphone for your computer or equivalent. For the phone conversations you will require a phone and/or computer access for an online meeting and as such will require a

computer with a camera and microphone. There are several recommended textbooks for this course, details regarding this have been provided within the individual units including information on accessing library loan copies.

Course Induction

A course induction has been provided in the first unit. It is essential that you work through the induction information as it provides critical information on course navigation, study support, assessment requirements and results.

Coursework

The layout of all units is consistent, we recommend completing the contents of each unit in the following order:

1. **Introduction and Subject Guide** – work through the information provided to understand what you will learn and how you will be assessed. A suggested study schedule for completing units is provided, however our only requirement is that you complete the assessment tasks for units within your enrolment duration.
2. **Learning resources** - we have provided a range of learning resources and activities for you to work through that cover the breadth of each unit. You are also encouraged to complete your own research beyond the resources provided in eLearn.
3. **Support sessions** - participate in the term-based support sessions. These are optional online sessions where you can seek support and guidance from your facilitator. The online sessions are also used to facilitate some assessment tasks. Information on booking these sessions is provided in the course.
4. **Assessments** – complete all of the assessments as per the instructions and upload for marking. The assessment in each unit varies slightly, however the standard assessment suite consists of:
   - Conversations with your assessor completed during virtual online meetings
   - Reading, interpreting, and understanding Case Law and Legislation.
   - Short answer responses to demonstrate knowledge requirements
   - Completion of legal forms, documents, and writing of short reports.

Other study support

CIT has a range of additional study and student support. Further information regarding access is available from all units of study. Please see links at the top of eLearn STUDY Help and Student support.

Extensions

Given the generous enrolment period no extensions will be granted unless you are able to provide documentation supporting extenuating circumstances that warrant a short extension.

Skills recognition and credit transfers

Skills Recognition (RPL) is a formal procedure designed to officially acknowledge and validate the skills acquired through your professional background, life experiences, or prior training. To learn more or to initiate the RPL application process, see our Skills recognition for Legal Services information. Click the link, and then the ENROL ME button for access. You are only required to pay for skills recognition after submitting a formal application.

If you have previously completed relevant units at a different training organization, you can apply for credit transfer using the CIT request for credit transfer form. There is no cost associated with credit transfers.