

Diploma of Paralegal Services

CIT program code: DP-BT16 | National Code: BSB50720

Overview

Almost all industries depend on people with an understanding of the law and skills in legal reasoning. With the CIT Diploma in Paralegal Studies, you will build the preparatory knowledge and skills you need to advance your career in a variety of in-demand legal sectors. Be supported by an expert teaching team to build your expertise, and study online in a timeframe that suits your lifestyle. This course is a stepping-stone to a variety of professional pathways, whether that is to advance your career in a legal-related field or if you're planning to undertake further study in law.

This course will enhance your career opportunities if you want to work in the ever-changing legal services market. You will have the opportunity to:

- Develop knowledge and skills to become a paralegal, choose units to target one or more specialist areas.
- Gain exposure to law study without the full commitment of a law degree.
- Build transferable expertise to apply to a range of careers.
- Learn how to become a strategic and effective communicator in legal environments.

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. **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

Entry to this qualification is limited to those who: Have completed the following units (or equivalent competencies): *BSBLEG314 Protect information in a legal services environment; BSBLEG423 Conduct simple legal research; and BSBLEG424 Support the drafting of complex legal documents* OR two years equivalent full-time relevant work experience.

We strongly recommend students firstly complete the Certificate IV in Legal Services before moving onto the Diploma. By completing 15 CIT recommended units, students can complete the requirements of the Certificate IV in Legal Services and the Diploma of Paralegal Services. The CIT selection of 15 units optimizes common units that are applicable to both qualifications. Individually the Cert IV has 10 units, and the Diploma has 12 units.

Applicants that have evidence of completing the pre-requisite units (or equivalent competencies) OR two years equivalent full-time relevant work experience are to email evidence to info@cit.edu.au. Once your evidence has been reviewed, if it is acceptable, you will be manually admitted to the qualification. Examples of evidence could be transcripts from previous study, employers' letter confirming experience and job descriptions and resumes demonstrating work experience.

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

Qualification Requirements, Applying and Enrolment

Apply Now

Visit the CIT website [HERE](#) to apply, then follow the next steps to enrol.

Enrol Now

To gain the Diploma of Paralegal Services you are required to complete 12 units. We recommend starting with the core units **Conduct and apply legal research (Core)** and **Take instructions in a legal services environment (Core)**. From the 1st of January 2024 use Semester 1, 2024, **CRNs 40382 and 40383**. We do not use block codes and when enrolling you can leave these blank.

COMPULSORY Units of Competency	National ID	CIT Code
Conduct and apply legal research (Core)	BSBLEG521	BUSN404
Take instructions in a legal services environment (Core)	BSBLEG534	BUSN417
Write complex documents (Core) ¥②	BSBWRT411	BUSN568
Apply understanding of the Australian legal system (Core) ¥	BSBLEG421	BUSN399
Maintain a file in a legal services environment (Core) ¥	BSBLEG422	BUSN400
Build and maintain business relationships (Group B elective) ¥	BSBTWK401	BUSN559
Apply business risk management processes (Group B elective)	BSBOPS403	BUSN465

ELECTIVE UNITS – complete 5	National ID	CIT Code
Apply legal principles in family law matters (Group A elective)	BSBLEG527	BUSN410
Apply legal principles in property law matters (Group A elective)	BSBLEG528	BUSN411
Apply legal principles in wills and probate matters (Group A elective)	BSBLEG530	BUSN413
Apply legal principles in contract law matters (Group A elective) ¥	BSBLEG522	BUSN405
Apply legal principles in tort law matters (Group A elective) ¥	BSBLEG523	BUSN406
Conduct simple legal research (Other) ¥	BSBLEG423	BUSN401
Support the drafting of complex legal documents (Other) ②	BSBLEG424	BUSN402
Apply communication strategies in the workplace (Other) ¥	BSBXCM401	COMM511

¥ Units offered in the Certificate IV in Legal Services

② 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.

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 would require a computer with 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 assessments as per the instructions and upload for marking. Assessment tasks through the course will enhance your ability to prepare written advice and develop arguments in response to legal problems. This will see you graduating with an understanding of ethical practice with essential skills across legal reasoning, research, and effective communication. 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 applying legislation to a range of case studies.
 - 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.