

Diploma of Paralegal Services | [BSB50720](#) | [DP-BT16](#)

Semester 1, 2025 | 20 January – 30 June

Starting Unit | Apply understanding of the Australian legal system | **CRN 60777**

Campus | Self-Paced Online

Student Start Date _____

Student End Date _____

Self-paced Timetable

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

Please see next page for enrolment and CRN information

Virtual | Online Sessions | Mondays 5:30 – 7:30pm

Bookings required [HERE](#)

Diploma of Paralegal Services is a **Portfolio Standard** application.

Prerequisites are required for admission into the program.

More information is available on the CIT Website.

Submit your application [HERE](#)

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.

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
Please complete units in order				
Apply understanding of the Australian legal system ¥	Core	BSBLEG421	BUSN399	60777
Conduct and apply legal research Take instructions in a legal services environment € Clustered subject Enrol in BOTH subjects together	Core Core	BSBLEG521 BSBLEG534	BUSN404 BUSN417	CRN available at Legal Information Site Please enrol in BOTH CRNs together
Write complex documents ¥	Core	BSBWRT411	BUSN568	CRN available at Legal Information Site
Maintain a file in a legal services environment ¥	Core	BSBLEG422	BUSN400	CRN available at Legal Information Site
Build and maintain business relationships ¥	Required Elective	BSBTWK401	BUSN559	CRN available at Legal Information Site
Apply business risk management processes	Required Elective	BSBOPS403	BUSN465	CRN available at Legal Information Site
Choose 5 electives, minimum of 3 Group A Electives				
Apply legal principles in contract law matters ¥	Group A Elective	BSBLEG522	BUSN405	CRN available at Legal Information Site
Apply legal principles in family law matters	Group A Elective	BSBLEG527	BUSN410	CRN available at Legal Information Site
Apply legal principles in property law matters	Group A Elective	BSBLEG528	BUSN411	CRN available at Legal Information Site
Apply legal principles in wills and probate matters	Group A Elective	BSBLEG530	BUSN413	CRN available at Legal Information Site
Apply communication strategies in the workplace ¥	Other	BSBXCM401	COMM511	CRN available at Legal Information Site
Apply legal principles in tort law matters ¥	Group A Elective	BSBLEG523	BUSN406	CRN available at Legal Information Site
Legend ¥ Units completed in Certificate IV in Legal Services € Clustered subject Enrol in BOTH subjects				

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