

Certificate III in Business Admin (Legal)

BSB31015

OVERVIEW

BSB31015 Certificate III in Business Administration (Legal) reflects the role of individuals who apply a broad range of administrative competencies in a legal office work environment, using some discretion and judgement. They may provide technical advice and support to a team.



POSSIBLE JOB ROLES

Job roles associated with this qualification may include but not be limited to:

- Legal Receptionist

ENTRY REQUIREMENTS

There are no prerequisites for entry to this qualification.

PATHWAYS

Preferred pathways for candidates considering this qualification include: BSB20112 Certificate II in Business or other relevant qualification/s OR with vocational experience assisting in a range of support roles without a formal business qualification.

After achieving this qualification, candidates may undertake: BSB40110 Certificate IV in Legal Services.

FLEXIBLE DELIVERY

Our courses can be delivered at your workplace, self-paced with regular trainer visits, e-training with trainer support, through RPL or in workshops with a dedicated trainer in a classroom format.

DURATION

Duration will depend on the delivery style chosen and a training plan will be negotiated to suit each student.

RECOGNITION OF PRIOR LEARNING and CREDIT TRANSFER

Assessment of competency may involve recognition of prior learning or credit transfer if prior skills or certification held.

COURSE COST and ENROLMENT CONDITIONS

Government funding is available for most qualifications and skill sets. For further information contact : service@traxiontraining.com.au.

Enrolments are processed upon receipt of a completed enrolment form. All policy information regarding conditions of enrolment, refunds and our guarantee to complete all training and assessment requirements once the enrolment has commenced, is contained in our Terms and Conditions.

MODULE	UNITS
MODULE 1	BSBITU303 Design and produce text documents
	BSBITU306 Design and produce business documents
	BSBITU307 Develop keyboard speed and accuracy
	BSBWRT301 Write simple documents
MODULE 2	BSBADM307 Organise schedules
	BSBWOR301 Organise personal work priorities and development
	BSBDIV301 Work effectively with diversity
MODULE 3	BSBWHS201 Contribute to the health and safety of others
MODULE 4	BSBLEG301 Apply knowledge of the legal system to complete tasks
	BSBLEG302 Carry out search of the public record
	BSBLEG304 Apply the principles of confidentiality and security within the legal environment
	BSBLEG305 Use legal terminology in order to carry out tasks
	BSBLEG306 Maintain records for time and disbursements in a legal practice

Call us now 07 3493 0777
www.traxiontraining.com.au



Payment Terms

Fees and charges for your training program will be invoiced upon enrolment and are to be paid prior to commencement, unless alternative payment arrangements have been made directly with you or your employer.

Payment Plan Policy

Payment plans are available via our third-party provider Debit Success and details of your payment dates and fees they may impose is provided in our Direct Debit application form found at:

www.traxiontraining.com.au/dd

*Note: Not available for classroom delivery or RPL certification.

Training Support & Student Commitment

Distance Training:

For full qualification programs, we offer a six, twelve or eighteen-month delivery options where assessments are due either monthly, bi-monthly or quarterly unless negotiated by exception with your trainer. Your trainer will discuss the pace at which you wish to complete your training during your induction session and provide your assessment due dates. It is a requirement of enrolment that reasonable progress is to be made to complete the required assessments on time. It is fine to switch between either option should your circumstance change, however, missed assessment due dates (where an extension has not been requested) may result in your trainer discussing a training suspension. Your trainer will provide details of their regular web-tutorial sessions and encourage you to participate in these or listen to the provided recorded versions at a time convenient to you.

Direct email support from your trainer is also available, however, some trainers are part-time and not available everyday – they will confirm their availability and response times during your induction session and you may contact our Student Support services outside this availability by calling 07 3493 0777.

Classroom Training:

It is a requirement of enrolment that all assessment work be completed within 6 months of the completion of the classroom delivery program, or cancellation of enrolment may apply.

RPL Assessment:

It is a requirement of RPL assessment enrolment that all evidence be provided within 90 days of the completion of your competency conversation with your trainer, or cancellation of enrolment may apply. Where training is suspended, a \$250 re-enrolment fee will occur.

Resubmission Policy

Traxion Training does not charge a resubmission fee for the first resubmission, however, should subsequent resubmission occur a fee of \$50 per unit will apply.

Transfer Policy

Transfer of training programs or classroom training dates must be advised in writing at least 14 days prior to the commencement of the first scheduled training session. Transfers made after that date may be subject to a penalty charge of \$100.

Fees and Refund Policy

Training Management (T/A Traxion Training) is entitled to charge fees for services provided to students undertaking training and assessment that leads to a nationally recognised outcome. These charges are generally for items such as course materials, text books, student services and training and assessment services.

Please visit http://www.traxiontraining.com.au/pdf/Fees_and_Refunds_Policy.pdf to download our Fees & Refund Policy.

Training Management t/a Traxion Training will maintain a tuition assurance scheme to safeguard students in the event of it becoming insolvent and unable to return fees that have been paid in advance. The tuition assurance scheme will source similar training to allow the effected participants under this condition to complete their studies without further financial burden. However, if the student cannot be placed, the tuition assurance will make refunds.

Unpaid Fees

All invoices issued by Traxion Training are to be paid within the timeframes stipulated above. Traxion Training reserves the right to take whatever action is required including, discontinuing programs, institute legal proceedings, etc. to safeguard its interests and applicable costs may be incurred.

Extenuating Circumstances

Should you be unable to continue your studies due to legitimate reasons such as sickness, death or family circumstances, a pro-rata refund may be given less a \$250 administration fee upon receipt of evidence.

Privacy Policy

Traxion Training adheres to a strict Privacy Policy, to view our Privacy Policy in full please visit our website at www.traxiontraining.com.au/privacy-statement/