



CATAPULT

BSBLEG302

Carry out search of the public record

Table of Contents (Extract)

NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBLEG302.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

<https://catapultlearning.com.au/product/BSBLEG302/>

Trainer/assessor guide

BSBLEG302

Carry out search of the public record

Welcome to this unit of study

This unit describes the skills and knowledge required to complete a search of the public record. This involves planning and conducting the search, and obtaining and delivering the information according to instructions.

It applies to individuals who provide services to support legal practitioners, while under supervision. This unit underpins all units of competency in the Legal Services stream.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Plan search	5
Timelines.....	5
Information sources	14
Check your understanding	23
Topic 2: Conduct search	25
Search request forms.....	25
Preparing monies	30
Lodging search request.....	34
Record of lodgement.....	37
Check your understanding	41
Topic 3: Receive outcome of search.....	43
Obtaining information.....	43
Collecting information.....	47
Filing expense records	51
Checking information.....	56
Check your understanding	61
Topic 4: Deliver information	63
Delivering information	63
Resolving difficulties.....	73
Documenting actions, outcomes	78
Check your understanding	83
References.....	85
Assessment workbook	89
Unit information	91
What is competency-based assessment?.....	92
How will my competency be assessed?.....	93
Assessment agreement	94
Foundation skills checklist.....	95
Skills recognition.....	96
Topic 1: Plan search	97
Topic 2: Conduct search	98
Topic 3: Receive outcome of search.....	99
Topic 4: Deliver information	100
Knowledge questions	101
Topic 1: Plan search	102
Topic 2: Conduct search	105
Topic 3: Receive outcome of search.....	109
Topic 4: Deliver information	113
Topic 5: Specific knowledge evidence.....	117

Performance tasks	122
Third party evidence collection agreement	123
Topic 1: Plan search	124
Topic 2: Conduct search	125
Topic 3: Receive outcome of search.....	126
Topic 4: Deliver information	129
Completion record	130
Unit mapping	131
Trainer/ assessor user instructions	133

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Plan search
- » Conduct search
- » Receive outcome of search
- » Deliver information

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.
