



CATAPULT

BSBLEG308

Assist in prioritising and planning activities in a legal practice

Table of Contents (Extract)

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<https://catapultlearning.com.au/product/BSBLEG308/>

Trainer/assessor guide

BSBLEG308

Assist in prioritising and planning activities in a legal practice

Welcome to this unit of study

This unit describes the skills and knowledge required to assist others within a legal practice to organise a legal schedule.

It applies to individuals who work under supervision to arrange appointments and other activities based on court dates and required legislative timeframes. In this role, individuals apply a broad range of administrative competencies in a legal office work environment, using some discretion and judgement. They provide support to legal practitioners and may provide technical advice and support to a team.

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

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Record file-related critical dates and times	5
Identifying file-related deadlines	5
Recording file-related deadlines	10
Check your understanding	15
Topic 2: Make and record appointments on behalf of designated person	17
Establishing priorities.....	17
Recording timelines.....	22
Arranging/ re-arranging appointments.....	26
Check your understanding	31
Topic 3: Assist designated person/s to prepare for critical dates	33
Checking records daily	33
Critical date reminders.....	36
Preparing/ distributing information	39
Monitoring timelines	44
Check your understanding	47
Topic 4: Follow up outcomes of meetings or other activities	49
Planning follow-up actions	49
Updating file notes	53
Check your understanding	59
References.....	61
Assessment workbook.....	63
Unit information	65
What is competency-based assessment?.....	66
How will my competency be assessed?.....	67
Assessment agreement.....	68
Foundation skills checklist.....	69
Skills recognition.....	70
Topic 1: Record file-related critical dates and times	71
Topic 2: Make and record appointments on behalf of designated person	72
Topic 3: Assist designated person/s to prepare for critical dates	73
Topic 4: Follow up outcomes of meetings or other activities	74
Knowledge questions	75
Topic 1: Record file-related critical dates and times	76
Topic 2: Make and record appointments on behalf of designated person	79
Topic 3: Assist designated person/s to prepare for critical dates	82
Topic 4: Follow up outcomes of meetings or other activities	86
Topic 5: Specific knowledge evidence.....	89

Performance tasks.....	91
Third party evidence collection agreement	92
Topic 1: Record file-related critical dates and times	93
Topic 2: Make and record appointments on behalf of designated person	94
Topic 3: Assist designated person/s to prepare for critical dates	95
Topic 4: Follow up outcomes of meetings or other activities	98
Completion record.....	100
Unit mapping and assessment checklist	101
Trainer/ assessor user instructions.....	103

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Record file-related critical dates and times
- » Make and record appointments on behalf of designated person
- » Assist designated person/s to prepare for critical dates
- » Follow up outcomes of meetings or other activities

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.

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