



TAFE NSW

CERTIFICATE III IN LEGAL SERVICES

COURSE CODE:

BSB30320

WHY CHOOSE TAFE NSW?



Opens career doors. Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



Global prospects. TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



State-of-the-art facilities. Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



Industry exposure. TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



Recognised and respected. TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

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TAFENSW.EDU.AU
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QUALIFICATION

Certificate III in Legal Services

TRAINING PACKAGE ENTRY REQUIREMENTS:**ENTRY REQUIREMENTS**

There are no entry requirements for this qualification. You can enrol now.

Traineeship

TAFE NSW also offers the Certificate III in Legal Services as a traineeship. To be eligible to enrol as a trainee you must:

- Be employed in the legal services industry as this course is delivered in the workplace
- Have a signed traineeship contract

Thinking about a traineeship? Enquire today.

IS THIS COURSE RIGHT FOR YOU?

To be prepared for this course, we recommend that you have:

- An interest in the legal system and processes
- A methodical approach to your work
- The ability to work under pressure

If you need help preparing for study, contact us about your options.



- **Traineeship Allowed**
- **Combination, Online**
- **Full Time**

OVERVIEW

The nationally accredited Certificate III in Legal Services equips you with the skills to work in legal services administrative support. Learn legal terminology, explore how the justice system works and develop the organisational abilities to take your business administration career anywhere.

LEARN NEW SKILLS

Through a mix of theory and practical coursework, learn to:

- Work in a legal environment
- Use business software like Microsoft Office
- Understand legal principles and processes
- Protect electronic and paper-based documents, exhibits and confidential information
- Communicate professionally in the workplace

DEVELOP YOUR TALENT

Develop the attributes to help you get ahead:

- An ethical approach to your work
- Strong attention to detail
- A methodical and process-driven approach to work
- Strong communication skills

ACHIEVE YOUR GOALS

- A nationally recognised qualification at Certificate III level
- A strong pathway to continue your study and enhance your career opportunities

Career opportunities:

- Legal administrative assistant
- Legal receptionist
- Office administration assistant
- Office receptionist

GROW YOUR CAREER

Take your career further with the:

- Certificate IV in Legal Services
- Diploma of Paralegal Services

CAMPUS	STUDY MODE	START DATE	DURATION	MAX FEE IF ELIGIBLE FOR SUBSIDY	HOURS PER WEEK
Granville	Full Time, Combination	18 Jul 2022	18 weeks	\$1,580.00	18
TAFE Digital	Self paced, Online	Anytime	1 year	\$1,580.00	11
TAFE Digital	Self paced, Online	Anytime	1 year	\$1,580.00	11