



TAFE NSW

CERTIFICATE IV IN LEGAL SERVICES

COURSE CODE:

BSB40620

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.

ENROL TODAY
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131 601

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QUALIFICATION

Certificate IV 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 IV 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:

- The confidence to use computers and Microsoft Office 365 software
- An ethical mindset
- An interest in legal concepts and the process of law
- Self-drive and self-discipline
- The ability to work under pressure
- Language, Literacy and Numeracy (LLN) at a Year 12 high school level

TAFE NSW may ask you to complete a Language, Literacy and Numeracy (LLN) skills test.

This skills test helps us to understand your individual study needs, to design an individualised plan that [supports your study success](#) and ensures your LLN skills match the demands of the course.

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



- Traineeship Allowed
- Combination, Online
- Full Time

OVERVIEW

The nationally accredited Certificate IV in Legal Services equips you with an understanding of the Australian legal system so you can go on to roles such as an assistant paralegal. Learn from industry-experienced teachers and be ready to join a team within the essential legal services industry.

LEARN NEW SKILLS

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

- Understand the Australian legal system
- Protect confidential information
- Apply legal principles in contract law matters
- Support the drafting of complex legal documents

- Develop personal work priorities

DEVELOP YOUR TALENT

Develop the attributes to help you get ahead:

- An ethical approach to your work
- An interest in the legal and justice system
- Great digital literacy with experience using Microsoft Office
- The ability to behave and act positively under pressure
- Strong attention to detail and self-motivation
- Effective communication skills and ability to handle difficult people
- Critical thinking, analytical, and decision-making skills

ACHIEVE YOUR GOALS

Completing this course provides you with:

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

Career opportunities:

- Legal secretary
- Assistant paralegal
- Litigation assistant
- Conveyancing paralegal
- Law clerk

GROW YOUR CAREER

Take your career further with the:

- Diploma of Paralegal Services

CAMPUS	STUDY MODE	START DATE	DURATION	MAX FEE IF ELIGIBLE FOR SUBSIDY	HOURS PER WEEK
TAFE Digital	Self paced, Online	Anytime	1.5 years	\$2,310.00	11
Ultimo	Full Time, Combination	18 Jul 2022	18 weeks	\$2,310.00	20

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