

CERTIFICATE IV IN LEGAL SERVICES



COURSE CODE:

BSB42215

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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QUALIFICATION

Certificate IV in Legal Services

CAREER AREA

Legal Services

TRAINING PACKAGE ENTRY REQUIREMENTS:

There are no entry requirements for this qualification



NATIONALLY RECOGNISED
TRAINING

■ Traineeship Allowed
■ Full Time, Part Time
Day, Part Time
Evening, PTE
Connected

OVERVIEW

Do you have an interest in the law, a strong work ethic and the desire to work in a law firm? The Certificate IV in Legal Services offers a program for you if you are interested in undertaking real-world education and training in a nationally recognised qualification, taught by highly qualified legal professionals.

This is a fully government-subsidised JobTrainer course. Eligibility criteria applies.

You will learn many skills needed to succeed in this legal environment, including how to:

- Produce complex legal documents
- Research legal information using primary sources
- Identify and apply the legal framework
- Establish and maintain a file in legal services
- Implement effective communication strategies
- Apply the principles of the law of torts
- Apply the principles of contract law

You will develop strong interpersonal skills, high levels of accuracy and attention to detail.

As a paralegal you will be responsible for a large number of documents including court documents and briefing papers. Students who graduate from this course and have a strong work ethic, and understand copyright and privacy laws, are in demand.

CAMPUS	STUDY MODE	START DATE	DURATION	MAX FEE IF ELIGIBLE FOR SUBSIDY	HOURS PER WEEK
Ultimo	Full Time	01 Feb 2021	18 Weeks	\$2,310.00	18
Ultimo	PT Evening	01 Feb 2021	36 Weeks	\$2,310.00	9
Ultimo	PTE Connected	01 Feb 2021	36 Weeks	\$2,310.00	9
Ultimo	Part Time Day	03 Feb 2021	36 Weeks	\$2,310.00	9

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