



TAFE NSW

# DIPLOMA OF PARALEGAL SERVICES

COURSE CODE:

**BSB50720**

## 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**  
**TAFENSW.EDU.AU**  
**131 601**

**BE AMBITIOUS**

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**QUALIFICATION**

Diploma of Paralegal Services

**TRAINING PACKAGE ENTRY REQUIREMENTS:****ENTRY REQUIREMENTS**

To be eligible for this course, you need to demonstrate the following:

- You have completed the following units BSBLEG314 Protect information in a legal services environment, BSBLEG423 Conduct simple legal research, BSBLEG424 Support the drafting of complex legal documents, evidenced by a copy of your academic transcript, or
- Have two years full-time work experience in the legal industry, evidenced through an interview either over the phone or in person

**Traineeship**

TAFE NSW also offers the Diploma of Paralegal 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:

- Completed the Certificate IV in Legal Services
- High-level literacy skills and a passion for reading
- Strong digital literacy
- An interest in legal principles, legislation and the legal process
- Good organisational skills to identify and find legal documents

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



■ **VET Student Loans**  
**Available**  
■ **Online**

**OVERVIEW**

The nationally recognised Diploma of Paralegal Services equips you with the skills to provide paralegal services in a law firm. Learn how to support clients and lawyers across various areas of law and progress your career as an executive assistant or paralegal.

**LEARN NEW SKILLS**

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

- Research legal information using secondary sources
- Apply legal principles
- Identify and interpret compliance requirements
- Develop and nurture relationships
- Maintain and enhance professional practice

## DEVELOP YOUR TALENT

Develop the attributes to help you get ahead:

- Excellent verbal and written communication skills
- Great time management and organisational skills
- The ability to work calmly under pressure
- Professional integrity

## ACHIEVE YOUR GOALS

Completing this course provides you with:

- A nationally recognised qualification at Diploma level
- Strong pathways to continue your study and enhance your career opportunities

### Career opportunities:

- Legal services support officer
- Paralegal
- Executive assistant
- Office manager

## GROW YOUR CAREER

If higher education is your goal, visit our [credit transfer page](#) for the most up-to-date pathways or reach out to the university of your choice to confirm your eligibility and credit transfer information.

CAMPUS	STUDY MODE	START DATE	DURATION	MAX FEE IF ELIGIBLE FOR SUBSIDY	HOURS PER WEEK
TAFE Digital	Self paced, Online	31 Oct 2022	1.5 years	Enquire	6
TAFE Digital	Self paced, Online	31 Oct 2022	2 years	\$7,190.00	6