

DIPLOMA OF LEGAL SERVICES



COURSE CODE:

BSB52215

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

Diploma of Legal Services

CAREER AREA

Legal Services

TRAINING PACKAGE ENTRY REQUIREMENTS:**ENTRY REQUIREMENTS**

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

IS THIS COURSE RIGHT FOR YOU?

To be prepared for this course, it is recommended that you have:

- Completed the Certificate IV in Legal Services and/or have some experience working in a legal environment
- Well-developed literacy skills and enjoy reading
- 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**
- **Part Time Evening, FT Connected, PTE Connected**

CAREER OPPORTUNITIES

OVERVIEW

The nationally recognised Diploma of Legal Services equips you with the skills and knowledge to provide high level support in the law sector. Learn to apply legal principles across family law, property law and criminal law specialisations and take your career in legal services to the next level.

LEARN NEW SKILLS

Through theory and practical course work, you will 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 personal attributes that will help you get ahead:

- Advanced oral and written communication skills
- Good time management and organisation skills
- Resilience and the ability to deal with pressure
- The ability to work autonomously and in a team
- A good understanding of ethics

ACHIEVE YOUR GOALS

Completing this course will provide you with:

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

Career opportunities:

- Legal secretary
- Legal services support officer
- Legal assistant
- Paralegal
- Practice assistant

GROW YOUR CAREER

Consider a degree level qualification after graduating from a Diploma:

- Bachelor of Business with TAFE NSW Degrees

INDUSTRY DEMAND

Legal support jobs are evolving to include high-value tasks such as researching and compiling data for court cases, law office procedures and technology, as well as traditional secretarial duties.

Demand for hybrid or blended paralegal/legal secretaries is also expected to increase as organisations look to streamline legal support functions and improve efficiency.

| CAMPUS | STUDY MODE | START DATE | DURATION | MAX FEE IF ELIGIBLE FOR SUBSIDY | HOURS PER WEEK |
|--------|------------------|-------------|----------|---------------------------------|----------------|
| Ultimo | FT Connected | 03 Feb 2021 | 17 Weeks | \$2,850.00 | 17 |
| Ultimo | PT Evening | 01 Feb 2021 | 34 Weeks | \$2,850.00 | 8.5 |
| Ultimo | PTE Connected | 01 Feb 2021 | 34 Weeks | \$2,850.00 | 8.5 |