HELLO THERE, OUR DREAM IS TO HELP YOU MAKE GREAT HAPPEN

Payment options

Put yourself ahead with new business and computer skills ready for the Business Environment

If you enjoy working indoors in the legal area, on the computer, and communicating with others then gain a New Qualification. The program covers Microsoft version 2013 Word-processing, PowerPoint, advanced word, workplace health and safety, customer service, typing and five (5) legal units on the legal system, public records, court documentation, principles of confidentiality and legal terminology of the nationally recognised Business Services Training Package. Subjects are a blend of practical skills.

LOCATION/S
Cairns, Townsville (Pimlico)

DURATION
Blended: 6 months / 3 days per week

Entry requirements
A good knowledge of computer basics with a sound achievement in Year 10 Maths, and English

Resources required
No specific resources are required to successfully complete this course. It is recommended that students have access to a reliable internet connection

What are my payment options?
No matter what your circumstances, TAFE Queensland North has a payment option to suit you. If you are unsure of what’s right for you, call us on 1300 656 959. We’re here to help.

Prices are subject to change.

FULL FEE | $3,215
This is the total cost of the course.

SUBSIDISED | $1,547
The Queensland Government will offset the cost of study for eligible students. You will still need to pay for a portion of your study costs. The amount above is what you will need to pay.

CONCESSION | $988
You are eligible for the concession price of a course if you are eligible for subsidised training, and are listed on an Australian Government Low Income Health Care Card or Pensioner Concession Card. If you are Aboriginal or Torres Strait Islander, you hold a Department of Veterans’ Affairs Pensioner Concession Card, or if you have a disability. Further information about concessions.

Accurate as at 11 April 2018. For the latest information see:
tafenorth.edu.au/course/14188

RTO 0275
CRICOS 03020E
## Outcome

BSB31015 Certificate III in Business Administration (Legal)

**Job prospects**
- Legal Secretary
- Receptionist
- Clerical and Administrative Workers
- Data Entry Operator
- Office Administrator

## Units

Students need to successfully complete 13 units to gain the qualification; 2 core and 11 elective units.

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BSBITU307</td>
<td>Develop keyboarding speed and accuracy</td>
<td>Core</td>
</tr>
<tr>
<td></td>
<td>BSBWH5201</td>
<td>Contribute to health and safety of self and others</td>
<td>Core</td>
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<tr>
<td></td>
<td>BSBWRT301</td>
<td>Write simple documents</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td>BSBADM307</td>
<td>Organise schedules</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td>BSBITU201</td>
<td>Produce simple word processed documents</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td>BSBITU301</td>
<td>Create and use databases</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td>BSBITU302</td>
<td>Create electronic presentations</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td>BSBITU303</td>
<td>Design and produce text documents</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td>BSBLEG301</td>
<td>Carry out search of the public record</td>
<td>Elective Legal</td>
</tr>
<tr>
<td></td>
<td>BSBLEG301</td>
<td>Apply knowledge of the legal system to complete tasks</td>
<td>Elective Legal</td>
</tr>
<tr>
<td></td>
<td>BSBLEG303</td>
<td>Deliver court documentation</td>
<td>Elective Legal</td>
</tr>
<tr>
<td></td>
<td>BSBLEG304</td>
<td>Apply the principles of confidentiality and security within the legal environment</td>
<td>Elective Legal</td>
</tr>
<tr>
<td></td>
<td>BSBLEG306</td>
<td>Maintain records for time and disbursements in a legal practice</td>
<td>Elective Legal</td>
</tr>
</tbody>
</table>

## Disclaimer

Not all electives available at all campuses.

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**ARE YOU READY TO TAKE THE NEXT STEP ON YOUR PATH TO GREAT?**

Enrol today to secure your spot in this course.

**HOW TO ENROL**

Enrol now

You're ready if you have:
- checked your important dates (under the course details tab)
- checked you meet the entry requirements (under the course details tab)
- checked your course costs and knew which payment option is right for you (under the costs tab)
- Read the student rules and refund policy
- Created your Unique Student Identifier and can provide this code to TAFE Queensland

If you are applying for a subsidised cost, please ensure you have all the relevant documents at time of enrolment

All done? Then head to the link below to complete your enrolment: [tafenorth.edu.au/study-with-us/enrolment-fees/enrol](http://tafenorth.edu.au/study-with-us/enrolment-fees/enrol)

**Enrolment options**

By telephone: 1300 656 959. In person: at any TAFE Queensland North location.

**Recognition of prior learning**

Fast-track your way to a formal qualification by earning credit for the things you already know. Getting recognition for the skills you've gained from the workplace or previous learning means less study time for you, and getting the paper to prove you're qualified a whole lot sooner.


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**THE PATH TO GREATNESS**

Connect to TAFE using Facebook and watch a future where you make great happen

Make your future happen

Connect with TAFE on Facebook