

BSB31015 Certificate III Business Administration (Legal) (Online)

This qualification consists of competency in **2 core** and **11 elective units**. On successful completion of all **13 units** you will receive a **Certificate III in Business Administration (Legal)**.

It is strongly recommended students enrol in no more than two units per intake, unless otherwise advised. Please follow the below Preferred Order of Study when enrolling:

POS	Unit code	Unit name	Unit type	Unit hours	Textbook/ Resources	Study Schedule	
						Intake	Completed
Must complete all units listed below							
1	BSBLEG302	Carry out search of the public record	elective	25	Electronic resources are available through the Connect learning management system		<input type="checkbox"/> Completed
2	BSBWRT301	Write simple documents	elective	30			<input type="checkbox"/> Completed
3	BSBWHS201	Contribute to health and safety of self and others	core	20			<input type="checkbox"/> Completed
4	BSBCUS301	Deliver and monitor a service to customers	elective	35			<input type="checkbox"/> Completed
5	BSBITU313	Design and produce digital text documents	elective	90			<input type="checkbox"/> Completed
6	BSBITU314	Produce spreadsheets	elective	35			<input type="checkbox"/> Completed
7	BSBITU306	Design and produce business documents <i>Please note: – you must have completed BSBITU313 & BSBITU314 as a prerequisite to cope with this unit</i>	elective	80		<input type="checkbox"/> Completed	
8	BSBLEG303	Deliver court documentation	elective	10		<input type="checkbox"/> Completed	
9	BSBADM307	Organise schedules	elective	15		<input type="checkbox"/> Completed	
10	BSBLEG301	Apply knowledge of the legal system to complete tasks	elective	80		<input type="checkbox"/> Completed	
11	BSBLEG304	Apply the principles of confidentiality and security within the legal environment	elective	20		<input type="checkbox"/> Completed	
12	BSBLEG306	Maintain records for time and disbursements in a legal practice	elective	40		<input type="checkbox"/> Completed	
13	BSBITU307	Develop keyboarding speed and accuracy	core	50		<input type="checkbox"/> Completed	

All information was accurate at the time of publication,
V4.3 9/11/2020

IMPORTANT INFORMATION



CONNECT

Connect offers access for mobile devices, the ability to communicate with teachers and classmates, and excellent user support, allowing you the flexibility to study anywhere, anytime.

Your TAFE student number is your 'username' for logging into Connect. You will be prompted to create your own password by selecting 'Password Manager' on the Connect login homepage. In order to create your password, you will need to enter your date of birth and the email address you provided to TAFE Queensland.

Access your online studies via [Connect](#)

Navigating in Connect: Connect Student – [Getting Started](#) (YouTube video)

Online instructions: [Connect Help](#)



Connect

View unit materials, submit assessments, check your progress, communicate with your teacher and much more.

[System Check](#) | [Password Manager](#) | [Connect Help](#)



STUDENT RULES

The [TAFE Queensland student rules](#) are designed to make you aware of your rights as a student, as well as your responsibilities to TAFE and your fellow students.



UNIQUE STUDENT IDENTIFIER [USI]

It is mandatory when undertaking nationally recognised training to have a Unique Student Identifier [USI]. Your USI will contain all your nationally recognised training records and results. It's important that we have a USI, as under Commonwealth Government legislation, we cannot issue a qualification until it is recorded.

Create your USI at the [Australian Government USI website](#). You need to have one form of identification.

Once you have your USI, please make sure you email it to [TQOL Admin](#).

To find out more about the Unique Student Identifier please visit <https://www.usi.gov.au/>



WITHDRAWALS, TRANSFERS & REFUNDS

We all change our minds, so if for any reason you find the need to leave a course, or if you are seeking to transfer to another intake, or withdraw from study, please:

1. speak with your program coordinator
2. email your request to withdraw directly to [TQOL Admin](#)

Please view the [TAFE Queensland Refund Policy](#) before sending your withdrawal request, as you may not be eligible for a refund.



HAVE YOU STUDIED BEFORE?

Advanced Standing is a process that offers you credit for earlier formal study that is equal to your nominated qualification. It is important that you apply before your start of study. Please see [eligibility information and the application form](#) for more information.

For more information on intake dates please visit the [TAFE Queensland website](#)

Enjoy your studies and let us help you **'MAKE GREAT HAPPEN'**.