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
--- | --- | --- | --- | --- | --- | ---
1 | BSBLEG304 | Apply the principles of confidentiality and security within the legal environment | elective | 20 | | Completed
2 | BSBWHS201 | Contribute to health and safety of self and others | core | 20 | | Completed
3 | BSBLEG303 | Deliver court documentation | elective | 10 | | Completed
4 | BSBITU313 | Design and produce digital text documents | elective | 90 | | Completed
5 | BSBWRT301 | Write simple documents | elective | 30 | | Completed
6 | BSBLEG301 | Apply knowledge of the legal system to complete tasks | elective | 80 | | Completed
7 | BSBLEG302 | Carry out search of the public record | elective | 25 | | Completed
8 | BSBCUS301 | Deliver and monitor a service to customers | elective | 35 | | Completed
9 | BSBITU314 | Produce spreadsheets | elective | 35 | | Completed
10 | BSBLEG306 | Maintain records for time and disbursements in a legal practice | elective | 40 | | Completed
11 | BSBADM307 | Organise schedules | elective | 15 | | Completed
12 | BSBITU307 | Develop keyboarding speed and accuracy | core | 50 | | Completed
13 | BSBITU306 | Design and produce business documents **Please note:** – you must have completed BSBITU313 & BSBITU314 as a prerequisite to cope with this unit | elective | 80 | | Completed

Electronic resources are available through the Connect learning management system.

All information was accurate at the time of publication, V4.2 12/11/2019
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

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'.