

# Order of Study

## BSB30320 Certificate III in Legal Services Online self-directed

On successful completion of all 10 units you will receive a Certificate III in Legal Services.

Follow the below order of study when enrolling. Enrol in no more than 2 units per intake, unless otherwise advised.

Unit Code		Unit Name	Unit Type	Textbook/ Resources	Study Period Schedule	
Must complete all units in order as listed below					Intake	Completed
1	BSBLEG314	Protect information in a legal services environment	Core	Electronic resources are available through <a href="#">Connect</a> , TAFE Queensland's Learning Management System		Completed
2	BSBLEG423	Conduct simple legal research	Elective			Completed
3	BSBLEG424	Support the drafting of complex legal documents	Elective			Completed
4	BSBLEG312	Carry out search of the public record	Elective			Completed
5	BSBLEG311	Work in a legal services environment	Core			Completed
6	BSBWRT311	Write simple documents	Elective			Completed
7	BSBPEF301	Organise personal work priorities	Elective			Completed
8	BSBTEC201	Use business software applications	Core			Completed
9	BSBXCM301	Engage in workplace communication	Core			Completed
10	BSBLEG421	Apply understanding of the Australian legal system	Elective			Completed

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