



Course enquiry

2 messages

Melissa Mahoney <[REDACTED]>
To: "[REDACTED]" <[REDACTED]>

31 May 2023 at 09:22

Dear [REDACTED]

Thank you for your enquiry. Please find attached the course outline for the BSB40620 Certificate IV in Legal Services.

Melissa Mahoney Legal College is a privately-owned registered training organisation which specialises in legal services/paralegal courses. We offer all of our nationally-recognised qualifications online and as there are no specific enrolment dates for any of our qualifications, you are able to enrol online and start your course immediately as our courses are all self-paced.

The full cost of this course is \$3,750.00, and we charge this via a payment plan over 12 months @ \$312.50 per month. Upon enrolment, you are charged the first instalment of \$312.50 and then automatically charged this via your credit/debit card on the same day each month. Once the enrolment is confirmed and the first payment made, you are provided access to the learning management system.

As the course is competency based and you have access to the student portal 24/7, you are able to take up to 12 months to complete this qualification, or complete sooner if you wish. If you do complete sooner and want your certificate to be released, you need to pay out the remainder of the course, or wait until the course cost has been paid in full.

Visit our website to view all this information: [REDACTED], alternatively, I would be happy to chat with you further about this course, so feel free to email me or call me on (07) 3085 6822.

Kind regards
Melissa Mahoney



t: [REDACTED] | m: [REDACTED] | p: PO Box 3160, Hendra Qld 4011
e: [REDACTED] | w: [REDACTED]
RTO Code: 31363 | Melissa Mahoney Recruitment Pty Ltd ABN: 68 107 270 342

From: MM Legal College <[REDACTED]>
Sent: Tuesday, May 30, 2023 12:17 PM
To: Melissa Mahoney <[REDACTED]>
Subject: You have a new enquiry!



[REDACTED]
[REDACTED]
BSB40620

I am contacting you as an enquiry into entry into a legal course BSB40620 as a base legal course as an initial commencement into my study and qualification of law and legal services before commencing and advancing into the next legal course to advance my qualifications and knowledge BSB50720. I am enquiring into the costs and fees involved in commencing and completing the online course as informed, first course BSB40620 and payment terms and conditions, and options of payment plans.

Could you please provide me with the requested information and any information you could provide to further inform me of the structures and requirements of entry to the courses and completion processes.

I would prefer to be contacted via the email address i have supplied in this initial contact.

Regards
[REDACTED]

 **BSB40620 Certificate IV in Legal Services Ver1.pdf**
196K

[REDACTED] <[REDACTED]>
To: Melissa Mahoney <[REDACTED]>

31 May 2023 at 15:25

Dear Melissa,

Thank you very much for providing the requested information regarding the legal course I nominated. I will now consider my options and will be in touch soon to commence my studies.

Regards
[REDACTED]

On Wed, 31 May 2023, 9:22 am Melissa Mahoney, <[REDACTED]> wrote:

Dear Jacqueline

Thank you for your enquiry. Please find attached the course outline for the BSB40620 Certificate IV in Legal Services.

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Visit our website to view all this information: [redacted], alternatively, I would be happy to chat with you further about this course, so feel free to email me or call me on [redacted]

Kind regards
Melissa Mahoney



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Regards



2 attachments



Melissa Mahoney image001.jpg
LEGAL COLLEGE 3K



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LEGAL COLLEGE 3K



BSB40620 CERTIFICATE IV IN LEGAL SERVICES

COURSE OUTLINE

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base to provide support in a range of legal services environments. These individuals apply solutions to a range of unpredictable problems and analyse and evaluate information from a variety of sources. The job roles that relate to this qualification may include Legal Secretary.

To achieve a Certificate IV in Legal Services (BSB40620) a total of 10 units of competency must be completed. Students must complete 5 core subjects and the 5 elective subjects.

Core Subjects

BSBLEG424	Support the drafting of complex legal documents	80 hours
BSBLEG421	Apply understanding of the Australian legal system	60 hours
BSBLEG314	Protect information in a legal services environment	20 hours
BSBLEG423	Conduct simple legal research	40 hours
BSBXCM401	Apply communication strategies in the workplace	50 hours

Elective Subjects

BSBLEG422	Maintain a file in a legal services environment	50 hours
BSBLEG522	Apply legal principles in contract law matters	60 hours
BSBLEG523	Apply legal principles in tort law matters	60 hours
BSBLEG524	Apply principles of evidence law in matters under litigation	60 hours
BSBTWK401	Build and maintain business relationships	35 hours

BSBLEG424 Support the drafting of complex legal documents

This unit describes the skills and knowledge required to support the drafting of complex legal documents that meet legislative and organisational requirements, including by using advanced features of relevant software packages.

BSBLEG421 Apply understanding of the Australian legal system

This unit describes the skills and knowledge required to apply understanding of the Australian legal system. This includes understanding and applying knowledge of the Federal system, sources of law, and the trial system for resolving disputes.



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t: [REDACTED] e: [REDACTED]



BSBLEG314 Protect information in a legal services environment

This unit describes the skills and knowledge required to protect information in a legal services environment.

BSBLEG423 Conduct simple legal research

This unit describes the skills and knowledge required to work under supervision to conduct simple legal research locating relevant information and writing up a basic summary.

BSBXCM401 Apply communication strategies in the workplace

This unit describes the skills and knowledge required to facilitate and apply communication strategies in the workplace within any industry, with a specific focus on the communication skills required for supervisor level workers with responsibility for other workers.

BSBLEG422 Maintain a file in a legal services environment

This unit describes the skills and knowledge required to maintain a file under the instruction of a designated individual. This includes initiating preliminary file activities, contacting other persons about the file, undertaking legal process according to plan, facilitating file administration and closure.

BSBLEG522 Apply legal principles in contract law matters

This unit describes the skills and knowledge required to analyse and evaluate information from a variety of sources and supply solutions to contractual issues in a legal environment. It also applies to individuals in a range of work environments that a required to apply a basic understanding of contract law principles.

BSBLEG523 Apply legal principles in tort law matters

This unit describes the skills and knowledge required to assess, analyse, and evaluate tort law matters, and apply the principles of the law of torts. This includes distinctions between tort and crime, breach of contract, and other legal obligations.

BSBLEG524 Apply principles of evidence law in matters under litigation

This unit describes the skills and knowledge required to analyse and evaluate key issues associated with evidence law for matters under litigation including the nature and meaning of evidence law.

BSBTWK401 Build and maintain business relationships

This unit describes the skills and knowledge required to establish, develop and maintain effective work relationships and networks through relationship building and negotiation skills required by workers. These workers may be within an organisation as well as freelance or contract workers. The unit applies to individuals with a broad knowledge of networking and negotiation who contribute to creating solutions to unpredictable problems. They may have responsibility for and provide guidance to others.



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t: [REDACTED] e: [REDACTED]



DELIVERY

Online, distance/flexible training – enrol at any time!

COURSE DURATION / VOLUME OF LEARNING

The volume of learning of a Certificate IV is typically 0.5 - 2 years. We allow a timeframe of 12 months to complete this qualification.

ASSESSMENT

There are assessment tasks that are required to be completed for each unit of competency. Assessments provide evidence that a student has obtained the necessary skills and knowledge within each unit of competency.

PRE-REQUISITES

There are no pre-requisites for acceptance into this course.

TUITION FEES

Certificate IV in Legal Services	\$3,750.00*
Upon enrolment \$312.50 is payable to commence course and access course content.	
Subsequent payments of \$312.50 are due each month (months 2-12) as direct deductions.	

*Tuition fees do not attract GST.



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t [redacted] e: [redacted] u