



RTO #31254

CLET TRAINING

Where experience is acknowledged!

BSB31015

Certificate III in Business Administration (Legal)



NATIONALLY RECOGNISED
TRAINING



BSB31015 - Certificate III in Business Administration (Legal)



Been working in the legal sector for a while? Apply for RPL today

Do you have experience in the legal sector? Have you been working in an administrative role for the past few years? If so, then consider applying for RPL with CLET. The CLET BSB31015 Certificate III in Business Administration (Legal) is a perfect RPL option for those with experience in this area.

Support your resume with a nationally recognised qualification that will demonstrate to future employers your knowledge and skills in the legal sector. Apply today, and let the CLET RPL Team support you through the RPL process.

Qualification Details



Units Assessed

The following units of competency are the core units plus possible electives for the BSB31015 - Certificate III in Business Administration (Legal). During the assessment process the RPL team will select the most appropriate electives to reflect your employment experience.



Units Studied: BSB31015 - Certificate III in Business Administration (Legal)



Code	Unit name
BSBITU307	Develop keyboarding speed and accuracy
BSBWHS201	Contribute to health and safety of self and others
Possible Electives	
BSBADM307	Organise schedules
BSBITU303	Design and produce text documents
BSBITU306	Design and produce business documents
BSBLEG301	Apply knowledge of the legal system to complete tasks
BSBLEG304	Apply the principles of confidentiality and security within the legal environment
BSBLEG305	Use legal terminology in order to carry out tasks
BSBLEG306	Maintain records for time and disbursements in a legal practice
BSBLEG308	Assist in prioritising and planning activities in a legal practice
BSBWOR204	Use business technology
BSBWOR301	Organise personal work priorities and development
BSBWRT301	Write simple documents



What about Recognition of Prior Learning (RPL)?

Recognition of prior learning is available on this qualification.

After reading the information provided on this qualification page, if you then decide to apply to have your knowledge and skills recognised towards this and/or other qualifications, you may click on the RPL Assessment button and complete the application form to commence the process.

Click on the following headings to learn more about the CLET recognition of prior learning (RPL) process.

Who is eligible to apply for RPL?

CLET specialises in providing recognition of prior learning (RPL) to people who are current or former police, military, emergency services, nursing and all other government at all levels. WHY? Because that is where our workplace knowledge, experience and education is focused and current.

RPL assessment is obligation free

The RPL assessment process is 'free of charge' and 'obligation free'. You only pay the RPL fee if you wish to be awarded with your qualification/s and receive the certificate/s after the assessment process is complete and you are advised of the result. We do this in recognition of the impeccable work you have done for our community.

When RPL form is submitted

After you complete the RPL Assessment form, evidence to support your knowledge and skills is required. When this is received, CLET staff will commence the initial review of your experience against the criteria of one or more qualifications. On the application form you may elect the qualification/s you wish to be assessed against or ask for a general assessment.

1. The more evidence you provide that is relevant against the qualification/s criteria you wish to be assessed against, the easier it is for CLET staff to be confident you possess the knowledge and skills required.
2. If required, a competency conversation may be conducted over the phone



RPL step by step process

The following list provides you with a step by step explanation of the RPL process.

- click on the RPL Assessment button
- complete all requested fields and submit
- read the next page that appears
- upload your evidence on this SECURE page (Scanned copies in a .zip file) or email.
- receive email and SMS confirmation
- CLET staff process. Evidence secured, returned or destroyed immediately after the assessment is conducted)
- receive result of initial review via email within 14 days or longer depending on amount of applications being processed
- you advise which qualification/s you would like to be formally assessment against
- formal assessment is conducted within a further 14 days and you are advised of outcome
- if successful, request certificate/s, payment is now due
- receive your qualification/s via registered post



Evidence required

What evidence can be provided to support your application?

- current Resume or CV
- police officers - service history (important)
- relevant job descriptions
- letters of reference or commendation
- in service courses
- qualification transcripts
- PMKeys Service record
- course reports
- performance appraisal reports
- references
- personal self-assessment letter explaining your experience
- other information
- phone conversations to confirm knowledge and skills may be conducted

CLET assessor experience

CLET assessors have a combined experience of over 100 years working in and with police, military, corrections, education, government at all levels, emergency services and the health sector. We have a combined collection of:



University Degrees in:

- law
- criminology
- education
- psychology
- business
- arts with philosophy and psychology

Master Degrees in:

- criminology
- business administration (MBA)
- policing, security and terrorism
- emergency management
- public health

Vocational Qualifications in:

- training and assessment
- government
- policing
- justice
- investigations and mercantile agents
- driver training
- security and risk management
- integrated risk management
- business, HR, leadership and management
- security operations
- corrections
- counselling
- work health and safety, first aid

RPL FEES - \$995 (Full RPL Fee)

Initial RPL Review: NO FEE (Free of charge)- This is conducted when RPL Application and evidence received.

PROCEED TO AWARD: \$995 - This fee is only due after initial review is completed, candidate then requests a full RPL assessment is conducted and decides to proceed to be awarded with the qualification. If candidate does not proceed to award, no fee is payable.

STATEMENT OF ATTAINMENT - FEE adjusted accordingly. This occurs when initial review is conducted, candidate then requests a full RPL assessment and is awarded PARTIAL RPL for selected units.

Looking for a job?

Possible job titles relevant to this qualification include:

Job roles and titles vary across different industry sectors. Possible job titles relevant to



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this qualification include:

- Administration assistant
- Legal receptionist
- Government support roles
- Receptionist
- Retail office position
- Hospitality office position

Contact Us

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