



# Diploma of Paralegal Services

National ID: BSB50720 | State ID: BFR3

Enhance your career prospects in the legal sector with transferable, legal focused skills you will gain in this Paralegal Services qualification.

The range of competencies delivered in this course has been developed to assist you in planning, preparing and carrying out the work required as a paralegal in the legal sector, supporting law practitioners and clients.

You'll gain a solid understanding of the Australian legal system and the application of legal principles in criminal, contract, litigation, family and tort law. You'll also cover topics such how to carry out as legal research, develop business networks and relationships, take instructions in a legal environment and write complex documents.

Our highly skilled lecturers have current industry knowledge to provide you with the most relevant and current legal sector skills.

Successful completion of this Diploma of Paralegal Services will equip you with the skills to provide legal direction and support within both public and private sector roles.

## Gain these skills

- Conduct research of legal information and application of documentation
- Apply legal principles across multiple disciplines
- Identify and interpret compliance requirements in the legal industry
- Provide support in law matters
- Interact with parties involved in the legal process
- Manage personal and professional development
- Build and maintain business relationships
- Identify client instruction for processing and store documentation within the legal environment

## Your qualification prepares you for roles such as:

Legal Executive | Executive Assistant (Legal)

Other job titles may include:

- Legal Services Support Officer
- Paralegal
- Law Clerk/Legal Clerk
- Legal Secretary



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## Course Overview



Location	Duration	Competitive	Selection criteria
Perth	Two semesters	No	No selection criteria