Australian College of Commerce & Management

Certificate III in Legal Services

BSB30320

START YOUR LEGAL ADMINISTRATIVE CAREER AND WORK TOWARDS A RESPONSIBLE ROLE AS A LEGAL SECRETARY

The Certificate III in Legal Services is the ideal course to kick-start your legal administration career towards that ideal Legal Secretary role. This qualification provides an essential background into how the legal sector operates and ensures that you are aware of the etiquette and legal terminology needed to carry out legal administration tasks.

Learn the Essentials

The specialist legal studies subjects will skill you to undertake legal searches and complete legal documents. You will also learn how to apply the principles of client confidentiality and privacy, essential skills in a legal support role.

Subject Choices

- Professional Conduct in Legal Services
- Key Communication Skills for Legal Services
- Legal Documents and Searches
- Mid Course Survey
- Organise Personal Work Priorities
- Engage with Customers
- Being Safe at Work
- Practical Word Processing
- Write Business Letters

Key Course Facts

Start and study anytime

24/7 access to courses

Dedicated student adviser

For more details and current fees please visit our Certificate III in Legal Services page.