



RTO #31254

# CLET TRAINING

*Where experience is acknowledged!*

**BSB50720**

Diploma of Paralegal Services



NATIONALLY RECOGNISED  
TRAINING



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## BSB50720 - Diploma of Paralegal Services



**This qualification reflects the skills and knowledge of those with three or more years experience in the legal sector**

The CLET BSB50720 Diploma of Paralegal Services is a great qualification for those with experience in the legal sector. Full RPL is often an option for those who have worked in more than one law firm for more than 3 years and has extensive experience across a range of disciplines in the legal environment.

Partial RPL is also an option for those with experience in the legal sector but without the opportunity to touch on all different disciplines. CLET offers study programs to support these gaps.

Contact CLET today, or complete a request for RPL assessment, to see what options are available for you.

### Qualification Details

Diploma of Paralegal Services	
Qualification Code:	BSB50720
Application Completion Time:	28 days
Gap Training:	YES
Qualification Awarded:	Diploma
Delivery Mode:	Study Online , RPL
Units Recognised:	12
Nationally Recognised Training:	Yes
RPL Review and assessment can take a minimum of 28 days to complete	





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## Units Assessed

The following units of competency are the core units plus possible electives for the BSB50720 - Diploma of Paralegal Services. During the assessment process the RPL team will select the most appropriate electives to reflect your employment experience.

## Units Assessed: BSB50720 - Diploma of Paralegal Services



Code	Unit name
BSBLEG421	Apply understanding of the Australian legal system
BSBLEG422	Maintain a file in a legal services environment
BSBLEG521	Conduct and apply legal research
BSBLEG534	Take instructions in a legal services environment
BSBWRT411	Write complex documents
Possible Electives	
BSBAUD514	Interpret compliance requirements
BSBCMM511	Communicate with influence
BSBDAT501	Analyse data
BSBLEG425	Apply principles of legal project management
BSBLEG522	Apply legal principles in contract law matters
BSBLEG523	Apply legal principles in tort law matters
BSBLEG524	Apply principles of evidence law in matters under litigation
BSBLEG525	Apply legal principles in intellectual property law matters
BSBLEG526	Apply legal principles in criminal law matters
BSBLEG527	Apply legal principles in family law matters

Table continues next page.



## Units assessed table continue:

Code	Unit name
BSBLEG530	Apply legal principles in wills and probate matters
BSBLEG531	Apply legal principles in administrative law matters
BSBLEG532	Assist with court procedure
BSBLEG533	Support alternative dispute resolution processes
BSBPEF501	Manage personal and professional development



## 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



RTO #31254

## 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 - \$1800 (Full RPL Fee)

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

PROCEED TO AWARD: \$1800 - 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:

Work outcomes include:



RTO #31254

- Paralegal
- Legal Secretary
- Legal Clerk

## Contact Us

### Postal Address

PO Box 5757  
Q Supercentre QLD 4218

### Phone

1300 760 605

### Email

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