

ONLINE

# BSB50720 Diploma of Paralegal Services

Want to be an outstanding support member in a legal environment? Graduate with Australian Careers Business College Online.



## GRADUATE WITH ACBC ONLINE

1. MAKE AN ENQUIRY, COMPLETE AN APPLICATION AND ENROLMENT AND SELECT A DURATION FOR STUDY (52 OR 78 WEEKS).
2. LOG IN AND ACCESS YOUR COURSE MATERIALS AND SUPPORT.
3. LOG IN WEEKLY AND COMPLETE YOUR STUDY TASKS AND ASSESSMENTS.

Graduate with a full nationally recognised qualification when you have demonstrated competency for all units or graduate with a nationally recognised Statement of Attainment for selected units.

Whether you are looking for a career change or seeking to progress in your current career, this versatile qualification can help you get there.

You could be studying for this nationally recognised qualification within three business days!\*

We've got all the tools and support you need – at a duration to suit you. There's no need to attend the campus to enrol or to complete your studies.

You could be framing your Australian Careers Business College (ACBC) qualification within 12 months\*\*. How does it get better than that?

*\*Courses commence on the next available Monday from your application date allowing for administration requirements.*

*\*\*Depends on your selected course duration.*

BSB50720 Diploma of Paralegal Services can secure you a foothold in the Australian legal profession. You will graduate with a highly portable skill set that attracts both strong earning potential and job stability.

Job roles that relate to this qualification may include Paralegal.

## QUICK CHECK: AM I READY FOR THIS QUALIFICATION?

### ENTRY REQUIREMENTS

Entry to this qualification is limited to those who:

Have completed the following units (or equivalent competencies):

- BSBLEG314 Protect information in a legal services environment
- BSBLEG423 Conduct simple legal research and
- BSBLEG424 Support the drafting of complex legal documents.

or

Have two years equivalent full-time relevant work experience.

If you do not have existing competence in the entry requirement units, you may undertake them at ACBC prior to the commencement of the Diploma course. Achieving competence in all entry requirement units is necessary in order to commence the BSB50720 Diploma of Paralegal Services. Students who wish to complete the entry requirement units at ACBC, will be enrolled in the units separately and will be awarded a nationally recognised Statement of Attainment for successfully completing these units.

### AVAILABLE TIME TO STUDY

It's important to make sure that your online study fits in with your work and lifestyle. Choose from 12 OR 18 months to complete your study

Study Option	Recommended minimum weekly study	Recommended minimum coach contact	Suggested minimum weekly log-ins
12 months	8 hours	Weekly	2
18 months	5 hours	Weekly	2

[www.acbc.nsw.edu.au](http://www.acbc.nsw.edu.au) / [online@acbc.nsw.edu.au](mailto:online@acbc.nsw.edu.au)

➤ 02 9824 0000



**AUSTRALIAN CAREERS**  
Business College  
*'Empowerment Through Education and Training'*

## COURSE UNITS

BSB50720 Diploma of Paralegal Services qualification has 12 units (subjects). The course has been designed using the guidelines provided in the Business Services Training package. There are 5 core units and 7 elective units. The units

### CORE UNITS

**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

### ELECTIVE UNITS

**BSBLEG526** Apply legal principles in criminal law matters

**BSBLEG527** Apply legal principles in family law matters

**BSBLEG528** Apply legal principles in property law matters

**BSBLEG530** Apply legal principles in wills and probate matters

**BSBCMM511** Communicate with influence

**BSBPEF501** Manage personal and professional development

**BSBTWK503** Manage meetings

Speak with a Careers Advisor for full details of this course including Recognition of Prior Learning (RPL) and Credit Transfer. Details of tuition fees are available on this website.

## COURSE FEES

➤ **Tuition Fee** AUD7,900.00

(Ten payments of \$790.00 across course duration)

This Course may be fully funded by VET Student Loans.

## WHAT YOU WILL NEED

- Access to the internet
- Computer Access (word processing, web surfing, downloading forms and templates)
- Access to Google Drive (Google account)
- Email address (for enrolment communication)

## IT REALLY IS AS EASY AS IT SOUNDS!

Australian Careers Business College gives you great learning materials and instructions and amazing personal support. In a classroom with others you may feel embarrassed to ask questions.

With your dedicated Personal Learning Coach and Assessors, you will be top of the class every time at Australian Careers Business College.

## FAST TRACK TO UNIVERSITY WITH CREDIT POINTS AT LEADING UNIVERSITIES

Every year many Australian Careers Business College graduates use their vocational qualification to fast track into leading universities.

Australian Careers Business College has negotiated credit point agreements with Western Sydney University for successful graduates of the full Diploma of Paralegal Services qualification.



**WESTERN SYDNEY**  
UNIVERSITY

Graduates are eligible for: A guaranteed 80 credit points into the Bachelor of Business at Western Sydney University, with 180 cps remaining.

ACBC graduates have been accepted into various other universities

**Want to discuss your pathway to university?** Book a Careers Advice Session. Our Careers Advisors are on hand to help you plan a pathway to the university degree you are striving for and show you how you can achieve your career goals. **CLICK HERE**

## THE ACBC ADVANTAGE

Australian law practitioners work in a dynamic environment where skilled support is crucial. BSB50720 Diploma of Paralegal Services secures you entry into this stimulating industry. Completing this qualification through ACBC delivers many career advantages. Our trainers and assessors are respected practicing legal services professionals. This course curriculum has been developed in partnership with the legal services industry to ensure market relevant skill building, so you obtain top employability in Australia.

## VET STUDENT LOANS (VSL)

*ACBC is an approved VSL provider.*

VET Student Loans is a financial assistance scheme offered by the Australian Government. Eligible students can secure a loan to pay for all of their tuition fees for the Diploma of Legal Services. VET Student Loans will not be approved for students who do not meet eligibility requirements and a VET student loan gives rise to a VETSL debt that continues to be a debt due to the Commonwealth until it is repaid.

## WHAT ARE YOU WAITING FOR?

Are you ready to make a real difference in your career opportunities? Join over 6,000 ACBC Graduates who have made the step to rewarding employment or university.

**CLICK HERE** to make an enquiry and you could be studying in less than a week. It couldn't be easier.

Get the qualifications you deserve at a pace that suits you! We're with you all the way.

## For further information please contact:

An ACBC Careers Advisor

**Phone:** 612 9824 0000

**Email:** [nline@acbc.nsw.edu.au](mailto:nline@acbc.nsw.edu.au)



**02 9824 0000**

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ACBC is a Registered Training Organisation (RTO) No. 90271.