

Occupation: Legal Advisor's Assistant on Environmental Issues

Job Description: employees provide legal assistance, under direction on environmental issues. The position may be in a medium to large company advising on internal and external operational sustainability issues, or in a small company advising external clients. Employees blend general legal research with sustainability principles. Background work will include research and presenting of information.

Qualification: BSA41207 Certificate IV in Legal Services

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base to provide support in a range of legal service settings. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources.

The Business Services BSB07 Training Package guidelines, with the incorporation of a sustainable elective have been applied to create this occupational profile:

10 Units Required	
Core Units	
BSBLEG401A	Prepare and produce complex legal documents
BSBLEG409A	Provide non-legal advice
BSBLEG410A	Interact with other parties
BSBLEG412A	Interpret and apply legislation
BSBRES402A	Research, locate and provide legal and other information in response to requests
BSBRES403A	Research legal processes
Elective Units Selected	
BSBLEG404A	Provide support in Property Law matters
BSBLEG407A	Provide support in Commercial Law matters
BSBLEG408A	Arrange documents and list exhibits for litigation support
BSBSUS501A	Develop workplace policy and procedures for sustainability