



Discussion Paper

BSB07 Business Services Training Package - Review of Legal Qualifications

This project involves scoping, review and revision of the BSB31007 Certificate III in Business Administration (Legal), BSB41207 Certificate IV in Legal Services and BSB51007 Diploma of Legal Services.

The IBSA review of the national VET legal qualifications involves the following actions:

- A scoping exercise to review current work roles, competencies and career paths for people in legal support roles;
- An analysis of industry training provider views of the current qualifications, in relations to their coverage, content flexibility and relevance;
- Re-development of the current qualifications and units of competency, including the development of new qualifications and/or skill sets if necessary.

These actions are being undertaken in two stages. Stage One involves a scoping exercise to determine what are 'legal support' roles not only within the context of a professional law firm, but also within a broader legal context including government and the community sector.

In addition as part of Stage One, industry training providers are being contacted to ascertain the relevance of the competencies, their flexibility and satisfaction with the packaging of competencies in the existing qualifications. Furthermore recommendations for other legal-related qualifications are being sought from industry representatives and industry training providers.

Existing Legal Administration Qualifications

There are currently three national qualifications:

- Certificate III in Business Administration (Legal)
- Certificate IV in Legal Services
- Diploma of Legal Services

Statistical information about the uptake of the qualifications is provided at Appendix One. Based on this information it appears that there is reasonable uptake of the Certificate III qualification across the country. Of the 733 students undertaking the Certificate III Business Administration (Legal) in 2007, 43% were doing so as part of a new apprenticeship.

It appears very few students are doing the Certificate IV as a new apprenticeship and in fact the uptake of the Certificate IV is primarily in New South Wales, Victoria and South Australia. The regional concentration of the uptake of the Diploma is even more stark. New South Wales is virtually the only deliverer of this qualification.

There are higher AQF level state-based qualifications in Victoria and in Western Australia. In Victoria it is an Advanced Diploma of Business (Legal Practice) and in Western Australia it is an Advanced Diploma of Business (Legal Services).

Stage One Developments to Date

All state training authorities and state-based industry advisory bodies have been notified of the project and their input has been sought.

Relevant associations and peak bodies have been identified including the Australian Legal Practice Management Association (ALPMA), state-based law societies and a number of recruitment agencies which specialise in recruiting for legal support roles.

Consultations have begun with human resource managers of law firms. Questions that are explored with these representatives are:

- What are the legal support job roles within your organisation?
- What competencies do people need for these job roles?
- Are there emerging job roles in the legal support area?
- What are the career paths for people in legal support roles?
- What qualifications do people have for these roles?
- Are these qualifications adequate?
- What changes are recommended?
- What will the legal support role look like in the future?
- What competencies and qualifications will people need for these roles?

Some law firms have developed detailed competency frameworks for their legal support staff. As well many of the top-mid tier law firms have formal in-house traineeships which last up to 12 months for up to 15 recruits depending on the workforce needs of the firm.

Face to face consultations as part of this project are as follows:

- Sydney (5 & 6 March)
- Brisbane (9, 10 & 11 March)
- Adelaide (23 & 24 March)
- Perth (25 & 26 March)

Telephone interviews are also being undertaken with industry representatives and RTOs in Tasmania and the ACT.

Another dimension of Stage One of the project, facilitated by NSW TAFE, is a telephone interview with past graduates of the Certificate III, IV and Diploma. This exercise will provide valuable insights into career paths for graduates with these qualifications. The survey will also provide an opportunity for the graduates to reflect on aspects of the respective training programs as part of TAFE's objective of continuous improvement.

The Way Forward

Stage One of the project will be completed by 30 April, 2009. Evidence compiled as part of the research and consultations conducted during Stage One will be compiled into a report. In addition the report will include recommendations and a strategy for Stage Two of the project for discussion. This report will be circulated to members of the National Project Reference Group.

The outcome of these discussions and feedback will determine the breadth of Stage Two.

Some of the issues to be addressed are:

- What changes to the existing competencies are required as a result of industry consultations?
- What amendments to the qualifications should be made?
- How do these qualifications link into other qualifications?
- Are new qualifications or skill sets required?
- What action can be taken to support organisations with legal support roles in ongoing skill development for their people?

Outcomes will be posted on IBSA's website and ongoing input to the project from interested persons and parties is encouraged.

How to Contribute –

The consultants undertaking this project will be contacting industry, regulator and training organisation representatives in all States and Territories to gain

expert advice and informed ideas. Hopefully you will be able to provide valuable input directly or through organisations that represent your sector or profession.

Apart from meetings or through industry associations feedback can also be provided through a number of mechanisms including the IBSA Review and Feedback Register on their website at:

<http://www.ibsa.org.au/ibsa/login.jsp?redirect=/review/index.jsp>

Anyone with an interest in being part of the consultations for this project is urged to contact directly to the consultant to arrange a face to face or telephone consultation. -

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Or provided direct to IBSA as follows:

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Written comments should be sent to IBSA, Building B, Level 2, 192 Burwood Road, Hawthorn, Victoria 3122

Appendix One

Number of Students by Qualification and State: Comparative Data 2005-07

2005 Legal Qualifications Statistics

	NSW	Vic	QLD	So Aust	WA	Tas	ACT
Cert III new app	49	105	104	2	19	17	13
Cert III	160	56	179	3	87	0	56
Cert IV New app	6	0	1	4	1	0	0
Cert IV	84	44	2	123	67	0	0
Diploma	223	0	0	0	28	0	0

2006 Legal Qualifications Statistics

	NSW	Vic	QLD	So Aust	WA	Tas	ACT
Cert III new app	78	102	101	0	18	15	7
Cert III	126	59	160	13	76	0	41
Cert IV New app	7	0	1	2	4	0	0
Cert IV	107	40	3	106	23	0	0
Diploma	212	0	0	0	17	0	0

2007 Legal Qualifications Statistics

	NSW	Vic	QLD	So Aust	WA	Tas	ACT
Cert III new app	69	119	94	0	9	21	3
Cert III	81	77	163	18	46	0	33
Cert IV New app	0	0	0	8	3	0	0
Cert IV	134	42	2	84	2	0	0
Diploma	187	37	0	0	2	0	0

(Source NCVET, 2008)