



# Certificate III in National Indigenous Legal Advocacy – Course 39102QLD

## Participants

The Certificate III in National Indigenous Legal Advocacy is intended to address the training needs of Indigenous peoples who have recently commenced or are seeking to work in criminal justice related areas. The course provides the ability to complete general office and administrative duties within a legal context.

The course is specifically designed to meet the needs of newly commenced staff in predominately administrative or support roles in Aboriginal and Torres Strait Islander Legal Services.

It is also designed to meet the needs of Indigenous peoples with an interest in criminal justice issues who are working in Indigenous community organisations, Government departments / agencies relating to juvenile justice, corrective services or care and protection, or participating in Indigenous community justice mechanisms and in other similar roles.

## Skills and outcomes

By completing the Certificate III course, students will be equipped with the skills to:

- undertake basic administrative tasks in a workplace environment;
- have a basic understanding of the operation of the Australian legal system; and
- apply their understanding of legal processes in order to perform their work responsibilities.

In particular, students will be able to demonstrate that they are able to work with general guidance to:

- apply information about Australian criminal and civil justice systems and court procedures to routine business;
- provide advice and support to clients;
- perform basic business documentation tasks;
- maintain workplace safety;
- use information technology;
- analyse and present information;
- utilise cultural practice at work;
- advocate crime prevention and knowledge of human rights and appropriate legislation; and
- interview clients and take statements.

## Course outline

In undertaking the course, students will learn about:

- the Australian legal system and systems of government;
- the history and role of Aboriginal and Torres Strait Islander legal services;
- human rights principles and social justice;
- communication skills; and
- computer skills.

To be awarded the Certificate III, students must complete 13 units. There is provision in the course for trainers to recognise student's prior learning for any unit. There is also provision in the course for students to undertake a vocational training placement (of 50 hours).

**Compulsory units**

<b>Competency Code</b>	<b>Competency Name</b>	<b>Nominal Hours (Supervised)</b>
AILA301A	Gather information in legal systems to assist in routine responsibilities	30
AILA302A	Provide advice to clients	30
AILA303A	Provide assistance to people seeking support when detained or in an arrest situation	30
BSALO301A	Assist in prioritising and planning activities in a legal practice	20
BSALPP301A	Apply knowledge of the legal system to complete tasks	90
BSBADM302A	Produce texts from notes	20
BSBCMN108A	Develop keyboard skills	20
BSBCMN203A	Communicate in the workplace	30
BSBCMN207A	Prepare and process financial business documents	30
BSBCMN213A	Produce simple word processed documents	30
BSBCMN311A	Maintain workplace safety	30
ICPMM63BA	Access the internet	20
THHGS03B	Provide first aid	24