

Legal Executive

ANZSCO: 599112

Group C

About this document

- The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.
- Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education.
- The employment assessment involves determining the skill level and relevance of the tasks undertaken.
- Integrity checks may be conducted to verify the qualification and employment claims made in an application.

Job description

Legal Executive acts for and on behalf of clients in the areas of property transfer, company and business law, trusts, wills, probate and litigation under the general supervision of a Barrister or Solicitor.

Legal Executive is a VETASSESS Group C occupation

This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Diploma or higher.

Applicants can fulfil the assessment criteria for this occupation in four different ways.

*If employment is prior to the completion of the qualification at the required level, an applicant must have at least one year of highly relevant employment at an appropriate skill level within the last five years. The remaining three years of pre-qualifying period may be within the last ten years.

A positive assessment of both qualification level and employment duration is required for a positive Skills Assessment outcome.

GROUP	Criteria for a positive Skills Assessment			
	Minimum comparable Diploma or higher AQF level	With highly relevant major field of study	Additional highly relevant qualifications*	Highly relevant employment duration**
1	# +	+	N/A	+ OOO
2	# +	No highly + relevant major	Minimum AQF Certificate IV leve with highly relevant major	+ OOO
3	# +	No highly +	No additional highly relevant qualifications	+ 0 0 2 YEARS minimum
Pre-qualification methodology can apply to Group C occupations				
	Highly relevant employment duration**	With or without highly relevant major field of study	Additional highly relevant qualifications*	Minimum comparable Diploma or higher AQF level
4	3 YEARS Training The State of t	+ N/A +	N/A	+ AQF

Qualification

Highly relevant major fields of study include:

- Law
- Legal Studies

This occupation requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher and in a field highly relevant to the nominated occupation.

Employment Criteria

Highly relevant tasks include, but are not limited to:

- Interviewing clients to determine the nature of issues, and receiving written information concerning cases from Legal Professionals and clients
- Conferring with clients and potential witnesses and drawing up statements and proposed affidavits in preparation for court proceedings
- Maintaining legal files
- Preparing, analysing and interpreting a variety of legal documents
- Assisting Legal Professionals to prepare cases for court by conducting investigations, undertaking research, arranging witness preparation and attendance, and preparing and filing court documents
- May supervise Law Clerks and Legal Secretaries and take responsibility for their work

It is essential for applicants to meet the following employment criteria:

- at least one year of post-qualification employment at an appropriate skill level,
- undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

If the qualification is not in a highly relevant field, then the applicant must have:

- two years of post-qualification employment experience at an appropriate skill level,
- undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

This is reduced to one year if there is an additional qualification at least at AQF Certificate IV level in a highly relevant field.

If employment has occurred before completion of qualification, then three years of highly relevant employment experience are required in addition to at least one year of highly relevant employment at an appropriate skill level in the last five years.

Please note in order to achieve a successful Skills Assessment Outcome, a positive assessment for both qualifications and employment is required.

Please note that this occupation is only available for the Skilled Employer Sponsored Regional (Provisional) visa (subclass 494).