



CSO5555 TAFE Statement in Education and Employment Pathways

Introduction to Work Skills for the Legal Office

TAFE NSW PETERSHAM starting 28 April 2023

This program is in partnership with Marrickville Legal Centre

Course description:

This course will give introduce you to the latest Microsoft Office tools. It will also help you understand how a legal office/community legal centre operates and will provide information on legal administration requirements through practical placement at Marrickville Legal Centre.

Course outcomes include skills in:

- File Management - store and organise your digital data
- Word-processing - create and format documents
- Spreadsheets - understand and create simple spreadsheets
- PowerPoint - create a visual slide show presentation
- Introduction legal processes - through the onsite training and experience
- 25 - 30 hrs of onsite training and experience (to be held at Marrickville Legal Centre)

About Marrickville Legal Centre:

Marrickville Legal Centre offers free legal advice and assistance to the community of the inner-west, south-west, southern suburbs of Sydney, and beyond. Marrickville Legal Centre solicitors provide access to justice through the provision of legal services, law reform and community legal education, particularly for people who are disadvantaged by their social and economic circumstances.

For more information and to register interest in doing the course please P: 7921 0580 or E: ultcpes@tafensw.edu.au

LOCATION

TAFE NSW PETERSHAM
27 Crystal Street, Petersham

DURATION: 10 Weeks

STUDY TYPE: Part-time

ON CAMPUS

Friday 9:30am – 2:00pm

START DATE - END DATE

28 April – 30 June 2023

25 - 30 hours onsite training and experience will be additional days (to be finalised)

INFORMATION/ENROLMENT SESSION - PETERSHAM TAFE BUILDING C ROOM C2.33

Friday 31 March 2023 10am- 12pm

Note: USI Students are required to obtain a Unique Student Identifier (USI). Please go to www.usi.gov.au to get your USI number

COST:

*Fee Free This training is subsidised by the NSW Government. Eligibility criteria apply.

ELIGIBILITY:

Australian citizens, New Zealand citizens, Permanent residents, and humanitarian visa holders are eligible

Explore. Enquire. Enrol.
tafensw.edu.au/course area
131 601



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