

SFJ IC4 – SQA Unit Code H55K 04

Conduct and use research to progress legal matters



Overview

This standard is about researching information and identifying relevant solutions to address legal matters for clients.

This includes researching legal information, making judgements and recording findings in relation to the legal matter.

SFJ IC4 – SQA Unit Code H55K 04

Conduct and use research to progress legal matters

Performance criteria

- You must be able to:*
- P1 agree with the relevant parties the appropriate legal matters to be researched
 - P2 identify relevant resources available to research information for legal matters
 - P3 locate information required to progress legal matters, including;
 - P3.1 statutes in force
 - P3.2 statutory instruments
 - P3.3 case law
 - P4 analyse statutes, statutory instruments and legal precedent to establish similarities with legal matters to be progressed
 - P5 record findings of the research in line with legal, organisational and regulatory requirements
 - P6 identify possible solutions for the client by applying relevant law to the facts of legal matters
 - P7 make judgments on the advantages and disadvantages for each possible solution for legal matters to progress
 - P8 agree and record relevant solutions for legal matters with the client and other relevant parties

SFJ IC4 – SQA Unit Code H55K 04

Conduct and use research to progress legal matters

Knowledge and understanding

You need to know and understand:

- K1 the principles and theories of legal research
- K2 the different factors you need to discuss with clients to establish the legal matter to be progressed
- K3 the different resources available for researching legal information in relation to legal matters
- K4 how to access different resources for researching legal information
- K5 how to find statutes in force, statutory instruments and case law
- K6 how to read statutes, statutory instruments and case law to determine the information you need for legal matters
- K7 how to analyse legal information and identify solutions for legal matters with clients and other relevant parties
- K8 the different ways to present and agree solutions with clients in accordance with legal, organisational and regulatory requirements
- K9 the limits of own authority and when and how to refer any issues
- K10 the legal, organisational and regulatory requirements for recording information on legal matters

SFJ IC4 – SQA Unit Code H55K 04

Conduct and use research to progress legal matters

Glossary

Client

The person you are working with or on behalf of. Depending on the organisation and nature of your job role this may include one or more of the following:

- 1 external clients or customers
- 2 internal colleagues

Relevant parties

The people or organisation(s) that are entitled to information or need to be consulted with. This could be one or more of the following:

- 1 external clients or customers
- 2 internal colleagues or supervisors
- 3 external organisations such as courts & tribunals

SFJ IC4 – SQA Unit Code H55K 04

Conduct and use research to progress legal matters

Developed by Skills for Justice

Version number 1

Date approved October 2012

Indicative review date October 2017

Validity Current

Status Original

Originating organisation Skills for Justice

Original URN SFJ IC4

Relevant occupations Paralegal

Suite Providing Legal Services

Key words Research; legal matter; information; precedent; law;