

# SFJ IC8 – SQA Unit Code H55M 04

## Conclude legal matters



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### Overview

This standard is about concluding a legal matter which can involve internal and external clients. It involves communicating the outcome and closing and archiving legal files.

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### Performance criteria

- You must be able to:*
- P1 review all work accurately in preparation to conclude legal matters
  - P2 identify the appropriate outcomes in relation to legal matters for the relevant parties
  - P3 assess the impact of the outcomes for the relevant parties and how these should be communicated
  - P4 agree and prepare appropriate communication for relevant parties in line with legal, organisational and regulatory requirements
  - P5 communicate the outcomes and the implications for the relevant parties in line with legal, organisational and regulatory requirements
  - P6 close and archive the legal matter in accordance with legal, organisational and regulatory requirements
  - P7 decide what documentation and recorded information relating to the legal matter should be destroyed in accordance with legal, organisational and regulatory requirements
  - P8 provide feedback to relevant parties in accordance with legal, organisational and regulatory requirements

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### Knowledge and understanding

*You need to know and understand:*

- K1 the different outcomes of legal matters and the implications of these for the relevant parties
- K2 the parties who can/cannot be informed of the outcome of a legal matter
- K3 the information that can/cannot be given in relation to the outcome of a legal matter
- K4 the different methods of communicating outcomes of a legal matter to relevant parties
- K5 how to close and archive a legal matter in line with legal, organisational and regulatory requirements
- K6 how to store and destroy legal information in line with legal, organisational and regulatory requirements
- K7 the importance of storing and destroying legal information correctly

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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

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