

# Higher National Unit specification: general information

**Unit title:** Family Law: Principles and Court Actions

Unit code: FW2R 35

Superclass: EC

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## **Unit purpose**

This Unit is designed to provide candidates with knowledge of the principles of family law in Scotland relating to Marriage, Civil Partnerships, Divorce and Dissolution of Civil Partnerships, cohabitation and children. The Unit will cover the legislation in Scotland relating to marriage, civil partnerships and co-habitees. The Unit will also explain the rights and responsibilities of parents, including unmarried fathers, to their children, the rights of children, together with the grounds required for a divorce or dissolution of a civil partnership and how the Matrimonial Homes (Family Protection) (Scotland) Act 1981, the Family Law (Scotland) Act 1985, the Family Law (Scotland) Act 2006, the Protection from Abuse (Scotland) Act 2001, the Protection from Harrassment Act 1997 and the Children (Scotland) Act 1995 apply. Candidates should be able to identify situations where specific principles apply, explain how they apply and suggest solutions to a potential client in a given situation.

The Unit is aimed at those who work as family law paralegals who intend to become a Law Society of Scotland Registered Paralegal. The Unit is also intended to be relevant to those already employed in the legal sector who may wish to broaden their expertise, and students or others who aspire to work in a relevant role in the legal sector. Candidates should only provide advice to clients under the direction of a supervising solicitor.

On completion of the Unit the candidate should be able to:

- 1 Explain the constitution of marriage and civil partnerships.
- 2 Prepare a Separation Agreement for a Spouse/Civil Partner.
- 3 Explain the rights to financial provision on separation or death, which are available to co-habitees.
- 4 Explain the rights and responsibilities of parents and children within Scots Law.
- 5 Apply the grounds for divorce and dissolution of civil partnerships.
- 6 Prepare the necessary documentation for initiating Family Law Court Actions.
- 7 Apply the available protections and procedures for a family law client requiring protection from violence.

## **General information (cont)**

## Recommended prior knowledge and skills

Access to this Unit is at the discretion of the centre. However, candidates would normally be expected to have competence in Communication Skills at SCQF level 6 or equivalent and should normally have completed Unit *F1A7 34: Scottish Legal System*, or have similar qualifications or experience. It would also be beneficial for the candidate to have completed the HN Unit *F19P 34: Scots Private Law*.

## Credit points and level

2 Higher National credits at SCQF level 8: (16 SCQF credit points at SCQF level 8\*)

\*SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.

### **Core Skills**

The Unit should provide candidates with an opportunity to develop the following Core Skills/Core Skill components in this Unit, although there is no automatic certification of Core Skills or Core Skills components:

- ♦ Problem Solving
- ♦ Working with Others
- **♦** Communication
- ♦ Numeracy
- ♦ Information and Communication Technology (ICT)

# **Context for delivery**

If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

### Assessment

This Unit could be assessed using two separate assessment events, or assessed individually with the candidate producing either written and/or oral evidence for each of the seven Outcomes. Assessment may take the form of case study based stimulus materials which should be sufficient to sample the knowledge and skills required in all seven Outcomes and be sufficient to allow the candidate to give relevant legal advice under the guidance of a supervising solicitor in a particular scenario. A set of restricted response or multiple choice questions could be used together with the case study/studies to provide evidence of knowledge that cannot be inferred through the case study responses.

Centres will have discretion in designing assessments so that they can assess Outcomes individually or combine Outcomes where they consider it appropriate.

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The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

Please refer to Evidence Requirements for the Unit after the Outcomes.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

### **Outcome 1**

Explain the constitution of marriage and civil partnerships.

### Knowledge and/or Skills

- Procedures of formation of marriages and civil partnerships.
- Consequences of and rights conferred by marriage/civil partnership.
- Differences and legal consequences in relation to heritable and moveable property in relation to marriage and civil partnerships.
- Current relevant legislation (relevant provisions of the Matrimonial Homes (Family Protection) (Scotland) Act 1981, The Family Law (Scotland) Act 1985, the Family Law (Scotland) Act 2006, the Protection from Abuse (Scotland) Act 2001 and the Protection from Harassment Act 1997).

#### Outcome 2

Prepare a Separation Agreement for a Spouse/Civil Partner.

## **Knowledge and/or Skills**

- Explain the rights to financial provision on separation which are available to spouses and civil partners.
- Schedules of Matrimonial/Partnership Property.
- Definition of matrimonial property.
- Ingathering of financial information.
- Fair division of assets.
- Special circumstances justifying unequal division.
- Disposal of heritable property by sale or transfer.
- Right of Aliment for spouse or civil partner.
- Pension Sharing rights.
- Right to periodical allowance.
- ◆ Types of vouching required and methods for obtaining, ie mortgage balance statements.
- Preparing first draft of a minute of agreement of separated spouses or civil partners.

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#### Outcome 3

Explain the rights to financial provision on separation or death, which are available to cohabitees.

### Knowledge and/or Skills

- Rights of co-habitees on separation and death.
- ♦ Legal consequences in relation to heritable and moveable property for co-habitees.
- ♦ Current relevant legislation (The Family Law (Scotland) Act 2006).
- Prepare a Separation Agreement for a co-habitee.

### **Outcome 4**

Explain the rights and responsibilities of parents and children within Scots Law.

## **Knowledge and/or Skills**

- Rights and duties of parents including the unmarried father.
- Methods for unmarried father to acquire parental rights and responsibilities when these are not automatic.
- Rights of children.
- Removal of children within the UK.
- Removal of children outwith the UK.
- Views of the child.
- Enforceability of contact agreements.
- ♦ Jurisdiction of court when child is subject of the Children's Panel.
- Right of Aliment for child.
- The jurisdiction of the Child Support Agency and that of the court in relation to child support.
- Prepare contact agreement.
- Current relevant legislation The Age of Legal Capacity Act 1991, The Children (Scotland) Act 1995 and the Child Support Act 1991.

#### Outcome 5

Apply the grounds for divorce and dissolution of civil partnerships.

### Knowledge and/or Skills

- Grounds for divorce.
- Grounds for dissolution of civil partnership.
- Current relevant legislation (The Divorce (Scotland) Act 1976 as amended by The Family Law (Scotland) Act 2006).

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#### Outcome 6

Prepare the necessary documentation for initiating Family Law Court Actions.

## **Knowledge and/or Skills**

- Divorce/Dissolution of Civil Partnership Writs and Simplified Application Forms.
- Writ for financial provision following separation of co-habitees.
- Writ for financial provision following death of a co-habitee.
- ♦ Actions for Contact/Residence.
- Productions.
- Records.
- Motions.
- Affidavits.
- Decrees.

### **Evidence Requirements for Outcomes 1–6**

The candidate will provide written and/or oral evidence to show that they can, in relation to a given scenario covering Outcomes 1, 2, 4 and 5 apply the grounds for **either:** 

- ♦ Divorce in an action between a husband and wife, or
- ♦ A dissolution of a civil partnership.

#### The scenario will involve:

- ♦ Two children in the family including one child from a previous relationship; at least one of the children will be over 10 yrs but under 16 yrs.
- ♦ There will be joint heritable property consisting of a house plus a property owned before the marriage/civil partnership by one party.
- One or both parties will own a pension which they will have been contributing to since before the marriage/civil partnership.
- There will debts in the form of credit cards and/or loans.
- ◆ Date of marriage/civil partnership.
- Date of separation.
- Reason for breakdown of marriage/civil partnership.
- Assets owned in joint and sole names.
- Dates of birth of children.

The candidate will take on the role of a Paralegal (acting with the guidance of a supervising solicitor) on behalf of one or more individuals in relation to circumstances where they require advice on:

- (a) Whether a marriage or civil partnership has been validly constituted.
- (b) What rights and responsibilities are due between the parents and their children.
- (c) On what grounds they are able to obtain a divorce or dissolution of a civil partnership.
- (d) What procedures need to be followed.
- (e) Their rights and responsibilities in relation to the financial aspects in the given circumstances.

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Satisfactory achievement will consist of the candidate correctly applying the law in relation to the scenario so that the advice given is accurate, based on the principles of family law that they have covered in these Outcomes.

Candidates will be given another scenario covering Outcomes 3, 4 and 6 and should draft a writ for financial provision in relation to **either:** 

- ♦ The separation of a cohabiting couple, or
- Death of a cohabitee.

#### The scenario will involve:

- ♦ Two children in the family including one child from a previous relationship; at least one of the children will be over 10 yrs but under 16 yrs.
- ♦ There will be joint heritable property consisting of a house plus a property owned before the cohabitation by one party.
- One or both parties will own a pension which they will have been contributing to since before the cohabitation.
- ◆ There will debts in the form of credit cards and/or loans.
- ♦ Length of the cohabitation.
- Relevance of the date of separation or death in relation to making a claim.
- Assets owned jointly and in the sole names of the parties.
- Dates of birth of children.

The candidate will take on the role of a Paralegal acting (with the guidance of a supervising solicitor) on behalf of one or more individuals in relation to circumstances where they require advice on:

- (f) What rights and responsibilities are due between the parents and their children, with particular relevance to the unmarried father, if appropriate.
- (g) What procedures need to be followed.
- (h) Their rights and responsibilities in relation to the financial aspects in the given circumstances.

The candidate should explain the grounds and timescales for a cohabitation action in Scotland, and the legal definition of a co-habitee, either verbally or in writing.

If the scenario involves the death of a co-habitee the candidate will need to be aware that the action must be raised within the relevant time period.

Satisfactory achievement will consist of the candidate correctly drafting the appropriate writ for financial provision and the advice given on items (f) to (h) above must be correct in terms of current legislation and should be in the best interests of the client.

Candidates should then prepare at least one Separation Agreement and at least one Contact Agreement based on **either** of the given scenarios. These should be correct in relation to the details given in the scenario.

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Written and/or oral evidence of knowledge which cannot be inferred from the evidence produced for the practical application of the law to the given scenarios should be sampled.

The assessments should be carried out under supervised, open-book conditions where the candidate may refer to court rules, legislation and style agreements.

#### Assessment Guidelines for Outcomes 1-6

Each Outcome may be assessed individually using six assessments, with each assessment containing either a set of restricted response questions or multiple choice questions which sample the Knowledge and Skills for the Outcome together with a case study where the candidate will apply their knowledge and provide appropriate advice to each of the case studies.

Where the Outcomes are assessed individually, then the time allowed for each assessment could be one hour.

Students may be given a case study for which they could be asked to explain or demonstrate in writing the initial steps they would take to collate and store information for a Family Law case. Within a role play scenario, they could be asked to produce a written report to their supervising Solicitor outlining the information obtained and collated, matching court diary entries and suggested next steps.

Candidates will also provide written and/or oral answers to questions sampling knowledge within the knowledge and skills section of the Outcome which are not covered by the case study. Restricted response questions could be used for sampling knowledge where required.

The candidate should be given pro forma styles to enable completion of the necessary documents and allow the candidate to develop familiarity with the most common documents and to build on these as they learn.

The assessment of Outcomes 1–6 could be integrated with the assessment of Outcomes 1, 2 and 3 of the HN Unit FW2T 35: Sheriff Court Procedures for Divorce or Dissolution of Civil Partnerships.

### Outcome 7

Apply the available protections and procedures for a family law client requiring protection from violence.

### Knowledge and/or Skills

- Interdicts and interim interdicts
- Powers of Arrest
- Exclusion orders
- Protection from Harassment

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## **Evidence Requirements for Outcome 7**

The candidate will provide written and/or oral evidence under supervised conditions, to show that they can advise at least one vulnerable individual, of the rights and remedies available to them, under the direction of a supervising solicitor.

Candidates will be given a scenario requiring them to apply the law on either:

- 1 A cohabitee, or
- 2 A spouse/civil partner requiring protection from violence.

The first scenario should include how a non-entitled co-habitee who has been subjected to violence obtains occupancy rights in the family home.

The second scenario should include the grounds for interdicts and exclusion orders, and the procedures for obtaining and applying them.

If advising a vulnerable individual, candidates should be able to describe the procedure for obtaining the protection, and outline one circumstance where the protection or procedure would apply, either verbally or in writing.

Candidates should show that they can give an accurate and clear explanation of the law as it relates to the given scenario.

Evidence of knowledge which cannot be inferred from the candidate's answers to the given scenario may be sampled and may be in written or oral form.

The assessment should be carried out under supervised open-book conditions, where court rules and styles may be taken into the assessment.

### **Assessment Guidelines for Outcome 7**

Additional evidence of knowledge could be gathered using structured questions.

The time allocated for this Outcome could be 1½ hours.

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This part of the Unit specification is offered as guidance. The support notes are not mandatory. While the exact time allocated to this Unit is at the discretion of the Centre, the notional design length is 80 hours.

## Guidance on the content and context for this Unit

The purpose of this Unit is to provide the candidate with knowledge of family law relating to marriage, civil partnerships, co-habitation rights and obligations of parents (including unmarried fathers) and children, divorce and dissolution of civil partnerships. Candidates will acquire the skills to apply this knowledge to a given scenario in order to be able to advise a potential client under the guidance of a supervising solicitor.

This Unit should supply candidates with a detailed understanding of the procedures and grounds for bringing to an end such relationships, the duty to aliment an adult and more importantly children, and the rights that both parties have to property owned by one or both of them. The property aspect should include basic pension sharing rules, guidelines for fair division of matrimonial assets, and drawing up schedules of assets.

To a lesser extent, this Unit should give candidates an overview of legal actions involving or brought by children, the procedures and grounds dealing with disputes between adults regarding children, and the powers and civil liberties that children in Scotland have in their own right. Attention should also be paid to giving the candidates a basic understanding of the legal protections available to vulnerable adults and children.

On completing this Unit, candidates should have a wide-ranging understanding of the effects of the main Family Law Acts, particularly the Matrimonial Homes (Family Protection) (Scotland) Act 1981, the Family Law (Scotland) Act 1985, the Family Law (Scotland) Act 2006, the Children (Scotland) Act 1995, the Protection from Harassment Act 1997 and the Protection from Abuse (Scotland) Act 2001.

It would be beneficial if the candidate had knowledge of legal concepts such as understanding the difference between common law and statute law. However, if the candidate has completed the Unit *F1A7 34*: *Scottish Legal System*, or has worked in a legal environment, then they should already possess this understanding. It would also be beneficial for the candidate to have completed the HN Unit *F19P 34*: *Scots Private Law* and be working towards the HN Unit *FW2T 35*: *Sheriff Court Procedures for Divorce or Dissolution of Civil Partnerships*.

On completion of this Unit *Family Law: Principles and Court Actions*, candidates should be able to identify situations where specific principles apply, explain how they apply and suggest solutions to a potential client in a given situation.

This Unit is ideally suited to the use of case studies and case law. Candidates should be encouraged to source copies of the main Family Law Acts and to use these for discussion and research purposes within the centre environment.

**Unit title:** Family Law: Principles and Court Actions

#### Outcome 1

This Outcome introduces the candidate to marriage and civil partnerships in Scotland. Candidates will develop their knowledge on the law relating to marriage and the legal requirements for a valid marriage contract together with the aspects which will affect its validity. Candidates will also learn about civil partnerships, cohabitation, and the consequences of marriage in relation to property. Explanation could be given of the relevance of the current relevant legislations. relevant provisions of the Matrimonial Homes (Family Protection) (Scotland) Act 1981, The Family Law (Scotland) Act 1985, the Family Law (Scotland) Act 2006, the Protection from Abuse (Scotland) Act 2001 and the Protection from Harassment Act 1997).

Candidates could also be referred to the current legislation relating to civil partnerships and the procedures of formation. An explanation could be given of the differences and legal consequences in relation to heritable and moveable matrimonial property in relation to marriage/civil partnerships. Comparisons could also be made between marriage/civil partnerships and the rights of cohabiting couples and how the matrimonial homes legislation affects all of these.

### Outcome 2

This Outcome covers the rights of spouse and civil partners to financial provision on separation. Candidates should be made aware of the principles governing both division of the marital/partnership assets and those applicable to maintenance, ie aliment and periodical allowance.

#### Outcome 3

This Outcome deals with the rights to financial provision on separation or death which are available to co-habitees. Candidates should be aware that strict timelines exist when raising an action to obtain financial provision in the event of death.

#### Outcome 4

This Outcome deals with the rights and responsibilities of parents and the reciprocal rights of children. This could be explained to candidates by comparing the rights and responsibilities of the married and unmarried father and how the recent legislation has changed this, pointing out the fact that the current rights of the unmarried father is not retrospective. It would also be prudent to include reference to the rules in the Children (Scotland) Act 1995 regarding age limits, etc.

#### Outcome 5

This Outcome deals with the current grounds for divorce/dissolution of civil partnerships and the current legislation. It would be helpful to give candidates an explanation of the differences and similarities which arise when applying the legislation to divorces and civil partnerships. Particular attention should be paid to the differences between the Family Law (Scotland) Act 1985 and the Family Law (Scotland) Act 2006.

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#### Outcome 6

This Outcome deals with Court actions for divorce/dissolution/separated co-habitees/ contact/residence. The current grounds for divorce and dissolution of civil partnerships should be explained, directing the candidate to the current legislation in force. It may be relevant to explain the principles of the simplified divorce procedure and the part jurisdiction plays in selecting the appropriate court. It is not necessary for the candidate to produce any divorce application forms as these are covered within the HN Unit FW2T 35: Sheriff Court Procedures for Divorce and Dissolution of Civil Partnerships.

#### Outcome 7

This Outcome deals with the available protection and procedures for spouses, civil partners, cohabitees as family law clients. Attention could also be drawn to the protections available under common law compared to statute.

## Guidance on the delivery and assessment of this Unit

Centres are recommended to follow the sequence of Outcomes which will provide the candidates with a clear understanding of the legal issues which apply to marriage, civil partnerships, rights of parents and children and divorce and dissolution of civil partnerships. However, teaching should be focussed on assisting candidates to understand and apply the principles and main provisions of the relevant areas of law rather than to memorise details of case law.

A bank of case studies could be prepared to cover the knowledge and understanding of all Outcomes within this Unit. This Unit can be assessed using case studies and structured questions. The questions set may ask the candidate to apply their knowledge of the legal system to the case studies. The assessments should be conducted under supervised and open-book conditions.

It is recommended that candidates be provided with computer templates or hard copies of styles commonly used in the various stages of a divorce action before the Sheriff Court.

Use could be made of subscription databases such as Westlaw (http://www.westlaw.co.uk/) and non-subscription databases such as www.legislation.gov.uk which brings together the legislative content currently held on the Office of Public Sector Information (OPSI) website and revised legislation from the Statute Law Database to provide a single legislation service that replaces the current services.

# Open learning

This Unit is suitable for open and distance learning delivery. The assessment strategy and guidelines described in this specification must still be applied if this method of delivery is chosen.

For further information and advice, please refer to the SQA document Assessment and Quality Assurance for Open and Distance Learning which is available on SQA's website www.sqa.org.uk.

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## Opportunities for developing Core Skills

All elements of the Core Skill of *Problem Solving* — Critical Thinking, Planning and Organising, Reviewing and Evaluating — are naturally developed as candidates analyse fictitious case studies, identify situations where specific principles apply, and, under the supervision of a solicitor, suggest solutions which are in the best interests of the client and correct in terms of current legislation. Discussion of relevant case studies can provide formative opportunities to evaluate solutions, working with others to focus on methods for negotiating positive Outcomes that fulfil rights and responsibilities.

Paralegals have to build and maintain effective written and oral communication, working with a range of people, including the Supervising Solicitor and clients. Identifying different communication options and selecting the language and format appropriate to the particular situation and/or client will be essential.

The potential value of claims, costs and expenses for claimants and respondents must be considered in conjunction with non-financial risks. There are opportunities for developing skills in *Numeracy* as a tool to be applied efficiently in a practical working context. Effective calculation and presentation of data could be enhanced by access to appropriate software. Skills in the effective use of *Information and Communication Technology (ICT)* are fundamental to retrieving, securely storing and presenting a complex range of information.

# Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website <a href="https://www.sqa.org.uk/assessmentarrangements">www.sqa.org.uk/assessmentarrangements</a>

# **History of changes to Unit**

Version	Description of change	Date

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## **General information for candidates**

**Unit title:** Family Law: Principles and Court Actions

#### What this Unit is about

This Unit is a two credit HN Unit designed to provide you with an understanding of the principles of family law in Scotland relating to Marriage, Civil Partnerships, Divorce and Dissolution of Civil Partnerships, and children. You will cover the legislation in Scotland relating to marriage, civil partnerships and co-habitees and you will develop the knowledge to explain the rights and responsibilities of parents, including unmarried fathers, to their children, the rights of children, together with the grounds required for a divorce or dissolution of a civil partnership and how the Matrimonial Homes (Family Protection) (Scotland) Act 1981, the Family Law (Scotland) Act 1985, the Family Law (Scotland) Act 2006, the Protection from Abuse (Scotland) Act 2001, the Protection from Harrassment Act 1997 and the Children (Scotland) Act 1995 apply.

Assessment of this Unit will take the form of case study based stimulus materials which will be sufficient to sample the knowledge and skills required in all seven Outcomes and be sufficient to allow you to give relevant legal advice, under the direction of a supervising solicitor, in a particular scenario. You may also be provided with a set of restricted response or multiple choice questions.

## What you will learn about:

- Current law
- Civil partnerships
- Consequences of marriage/civil partnership
- Cohabitation
- Matrimonial homes legislation
- Rights and duties of parents including the unmarried father
- Rights of children
- ♦ Current legislation
- ♦ Grounds for divorce
- Grounds for dissolution of civil partnership
- Matrimonial homes legislation
- Procedures available for the protection from violence

#### **Outcome 1**

This Outcome deals with marriage and civil partnerships in Scotland and covers the grounds for divorce and dissolution of civil partnerships. You will expand your knowledge on the law relating to marriage and the legal requirements for a valid marriage contract together with the aspects which will affect its validity. You will learn the grounds which are required to enable a divorce/dissolution of a civil partnership in Scotland. You will also learn the elements of the Matrimonial Homes (Family Protection) (Scotland) Act 1981 which apply in the relevant circumstances.

You will gain an understanding about the changes in legislation relating to civil partnerships and will learn that due to this new legislation, civil partnerships are not only recognised but will lead to the same rights as married couples have at present.

# **General information for candidates (cont)**

**Unit title:** Family Law: Principles and Court Actions

#### Outcome 2

This Outcome covers the rights of spouse and civil partners to financial provision on separation. You will be made aware of the principles governing both division of the marital/partnership assets and those applicable to maintenance, ie aliment and periodical allowance.

#### Outcome 3

This Outcome deals with the rights to financial provision on separation or death which are available to co-habitees.

#### Outcome 4

This Outcome covers the rights and responsibilities of parents and children. You will study the rights and responsibilities parents owe to their children and what rights children have.

You will learn the protections given in relation to children's rights as opposed to their parents/carers, and the rights given to resident/non-resident/unmarried parents. You will also be taught about the rights of the unmarried father and how these rights have changed under the new legislation in force. You will also be made aware of the responsibilities of parents to care for, educate and maintain children in different circumstances.

What you will also learn is that the new legislation is not retrospective and it will only refer to unmarried couples who become parents after the new legislation is in force.

#### **Outcome 5**

This Outcome relates to the grounds of divorce and civil partnership dissolution. You will learn the grounds of both, the differences and similarities between them, and the circumstances in which they should be applied. You will also be made aware of the procedures for applying the grounds.

#### **Outcome 6**

This Outcome deals with court actions for divorce/dissolution/separated cohabitees/contact/residence.

#### Outcome 7

This Outcome relates to the protection of vulnerable people. You will be made aware of the remedies and procedures available in common law and statute to protect the vulnerable from violence and mental abuse.