



National Unit Specification: general information

UNIT Word Processing: Legal (SCQF level 5)

CODE F7KT 11

SUMMARY

This Unit is designed to enable candidates to develop the necessary skills and techniques in order to produce a range of legal business documentation using the functions of a current word processing package. Candidates will be able to produce legal documents from materials provided; recall, edit and produce hard copy and create documents as a result of merging two independent files.

The Unit is suitable for candidates who have some basic knowledge of Word Processing and who are looking to further develop these skills. It will also allow candidates to become familiar with some legal terminology and documentation.

OUTCOMES

- 1 Produce a range of business documents, containing legal terminology, from materials provided.
- 2 Recall, edit and produce hard copy of legal documents as directed.
- 3 Produce documents created as a result of a merge between two independent files.

RECOMMENDED ENTRY

While entry is at the discretion of the Centre, candidates would be expected to have attained:

- ◆ Word Processing : Legal (SCQF level 4) or
- ◆ Word Processing (SCQF level 4)

Administrative Information

Superclass: AZ

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CREDIT VALUE

1 credit at Intermediate 2 (6 SCQF credit points at SCQF level 5*).

**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

There is no automatic certification of Core Skills in this Unit.

The Unit provides opportunities for candidates to develop aspects of the following Core Skill:

- ◆ Information and Communication Technology at (SCQF level 4).

These opportunities are highlighted in the Support Notes of this Unit Specification.

National Unit Specification: statement of standards

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Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit Specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

OUTCOME 1

Produce a range of business documents, containing legal terminology, from materials provided.

Performance Criteria

- (a) Documents are attractively presented according to a given organisational house style.
- (b) Documents are proof-read and checked for accuracy before submission.
- (c) Documents produced are error free.

OUTCOME 2

Recall, edit and produce hard copy of business documents.

Performance Criteria

- (a) Documents are recalled and amended as directed.
- (b) Documents are proof-read and checked for accuracy before submission.
- (c) Documents produced are error free.

OUTCOME 3

Produce business documents created as a result of a merge between two independent files.

Performance Criteria

- (a) Merged documents are attractively presented according to given organisational house style.
- (b) Documents are proof-read and checked for accuracy before submission.
- (c) Documents produced are error free.

National Unit Specification: statement of standards (cont)

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EVIDENCE REQUIREMENTS FOR THIS UNIT

Product evidence is required to demonstrate that candidates have achieved all Outcomes to the standard specified in the Outcomes and Performance Criteria.

The assessment(s) will be carried out under open-book, supervised conditions where candidates should have access to notes and online help. Assessment should take place at appropriate points during delivery of the Unit.

The evidence for each of the Outcomes is shown below:

Outcome 1

This outcome will be evidenced by hard copy of three legal documents, one of which should be a form. The form will be produced from manuscript draft incorporating specific display instructions which should include a minimum of two different formatting functions. On first submission, a maximum of 1 error is permitted which the teacher/lecturer may point out to the candidate. On final submission, the document must be error-free.

The other two legal documents should contain approximately 200 and 250 words respectively. They should both be produced from manuscript draft and should contain between them numbering, multi-level numbering and the use of autotext/building blocks to insert paragraphs of text.

On first submission, a maximum of six errors between the two documents is permitted which the teacher/lecturer may point out to the candidate. On final submission, the documents must be error-free.

Outcome 2

This outcome comprises two tasks and should be evidenced by hard copy of the completed form and hard copy showing amendments to one of the other documents from Outcome 1. On first submission, a maximum of one error within the form is permitted which the teacher/lecturer may point out to the candidate. On first submission, one error is permitted within the second document, which the teacher/lecturer may point out to the candidate. On final submission, both documents must be error-free.

Outcome 3

This outcome should be evidenced by hard copy of at least two of the following three documents — a letter, a short report and/or a property schedule or citation — produced as a result of at least two independent merges. On first submission, a maximum of two errors in each document is permitted, which the teacher/lecturer may point out to the candidate. On final submission, the document must be error free.

The Assessment Support Pack for this Unit provides sample assessment material. Centres wishing to develop their own assessments should refer to the Assessment Support Pack to ensure a comparable standard.

National Unit Specification: support notes

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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 40 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This Unit is an optional Unit in the National Certificate Group Award in Administration at SCQF level 5, but is also suitable for candidates wishing to pursue a career within a legal environment and as such can be taken as a free-standing Unit.

As a result of skills that may already have been developed in *Word Processing: Legal (SCQF level 4)*, candidates will be able to further progress and develop the necessary skills and techniques required to produce a range of legal documents using a wider range of functions using a current word processing package.

The Unit is set in the context of a modern legal office environment and candidates should therefore be introduced to legal documentation and terminology throughout along with up-to-date office procedures and practices. Ideally, software packages comparable to those used in business should be used and candidates encouraged to access help menus and shortcuts as appropriate. Candidates should be introduced to a variety of legal terms and documents as they go through the Unit and should be encouraged to investigate any terms they do not know.

In relation to all Outcomes, candidates should be able to operate a keyboard effectively, use appropriate error-correction and spell-check facilities and follow organisational file management procedures. Candidates should be able to present documentation in accordance with organisation house style and be able to interpret manuscript corrections. They should also be aware of the potential hazards relating to electrical equipment and procedures for reporting problems. In addition, they must also be aware of organisation security, confidentiality and health and safety procedures.

Outcome 1

Candidates should be aware of and able to deal with:

- ◆ business document layout to given house style
- ◆ formatting functions
- ◆ bulleted/numbered lists, including multi-level numbering
- ◆ indentation
- ◆ standard form creation using the form toolbar
- ◆ autotext/building blocks

Some examples of possible documents which could be produced for this outcome are:

- ◆ form — Form of Consent, File Closing Slip or Court Report
- ◆ two other documents relating to a legal office — Child Witness Notice, Power of Attorney, Will, Missive, Plea in Mitigation or Legal Aid Notes.

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Outcome 2

Candidates should be aware of and able to perform the following functions:

- ◆ identify, understand and execute manuscript corrections
- ◆ search and replace
- ◆ move and/or copy text
- ◆ renumber items
- ◆ text formatting, eg font type, size, etc
- ◆ recall standard form and complete

Outcome 3

Candidates should be aware of and able to perform the following functions:

- ◆ carry out specific instructions regarding organisational layout
- ◆ create a data source within word processing
- ◆ locate and amend a data source within word processing
- ◆ create primary merge files
- ◆ locate and amend a primary merge file
- ◆ merge the independent files to produce accurate documentation
- ◆ produce hard copy of merge documents to specific instructions

National Unit Specification: support notes (cont)

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GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

Candidates should be encouraged to take a positive attitude towards the quality of their own work and be self-correcting. Realistic materials and documentation should be used throughout and a thematic approach adopted where possible. Proofreading skills, spelling, punctuation and the ability to use resource and reference materials effectively should be emphasised. Candidates should also be encouraged to work within given deadlines.

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

It is envisaged that candidates, by using the appropriate word processing software, will be able to develop aspects of the Core Skills in *Information and Communication Technology*.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

A suitable method of assessment would be a series of practical exercises, using the appropriate word processing software.

Reference should be made to the Assessment Support Pack available for this Unit.

Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

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 www.sqa.org.uk/assessmentarrangements.