

SQA qualifications in **legal services**



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As Scotland's national body for qualifications, SQA accredits, assesses and awards all stages of qualifications up to degree level, except those granted by professional bodies. It's a role that we've held for more than a century and which sees us report directly to the Scottish Government.

We have years of experience and success working with colleges, training providers, employers and schools throughout the UK and worldwide.

If you are a private company, public or third sector organisation, our qualifications can be delivered to your staff by SQA approved colleges or training providers, or by becoming an approved SQA centre in your own right.



HNC/HND Legal Services

The HNC Legal Services at SCQF level 7, and the HND Legal Services at SCQF level 8, are designed to give candidates a breadth of knowledge of the law in Scotland and how to apply it in various situations. They provide a pathway into employment as a trainee registered paralegal on the Law Society of Scotland Registered Paralegal Scheme. They also provide articulation into a range of degree programmes including first year of the LLB and second or third year of a BA Law programme.

Professional Development Awards (PDAs) for Paralegals

These are specialist qualifications for paralegals and others working in private law practice, or local authority or commercial in-house legal teams, in a financial or HR context, or in voluntary organisations such as Citizens' Advice. The PDAs have been designed to deliver the essential skills and knowledge employers require of practicing paralegals and anyone seeking employment in a similar role in one of a number of specialist legal areas.

The suite of PDAs, all at SCQF level 8, were developed in close collaboration with the Scottish Paralegal Association and the Law Society of Scotland, with representatives from local authorities, private law firms and FE colleges in Scotland, and from other relevant organizations such as The Scottish Legal Aid Board and the sector skills council, Skills for Justice.

The suite of PDAs in specialist areas of law in which paralegals work, is designed to provide one route whereby paralegals can qualify for registration as part of the Law Society of Scotland's Registered Paralegal Scheme, designed to formally recognize the competence of paralegals to a minimum professional standard. The PDAs also enable experienced paralegals to demonstrate their Continuing Professional Development (CPD).

All of these legal services qualifications are jointly awarded with the Scottish Paralegal Association, which is an assurance that they meet the needs of those working as paralegals in Scotland.



PDA in Commercial Conveyancing and Leasing

The Professional Development Award in Commercial Conveyancing and Leasing (SQCF level 8) is aimed at trainee registered paralegals and experienced paralegals who are employed in a paralegal role, either within private practice or in local authorities. It is also suitable for those employed in other sectors including property investment companies and financial institutions dealing with loans and securities involving property.

PDA in Employment Law

The Professional Development Award in Employment Law (SQCF level 8) is aimed at trainee registered paralegals and experienced paralegals within the legal profession or in a legal context within a variety of businesses, the public sector or other organisations, including HR teams, Citizens Advice, local authority legal teams and commercial in-house legal teams.

PDA in Family Law

The Professional Development Award in Family Law (SQCF level 8) is aimed at trainee registered paralegals and experienced paralegals within the legal profession. It would also benefit those working in family mediation or social work, or in Citizens Advice.

PDA in Law and Practice Relating to Adults with Incapacity

The Professional Development Award in Law and Practice Relating to Adults with Incapacity (SQCF level 8) is aimed at trainee registered paralegals and experienced paralegals working in this specialism in private practice, local authority legal teams, voluntary organisations or social work departments.

PDA in Conveyancing

The Professional Development Award in Conveyancing (SQCF level 8) is aimed at trainee registered paralegals and experienced paralegals working in the specialism of residential conveyancing, whether in private practice or in local authority legal teams. It would also benefit those working with paralegal responsibilities in estate agencies, banks or building societies.

PDA in Debt Recovery

The Professional Development Award in Debt Recovery (SQCF level 8) is aimed at trainee registered paralegals and experienced paralegals working in this specialism in private practice or in local authority legal teams. It would also benefit those with paralegal responsibilities working for banks or building societies.

PDA in Executries

The Professional Development Award in Executries (SQCF level 8) is aimed at trainee registered paralegals and experienced paralegals working in this specialism in private practice or in local authority legal teams, or with paralegal responsibilities in banks or building societies.



Contact **us now**

Working in partnership with SQA

Working closely with colleges, employers and training providers, we supply our products and services to all sectors of the UK.

Your organisation will be supported by a named contact in SQA's Business Development team. They will guide you through SQA's qualifications and services and assist you to gain centre approval.

SQA has a dedicated Business Development team as well as quality assurance staff covering the whole of the UK. Every business or organisation who engages with us gets its own dedicated account manager and a main point of contact — your Business Development Manager. They will provide support which is focused on your current needs, building a strong working partnership with SQA — and can work with you to identify and source suitable qualifications for your staff and to support your people to develop their skills with qualifications which meet their needs.

We aim to make working with SQA an easy and straightforward experience and offer targeted, sector-specific qualifications — and we can also design bespoke awards to meet the specific needs of more specialised organisations.

Find out more

Contact our Business Development team for more information about qualifications in this sector, and working with SQA.

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www.sqa.org.uk/businessdevelopment



Business Development Team

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