



**Arrangements for:
HNC/HND Legal Services**

Group Award Codes:

**HNC Legal Services G8GY 15
HND Legal Services G8H0 16**

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Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of Higher National qualifications.

History of changes

It is anticipated that changes will take place during the life of the qualification and this section will record these changes. This document is the latest version and incorporates the changes summarised below. Centres are advised to check SQA's APS Navigator to confirm they are using the up to date qualification structure.

NOTE: Where a Unit is revised by another Unit:

- ◆ No new centres may be approved to offer the Unit which has been revised.
- ◆ Centres should only enter candidates for the Unit which has been revised where they are expected to complete the Unit before its finish date.

Version number	Description	Date
21	Added Unit: F1A5 34 Property law has been added to the Mandatory section of both HNC/HND framework	05/02/18
20	Added unit: FT5R 35 Essential Skills for Paralegals has been added to the optional section for HNC and HND frameworks	09/01/18
19	Revision of Unit: F1B2 35 Conveyancing (finish date: 31/07/2018) and H3YM Domestic Conveyancing (Finish date: 31/07/2018) has been replaced by HP9M 35 Domestic Conveyancing (start date: 01/08/2017) H4FT 35 Sheriff Court Civil Procedure (Finish date 31/07/2018) has been replaced by HP9N 35 Sheriff Court Civil Procedure (Start date 01/08/2017) Additional Unit: F51X 35 Bankruptcy and Diligence has been added to both HNC/HND Frameworks	10/07/17
18	Revision of Unit: DV0M 34 Work Experience has been replaced in both HND and HNC frameworks by HJ4W 34 Work Placement and will finish on 31/07/2019.	29/03/17
17	Revision of Unit: DE5R 35 Principles of Insurance has been replaced by H9NC 35.	02/09/15
16	Added unit to framework: Unit F84D 35 Office Management as alternative to the Finished Unit DE1X 35	10/07/15
15	Additional of Units: FM43 35 Criminology has been added to the HNC framework. Revision of Unit: F19S 35: Accounting Tax for Executrices has been replaced by H3YN 35 Accounting Tax for Executrices for both HNC/HND framework	02/06/15
14	Revision of Unit: DE3N 34 'Communication: Analysing and Presenting Complex Communication' has been revised by H7TK 34 'Communication: Business Communication' and will finish on 31/07/2016.	29/05/15
13	Revision to Units: H3P9 35 Executry Law and Practice has been revised by H8X6 35, F1HA 35 Legal Services: Graded Unit 3 has been revised by H8X5 35. Old units will finish on 31/07/2017. DE1K 33 Workplace Communication in English has been revised	20/05/15

	by H8T2 33 and will finish on 31/07/2016.	
12	Revision to Unit: DE3D 34 <i>Managing People and Organisations</i> has been revised by F84T 34 and finished 31/07/2014.	27/08/14
11	Revision to Unit: F0EC 35 <i>Professional Knowledge in Policing</i> has been revised by H6M8 35 and will finish on 31/07/2014.	03/04/14
10	<p><i>Property Law</i> FN5N 34 added as an alternative to F1A5 34.</p> <p>Revision of Units: DE3E 34 <i>Business Law: An Introduction</i> has been revised by F84P 34 and will finish on 31/07/2014. F1B5 35 <i>Legal Aid in Scotland</i> has been revised by FW32 35 and will finish on 31/07/2015. F19Y 35 <i>Sheriff Court Divorce Procedure</i> has been revised by <i>Sheriff Court Procedure for Divorce and Dissolution of Civil Partnerships</i> FW2T 35 and has finished. DE3C 34 <i>Marketing: An Introduction</i> has been revised by F7BX 34 and has finished. DE5N 34 <i>Personal Financial Services</i> has been revised by H0BX 34 and will finish on 31/07/2014. DN75 <i>Individual Employment Relations: Law</i> has been revised by H2MK 34 and will finish on 31/07/2014. DJ42 34 <i>Creating a Culture of Customer Care</i> has been revised by H1F0 34 and will finish on 31/07/2015. DE1P 34 <i>Office Administration</i> has been revised by F7JA 34 and will finish on 31/07/2014. DE24 33 <i>IT in Business: Word Processing, Spreadsheets and Databases: An Introduction</i> has been revised by FG69 33 and has finished. DE5V 35 <i>Financial Services Regulatory Framework</i> has been revised by H0BW 35 and will finish on 31/07/2014. DV8H 35 <i>Direct Marketing</i> has been revised by FK8J 35 and will finish on 31/07/2015. DF46 35 <i>Developing the Individual within a Team</i> has been revised by F86Y 35 and has finished. DG6N 35 <i>International Marketing: The Mix</i> has been revised by F7R3 35 and has finished.</p> <p>F51X 35 <i>Bankruptcy and Diligence</i> (Finish date 31/07/2017) has been replaced by H490 35 <i>Bankruptcy and Diligence</i> (Start date 01/08/2012)</p> <p><i>Mooting</i> H543 34 has been added as an optional Unit.</p>	28/10/13
09	Revision of Unit: F51W 35 <i>Executry Law and Practice</i> has been revised by H3P9 35 and will finish on 31/07/2015.	09/05/13
08	Credit transfer information added.	14/11/12
07	Updated Criminology Unit (FM43 35) added to framework (Section 5.1).	16/02/12
06	Customer Care Unit added to framework.	10/03/11
05	Pages 7 & 9 — <i>Company Law: An Introduction</i> — added to Awards framework Page 11 — DE5H 35 <i>Company Law: An Introduction</i> added to mapping information.	15/09/09
04	Optional Units added to frameworks.	08/04/09
03	Typographical amendments made to HNC/HND frameworks.	24/04/08
02	Page 14 — information added to ‘general information for candidates’.	10/07/07

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1 Introduction

This is the Arrangements Document for the revised HNC/HND in Legal Services which were validated in March 2007. This document includes: background information on the development of the Group Awards, aims of the awards, guidance on access, details of the Group Awards structure, and guidance on delivery.

The awards are currently offered by a number of FE colleges — Aberdeen, Adam Smith (Fife), Central, Dundee, Motherwell and Stevenson Colleges. Individual Units are offered by other colleges within business courses.

Since the last validation of the awards in 1998, demand for the awards has been steady with an average of 200 HNC candidates and 170 HND candidates enrolling each year.

Across the different centres currently offering the awards, between 60% and 100% of HND candidates continue to degree studies, principally to BA programmes, though at Dundee a local arrangement provides access to the LLB programme at Dundee and Abertay universities for both HNC and HND graduates.

At present in Scotland there are approximately 10,000 solicitors with around a further 26,000 fee-earning staff accounting for income estimated at £1 billion per annum. In addition, there is a pattern of steady growth in the number and size of legal departments in the public sector and in private companies. The principal vocational opportunities for HNC/HND candidates are as specialist paralegals within the legal services area, or a variety of administrative or supervisory management positions within both the public and private sectors such as the Police Force, banking, finance, insurance, estate agencies and central and local government.

2 Rationale for the revision of the HNC/HND Legal Services

The frameworks for the HNC and HND have been updated to reflect the views of employers, colleges delivering the HNC/HND Legal Services Group Awards and individual law Units as part of other Higher National awards, and discussions with the Law Society of Scotland www.lawscot.org.uk and the Scottish Paralegal Association www.scottish-paralegal.org.uk. The revision also takes into account the application of the Higher National design principles introduced in 2002.

One of the objectives in the revision of the award frameworks was to update them to highlight to prospective employers the practical, vocational relevance of the awards. Employers (and others) had stressed that the current awards appeared to be a collection of Units without much coherence and no apparent vocational relevance to the workplace. Whilst those already in employment as paralegals were already undertaking the HNC award either part time in the evening or by distance learning to gain a nationally recognised qualification, the presentation of the Units within the award did not make the vocational relevance apparent to employers or those delivering the awards.

It seemed important to the design team therefore to present the Units in the HNC award in particular in such a way as to maintain and highlight existing pathways into employment as a paralegal (thus reflecting the current part-time and distance learning market of mature candidates already in employment); also to maintain and highlight within the framework the Units required for the purposes of articulation into specific degree programmes, in particular the LLB degree, but also BA Law programmes and other degrees. (thus meeting the needs of full time candidates doing the HNC.) Candidates doing the full time HNC programme who have come from school are less likely to directly progress into a specialist paralegal role or administrative roles within the private or public sectors, but they can progress into year 1 of the LLB degree on an equal footing with candidates who have obtained the HND.

The HND also required to be re-presented in such a way as to highlight its vocational relevance — both for specialist paralegal roles (principally for full time candidates) and the wider relevance to administrative, supervisory management, business and law related careers such as entry to the police force or estate agency. The articulation possibilities into LLB and BA Law programmes also needed to be reinforced by highlighting the appropriate Units.

All of this work was carried out against the backdrop of the ongoing review by the Law Society of Scotland on the content of the LLB syllabus for information on the review please go to www.lawscot.org.uk/training/consult and so the design team accepted that any decisions made about the framework might have to be revisited in the near future to ensure the awards continued to dovetail with HEI degree programmes and continue to have relevance to the workplace. (For example, to accommodate growing opportunities in family law, intellectual property law, human rights law, discrimination law and law of goods and services.)

It also became very apparent during the development phase that if the revised awards were to take advantage of the substantial opportunities in the commercial sector for the training of specialist paralegals, a concerted marketing effort was required to make employers aware of the qualifications and the benefits to their employees of having a national qualification. The Scottish Paralegal Association will be working with SQA on this marketing /publicity effort during 2007/8 and discussions are ongoing regarding a joint awarding arrangement between the two organisations, which will involve discussions with the Law Society of Scotland.

3 Aims of the HNC/D Legal Services

The market research carried out to inform the revision process re-affirmed the requirement for the awards to be as vocationally relevant as possible, and to group the range of optional Units into recognisable routes into employment to aid the marketing of the awards and highlight their vocational relevance. At the same time the awards were designed to maintain the already established articulation routes into various HE degree programmes, including LLB and BA Law.

3.1 General aims of the HNC/HND Legal Services

The general aims of the HNC are to:

- 1 provide candidates with a basic understanding of Scots law which will equip candidates for employment where knowledge of law and legal procedures are relevant.
- 2 give candidates scope to develop competence in a variety of specialised legal areas.
- 3 provide an entry route to the HND Legal Services.

The general aims of the HND are to:

- 4 provide candidates with a sound understanding of the principles of Scots law and procedures which will equip candidates for employment in a legal environment within the private, public or commercial sectors and provide the foundation for academic progression to degree studies in law, business, management, accounting, administration or other related area.
- 5 enable candidates to progress to further academic qualifications and subsequently to embark on a legal, administrative, managerial or commercial career.

3.2 Specific aims of the HNC/HND Legal Services

The specific objectives of the HNC are to:

- 6 develop the competencies required by employers to undertake specialist paralegal support roles within the legal profession, or in a legal context within a variety of business, public sector or financial organisations.
- 7 develop and apply a range of vocational knowledge and skills in an integrated manner to the analysis of legal problems.
- 8 develop skills in researching the main sources of law to solve legal problems.
- 9 develop and adopt a proactive approach to problem solving.
- 10 develop the capacity to respond quickly to the challenges posed by changes in the law and business/legal environment.
- 11 provide the skills and competencies required to progress to the HND in Legal Services.
- 12 provide the skills and competencies required to progress to an appropriate degree level qualification in Higher Education in law (2nd year BA Law or first year LLB Law).

The specific objectives of the HND are to:

- 13 develop and apply a range of vocational knowledge and skills in an integrated manner to the analysis of complex legal problems.
- 14 provide a route for progression to further study eg the first year of an LLB degree, third year of a BA Law degree or to a number of HE programmes in related areas such as Business, Management, Administration, Accounting.

- 15 develop skills in researching, planning and organising and require candidates to investigate in more depth legal issues and problems than required in the HNC.
- 16 develop and adopt a proactive approach to problem solving.
- 17 develop the capacity to respond quickly to the challenges posed by changes in the law and business/legal environment.
- 18 further develop skills in the practical and procedural application of law in Scotland and Scotland's Courts.

3.3 Target groups

Students currently enrolled on the existing awards come from a variety of different backgrounds. Some are full time candidates, others are in employment as paralegals and are looking for a national qualification to recognise their existing skills and to help them progress to a higher paralegal grade. These candidates tend to do the HNC part time over two years. Other candidates choose to do the HNC by distance learning so that they can juggle the demands of working life with a more flexible approach to learning.

3.4 Employment opportunities

The Conveyancing, Debt Recovery, and Executry choices within the HNC specifically meet the needs of paralegals who are undertaking the award either part time over two years or by distance learning. The level 8 Units are undoubtedly challenging for full time candidates who may not already be in employment as paralegals, and these Units are not recommended for them. For full time candidates there is a choice of level 7 Units within the options, which will allow them to achieve the HNC, and provide an employment route into a variety of administrative roles within central and local government or related opportunities within a business or commercial context.

The employment opportunities open to holders of the HND are broader than for the HNC. The specialist paralegal opportunities are retained in the HND and full time candidates are eligible to take on these roles as the Units provide them with the practical skills required by employers. Other vocational opportunities exist in administrative or supervisory/management roles in business, finance, the commercial or public sector and the Police.

4 Access to the HNC/HND Legal Services

4.1 Access Principles

Admission to the HNC and HND in Legal Services awards should be based on a broad approach to candidate selection, but at the same time should ensure that candidates are chosen who have the potential and ability to complete the awards successfully.

Access to the awards is at the discretion of individual centres, but it is recommended that candidates have competence in Communication skills equivalent to SCQF level 5. This may be demonstrated by qualifications, or relevant experience.

4.2 Recommended Access Qualifications

- ◆ At least one Higher (SCQF level 6) in English, Modern Studies, History or Economics or
- ◆ An appropriate grouping of National Units in Legal Services or Communication.
- ◆ An International English Language Test Score of 5.5 (recommended Higher National entry level)
- ◆ Higher National Unit DE1K 33 (*Workplace Communication in English.*)

Other Equivalent qualifications or appropriate work experience

Candidates who achieve the HNC award (96 points at SCQF level 7) will be able to access the second year of the HND award. Credit transfer arrangements may be considered for those with equivalent alternative qualifications.

5 Structure of the HNC/HND Legal Services

The HNC Award

The mandatory section of the HNC has been amended in accordance with employers' comments and now includes, in addition to an essential foundation in *Scots Law*, a level 7 Unit in Legal Research Techniques and Units in Communication. These were previously in the optional section of the award.

In practice, colleges delivering both the HNC and HND programmes will opt to deliver the *Legal Research Techniques* Unit at SCFQ level 8 to all candidates. To ensure that candidates doing the HNC are not disadvantaged by having to achieve *Legal Research Techniques* at level 8, and to ensure that candidates moving from an HNC to an HND programme do not have to do both levels of the Unit. This means that HNC candidates who, in the opinion of the centre, may not overtake the level 8 Unit requirements, must be provided with a summative assessment at SCQF level 7.

A choice of IT Units is included within the options and has been broadened out to include the new Unit *Information and Internet: Introduction* which will enhance the delivery of Legal Research Techniques.

The Conveyancing, Debt Recovery, and Executry choices within the HNC specifically meet the current target market of working paralegals who are undertaking the award either part time over two years or by distance learning. The level 8 Units are undoubtedly challenging for full time candidates who may not already be in employment as paralegals, and these Units are not recommended for them. For full time candidates there is a choice of level 7 Units within the options which will allow them to achieve the HNC, and provide an employment route into a variety of administrative roles within central and local government or related opportunities within a business or commercial context. Alternatively, they can progress into the HND award.

For those full time HNC candidates wishing to progress into year 1 of an LLB programme, a number of level 8 Units exist in the framework as required by the appropriate HEIs. These include *Company Law, Legal Aid in Scotland, Law and the Communication Industries*. Other level 8 Units exist for progression into other degrees, such as BA Law eg Office Management. Students aspiring to enter the legal profession as a solicitor are encouraged by some centres to apply for a place on an LLB programme on completion of the HNC and not the HND. This is because the HND also gains access to first year of the LLB, and candidates are advised to retain as much of their funding for their degree level studies as possible.

The requirement of HEIs for candidates with exam experience is met by the Graded Unit consisting of an exam based on a seen case study, but with practical relevance to meet the needs of those aspiring to, or already in, employment.

The HND Award

The mandatory section of the HND includes all mandatory Units within the HNC, with the addition of level 8 Units in *Legal Research Techniques, Ethics and Cash Handling, Executry Law and Practice, Conveyancing, and Sheriff Court Civil Procedures*. These were specifically chosen in consultation with employers and the Law Society of Scotland as representing the essential aspects of Scots Law to be covered by all candidates.

The award also provides articulation into the first year of the LLB degree and 2nd or 3rd year of other degree programmes such as BA Law, Administration, Business or Management.

5.1 Framework

HNC Legal Services G8GY 15

Mandatory Units — 9 credits must be achieved

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Scottish Legal System	F1A7 34	8	7	1
Scots Private Law	F19P 34	16	7	2
Commercial Law	F1B3 34	16	7	2
Legal Services: Graded Unit 1 (Exam)	F1H8 34	8	7	1
Restricted options				
Maximum 1 credit minimum 1 credit				
Applying Scots Property Law	H3YL 34	8	7	1
Property Law	FN5N 34	8	7	1
Property Law	F1A5 34*	8	7	1
Maximum 1 credit minimum 1 credit				
Legal Research Techniques	F1GS 34	8	7	1
Legal Research Techniques	F1B1 35	8	8	1
Maximum 1 credit minimum 1 credit				
Complex Oral Presentation	DH49 34	8	7	1
Communication: Business Communication	H7TK 34*	8	7	1

*Refer to History of Changes for revision changes.

HNC optional Units — minimum of 3 credits required to achieve HNC

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Law and the Communication Industries	DH8K 35	8	8	1
Scottish Criminal Law	F1B4 34	8	7	1
Business Law: An Introduction	F84P 34*	8	7	1
Scottish Criminal Procedure	F1A6 34	8	7	1
Office Management	F84D 35*	16	8	2
Company Law	F19T 35	16	8	2
Company Law: An Introduction	DE5H 35	8	8	1
Personal Development Planning	DE3R 34	8	7	1
Legal Aid in Scotland	FW32 35*	8	8	1
Sheriff Court Procedure for Divorce and Dissolution of Civil Partnerships	FW2T 35*	8	8	1
Consumer Law	F19X 34	8	7	1
Managing People and Organisations	F84T 34*	16	7	2
Marketing: An Introduction	F7BX 34*	8	7	1
Financial Sector: An Introduction	DE5M 34	8	7	1
Personal Financial Services	H0BX 34*	16	7	2
Estate Agency	F1A0 34	8	7	1
Employment Experience 1 OR	D7HJ 34	8	7	1
Employment Experience 2 OR	D77H 34	8	7	1
Work Placement OR	HJ4W 34*	8	7	1
Personal Enterprise Skills	F3HT 34	8	7	1
Individual Employment Relations: Law OR	H2MK 34*	8	7	1
Collective Employment Relations: Law	DN7D 34	8	7	1
Administration Law	F1A4 34	16	7	2
Central and Local Government	F1A1 34	16	7	2
European Union: An Introduction	F1A2 34	8	7	1
Scottish Licensing Law	F1B6 34	8	7	1
Environmental Land Law	F19W 35	8	8	1
European Union Institutions OR	A54T 34	8	7	1
European Union Institutions	A6H2 35	16	8	2
Sheriff Court Civil Procedures	F1A8 35	16	8	2
Bankruptcy and Diligence*	H490 35*	8	8	1
Customer Care	A619 34	8	7	1
Creating a Culture of Customer Care	H1F0 34*	8	7	1
Office Administration	F7JA 34*	8	7	1
Domestic Conveyancing	HP9M 35*	16	8	2
Legal Secretarial Practice	F1A3 34	8	7	1
Accounting and Tax for Executries	H3YN 35*	8	8	1
Executry Law and Practice	H8X6 35*	8	8	1
Sheriff Court Civil Procedures	HP9N 35*	16	8	2
Corporate Insolvency	H49N 35*	8	8	1
Legal and Ethical Issues	F50D 35	8	8	1
Information and Internet Introduction	F1V8 34	8	7	1
IT in Business: Word Processing, Spreadsheets and Databases: An Introduction	FG93 33*	8	6	1
Mooting	H543 34*	16	7	2
Criminology	FM43 35*	16	8	2
Bankruptcy and Diligence	F51X 35*	8	8	1
Essential Skills for Paralegals	FT5R 35*	8	8	1

*Refer to History of Changes for revision changes.

Please contact Qualifications Administration if you would like further information on the HNC/HND Legal Services Awards.

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Mandatory Units — 18 credits must be achieved

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Ethics and Cash Handling in the Legal Office Environment	F19N 35	8	8	1
Legal Research Techniques	F1B1 35	8	8	1
Sheriff Court Civil Procedures	HP9N 35*	16	8	2
Executry Law and Practice	H8X6 35*	8	8	1
Domestic Conveyancing	HP9M 35*	16	8	2
Commercial Law	F1B3 34	16	7	2
Scottish Criminal Law	F1B4 34	8	7	1
Scottish Legal System	F1A7 34	8	7	1
Scots Private Law	F19P 34	16	7	2
Legal Services Graded Unit 1 (Exam)	F1H8 34	8	7	1
Legal Services Graded Unit 2 (Exam)	F1H9 35	8	8	1
Legal Services Graded Unit 3 (Investigation)	H8X5 35*	8	8	1
Restricted Options				
Maximum 1 credit minimum 1 credit				
Applying Scots Property Law	H3YL 34*	8	7	1
Property Law	FN5N 34	8	7	1
Property Law	F1A5 34*	8	7	1
Maximum 1 credit minimum 1 credit				
Complex Oral Presentation	DH49 34	8	7	1
Communication: Business Communication	H7TK 34*	8	7	1

*Refer to History of Changes for revision changes.

HND optional Units — minimum of 12 credits required to achieve HND

Please see following tables for recommended vocational routes. Centres may choose Units outwith these groupings depending upon local market needs.

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Company Law	F19T 35	16	8	2
Company Law: An Introduction	DE5H 35	8	8	1
Criminology	FM43 35	16	8	2
Environmental Land Law	F19W 35	8	8	1
Scottish Criminal Procedure	F1A6 34	8	7	1
Administrative Law	F1A4 34	16	7	2
Consumer Law	F19X 34	8	7	1
Business Law: An Introduction	F84P 34*	8	7	1
Bankruptcy and Diligence*	H490 35*	8	8	1
Court of Session Procedure	F1A9 35	8	8	1
Sheriff Court Procedure for Divorce and Dissolution of Civil Partnerships	FW2T 35*	8	8	1
Legal Aid in Scotland	FW32 35*	8	8	1
Criminal Justice System in Scotland	F0EB 35	8	8	1
Contemporary Policing	F0EA 35	8	8	1
Scottish Licensing Law	F1B6 34	8	7	1
Legal Secretarial Practice	F1A3 34	8	7	1
Office Management	F84D 35	16	8	2
Accounting and Tax for Executives	H3YN 35*	8	8	1
Business Accounting	F84M 34	16	7	2
Central and Local Government	F1A1 34	16	7	2
Marketing: An Introduction	F7BX 34*	8	7	1
Corporate Insolvency	H49N 35	8	8	1
Legal and Ethical Issues	F50D 35	8	8	1
Organisation and Management	F1MF 34	8	7	1
Mortgage Lending	DE60 35	16	8	2
Financial Services Regulatory Framework	H0BW 35*	8	8	1
Principles of Insurance	H9ND 35*	8	8	1
Contemporary Marketing Issues	DV8G 35	8	8	1
Direct Marketing	HP8G 35*	8	8	1
International Marketing: The Mix	F7R3 35*	8	8	1
Managing People and Organisations	F84T 34*	16	7	2
Financial Sector: An Introduction	DE5M 34	8	7	1
Personal Financial Services	H0BX 34	16	7	2
Estate Agency	F1A0 34	8	7	1
Office Administration	F7JA 34*	8	7	1
European Union Institutions OR	A54T 34	8	7	1
European Union Institution	A6H2 35	16	8	2

*Refer to History of Changes for revision changes.

HND optional Units (continued)

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Creating a Culture of Customer Care	H1F0 34*	8	7	1
Individual Employment Relations Law OR Collective Employment Relations Law	H2MK 34* DN7D 34	8 8	7 7	1 1
Law and the Communication Industries	DH8K 35	8	8	1
Developing the Individual within a Team	F86Y 35*	8	8	1
Personal Developing Planning	DE3R 34	8	7	1
European Union: An Introduction	F1A2 34	8	7	1
IT in Business: Word Processing, Spreadsheets and Databases: An Introduction	FG69 33*	8	6	1
Workplace Communication in English	H8T2 33	8	6	1
Information and Internet Introduction	F1V8 34	8	7	1
Employment Experience 1 OR Employment Experience 2 OR Work Placement OR Personal Enterprise Skills	D7HJ 34 D77H 34 HJ4W 34* F3HT 34	8 8 8 8	7 7 7 7	1 1 1 1
Work Role Effectiveness (2003) OR Work Role Effectiveness (2003)	DG6E 34 DG6G 34	24 24	7 7	3 3
Mooting	H543 34*	16	7	2
Bankruptcy and Diligence*	H490 35*	8	8	1
Essential Skills for Paralegals	FT5R 35*	8	8	1

*Refer to History of Changes for revision changes.

Please contact Qualifications Administration if you would like further information on the HNC/HND Legal Services Awards.

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5.2 Mapping information

Unit title	Code	Linked to General/ Specific Aims
Ethics and Cash Handling in the Legal Office Environment	F19N 35	4, 5, 14
Legal Research Techniques	F1B1 34	8
Sheriff Court Civil Procedures	HP9N 35	1, 2, 6, 18
Executry Law and Practice	F19R 35	2, 4, 5, 6, 14
Conveyancing	F1B2 35	2, 3, 6
Commercial Law	F1B3 34	1, 4, 5, 11, 12, 14
Scottish Criminal Law	F1B4 34	3, 4, 5, 11, 12, 14
Scottish Legal System	F1A7 34	1, 4, 5, 11, 12, 14, 181, 4, 5, 11, 12, 14
Scots Private Law	F19P 34	1, 4, 5, 11, 12, 14
Applying Scots Property Law	H3YL 34*	1, 4, 5, 11, 12, 14
Commercial Law	F1B3 34	1, 4, 5, 11, 12, 14
Legal Services Graded Unit 1	F1H8 34	9, 10, 13, 15, 16
Legal Services Graded Unit 2	F1H9 35	13, 15, 16
Legal Service Graded Unit 3	F1HA 35	13, 15, 16
Complex Oral Presentation	DH49 34	2, 4, 5, 11, 12, 14
Communication: Analysing and Presenting Complex Communication	DE3N 34	2, 4, 5, 11, 12, 14
Company Law	F19T 35	3, 5, 14
Company Law: An Introduction	DE5H 35	4, 5, 14
Criminology	D4XY 35	5, 14
Environmental Land Law	F19W 35	2, 5, 14
Scottish Criminal Procedure	F1A6 34	5, 14
Administrative Law	F1A4 34	2, 3, 5, 12, 14
Consumer Law	F19X 34	2, 5, 14
Business Law: An Introduction	DE3E 34	1, 2, 5, 9
Bankruptcy and Diligence	F19V 35	2, 3, 5, 6, 14
Court of Session Procedure	F1A9 35	18
Sheriff Court Divorce Procedure	F19Y 35	1, 18
Legal Aid in Scotland	F1B5 35	1, 2, 4, 5, 14
Criminal Justice System in Scotland	F0EB 35	4
Contemporary Policing	F0EA 35	5, 9
Professional Knowledge in Policing	F0EC 35	4
Licensing Law	F1B6 34	4
Legal Secretarial Practice	F1A3 34	1, 4, 6
Office Management	F84D 35*	3, 4, 5, 12, 14
Accounting and Tax for Executries	H3YN 35*	2, 6, 4
Business Accounting	F84M 34	5, 14
Central and Local Government	F1A1 34	4
Marketing : An Introduction	DE3C 34	2, 4, 5, 12, 14
Organisational and Management Theories	D4T5 34	14
Mortgage Lending	DE60 35	4
Financial Services Regulatory Framework	DE5V 35	4, 5, 9
Principles of Insurance	DE5R 35	4
Contemporary Marketing Issues	DV8G 35	4
Direct Marketing	DV8H 35	4

Unit title	Code	Linked to General/ Specific Aims
Marketing 2: Practice in the Domestic Market	D7XX 35	4
International Marketing: The mix	DG6N 35	5, 16
Managing People and Organisations	DE3D 34	4, 12
Financial Sector: An Introduction	DE5M 34	4
Personal Financial Services	H0BX 34	4
Estate Agency	F1A0 34	4, 6
Office Administration	F7JA 34	4, 6
European Union Institutions	A54T 34	2, 4, 14
European Union Institutions	A6H2 35	4
Customer Care	A619 34	4
Creating a Culture of Customer Care	DJ42 34	4
Individual Employment Relations Law	DN75 34	2, 3, 5, 14
Collective Employment Relations Law	DN7D 34	2, 3, 5, 14
Law and the Communication Industries	DH8K 35	5, 14
Developing the Individual within a Team	DF46 35	4
Personal Developing Planning	DE3R 34	4
European Union: An Introduction	F1A2 34	4
IT in Business – Word Processing, Spreadsheets and Databases: An Introduction	DE24 33	2, 6, 14
Workplace Communication in English	H8T2 33	4
Employment Experience 1	D7HJ 34	4, 16
Employment Experience 2	D77H 34	6
Workplace Experience	DV0M 34	4, 6
Personal Enterprise Skills	DK2M 34	4, 6
Work Role Effectiveness	DG6E 34	4
Work Role Effectiveness	DG6G 35	4

6 Approaches to delivery and assessment

The assessment strategy for the awards takes into account the need for candidates to have experience of examination-type assessments for the purposes of progression into degree programmes. Students also need experience in applying their knowledge of the law to practical, real-life scenarios, rather than simply reproducing their knowledge by rote, so that they can employ the skills required of them by employers either as a specialist paralegal or in an administrative, business, commercial or supervisory management.

The Graded Units therefore are a mix of two examination-type Units and a project Unit in the form of an investigation. Both examination Graded Units are based on case studies which require the candidate to apply their knowledge of the law to a situation where they have to solve problems. Candidates are allowed access to each case study within a specified amount of time prior to the examination, the HNC Graded Unit being taken under open-book conditions, the HND Graded Unit in closed-book conditions. The project Graded Unit gives the candidate more opportunity to demonstrate their ability to investigate any aspect of the law of their choosing. It allows them to demonstrate the ability to carry out a substantial piece of self-directed work using skills in planning, carrying out and evaluating their own work and which demonstrates to employers how candidates can apply their knowledge of the law in vocationally relevant ways.

Many Units within the awards are assessed holistically using case studies and similar practically based approaches and most Units allow for sampling of knowledge. The aim of the design team was to significantly reduce the amount of assessment across the awards whilst ensuring candidates have the necessary practical skills and knowledge base to carry out those skills.

SQA will investigate the development of e-learning materials for the Units within the awards to allow colleges to offer more flexible routes to achievement.

7 General information for centres

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.

Internal and external verification

All instruments of assessment used within this/these Group Award(s) should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment* (www.sqa.org.uk).

8 General information for candidates

These awards may be of interest to you if you are already working as, or if you wish to work as a paralegal in a law firm or work within a commercial organisation. If you are already working as a paralegal, the awards will enable you to gain a nationally recognized qualification from SQA, which provides evidence of your practical, vocationally relevant skills.

If you wish to progress onto an LLB degree programme with a view to eventually becoming a solicitor, the HNC and HND awards are recognised by some universities and each award will allow you to start in year 1 of the LLB degree, subject to the universities' normal admissions procedures.

Progression into a BA Law degree or other degree programmes is also possible from the HNC/HND in Legal Services, although this is not the route you should choose if you wish to become a solicitor.

Other vocational opportunities exist on completion of these awards in a variety of different sectors such as the Police, central and local government, management, banking, finance, insurance and administration.

The general aims of the HNC are to:

- 1 to provide you with a basic understanding of Scots law which will equip you for employment where knowledge of law and legal procedures are relevant.
- 2 give you scope to develop competence in a variety of specialised legal areas.
- 3 provide an entry route to the HND Legal Services.

The general aims of the HND are to:

- 4 provide you with a sound understanding of the principles of Scots law and procedures which will equip you for employment in a legal environment within the private, public or commercial sectors and provide the foundation for academic progression to degree studies in law, business, management, accounting, administration or other related area.
- 5 enable you to progress to further academic qualifications and subsequently to embark on a legal, administrative, managerial or commercial career.

The specific objectives of the HNC are to:

- 6 develop the competencies required by employers to undertake specialist paralegal support roles within the legal profession, or in a legal context within a variety of business, public sector or financial organisations.
- 7 develop and apply a range of vocational knowledge and skills in an integrated manner to the analysis of legal problems.
- 8 develop skills in researching the main sources of law to solve legal problems.
- 9 develop and adopt a proactive approach to problem solving.
- 10 develop the capacity to respond quickly to the challenges posed by changes in the law and business/legal environment.

- 11 provide the skills and competencies required to progress to the HND in Legal Services.
- 12 provide the skills and competencies required to progress to an appropriate degree level qualification in Higher Education in law (2nd year BA Law or first year LLB Law)

The specific objectives of the HND are to:

- 13 develop and apply a range of vocational knowledge and skills in an integrated manner to the analysis of complex legal problems.
- 14 provide a route for progression to further study eg the first year of an LLB degree, third year of a BA Law degree or to a number of HE programmes in related areas such as Business, Management, Administration, Accounting.
- 15 develop skills in researching, planning and organising and require you to investigate in more depth legal issues and problems than required in the HNC.
- 16 develop and adopt a proactive approach to problem solving.
- 17 develop the capacity to respond quickly to the challenges posed by changes in the law and business/legal environment.
- 18 further develop skills in the practical and procedural application of law in Scotland and Scotland's Courts.

9 Glossary of terms

SCQF: This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at www.scqf.org.uk

SCQF credit points: One HN credit is equivalent to 8 SCQF credit points. This applies to all HN Units, irrespective of their level.

SCQF levels: The SCQF covers 12 levels of learning. HN Units will normally be at levels 6–9. Graded Units will be at level 7 and 8.

Subject Unit: Subject Units contain vocational/subject content and are designed to test a specific set of knowledge and skills.

Graded Unit: Graded Units assess candidates' ability to integrate what they have learned while working towards the Units of the Group Award. Their purpose is to add value to the Group Award, making it more than the sum of its parts, and to encourage candidates to retain and adapt their skills and knowledge.

Dedicated Unit to cover Core Skills: This is a non-subject Unit that is written to cover one or more particular Core Skills.

Embedded Core Skills: This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

Signposted Core Skills: This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

Qualification Design Team: The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the HNC/HND from its inception/revision through to validation. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.

Consortium-devised HNCs and HNDs are those developments or revisions undertaken by a group of centres in partnership with SQA.

Specialist single centre and specialist collaborative devised HNCs and HNDs are those developments or revisions led by a single centre or small group of centres who provide knowledge and skills in a specialist area. Like consortium-devised HNCs and HNDs, these developments or revisions will also be supported by SQA.

10 Appendices

There are no appendices for this document at present.