

SQA

Professional
Development Awards



PDA in Executives

SCQF level 8

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Professional Development Awards (PDAs) provide focused education and training at a high level. They develop and deliver sharp, flexible skills quickly and cost effectively – a need which is widely recognised.

SQA's Professional Development Award in Executries delivers the essential skills and knowledge for practising executry paralegals and is suitable for continuing professional development (CPD), or for anyone seeking to enter employment in this area.

With the implementation of the new Law Society of Scotland Registered Paralegal Scheme (which is likely to be launched during 2009), paralegals will require a formal qualification such as the PDA in Executries to register under the new scheme.

This PDA is jointly awarded with the Scottish Paralegal Association (SPA) which is formally recognised by the Law Society of Scotland as the body that represents the interests and promotes the development of paralegals in Scotland. When registering for the PDA, students can enrol with SPA as a student member – or at a higher level depending on relevant work experience. They will be able to:

- be part of a recognised Grading Scheme
- keep abreast of developments in law through CPD
- join the members' reward scheme
- attend the SPA Annual Conference
- be part of a national network of paralegals

STRUCTURE

The award consists of five mandatory Units.

Executry Law and Practice (F51W 35)

- Covers the administrative procedure and ingathering funds in an executry estate

Accounting and Tax for Executries (F19S 35)

- Covers tax liability of a deceased person and preparing an executry account and scheme of division to enable distribution to proceed

Legal and Ethical Issues (F50D 35)

- Covers composition and the procedures involved in the Scottish legal system and provides an understanding of the role of the Law Society and of money laundering regulations

Legal Secretarial Practice (F1A3 34)

- Covers the role and function of a legal secretary and/or paralegal in Scotland
- Explains the laws of confidentiality in a legal environment

Legal Research Techniques (F1B1 35)

- Covers the specialist research skills required to locate and retrieve legal information from the main sources of Scots law

ENTRY

Access to the award is at the discretion of the centre. In general, entry should be open to any candidate who can demonstrate, by formal qualification or experience, a reasonable expectation of completing the Course.

DELIVERY

The qualification can be delivered in a variety of ways, including open or distance learning.

ACHIEVEMENT AND PROGRESSION

Candidates must successfully complete all five mandatory Units to achieve the award.

The PDA in Executries forms one of a suite of PDAs in the paralegal area and consists of Units that are also in the Higher National Diploma (HND) Legal Services. The PDA in Executries is a recognised award in its own right and it can be used to build achievement towards the HND.