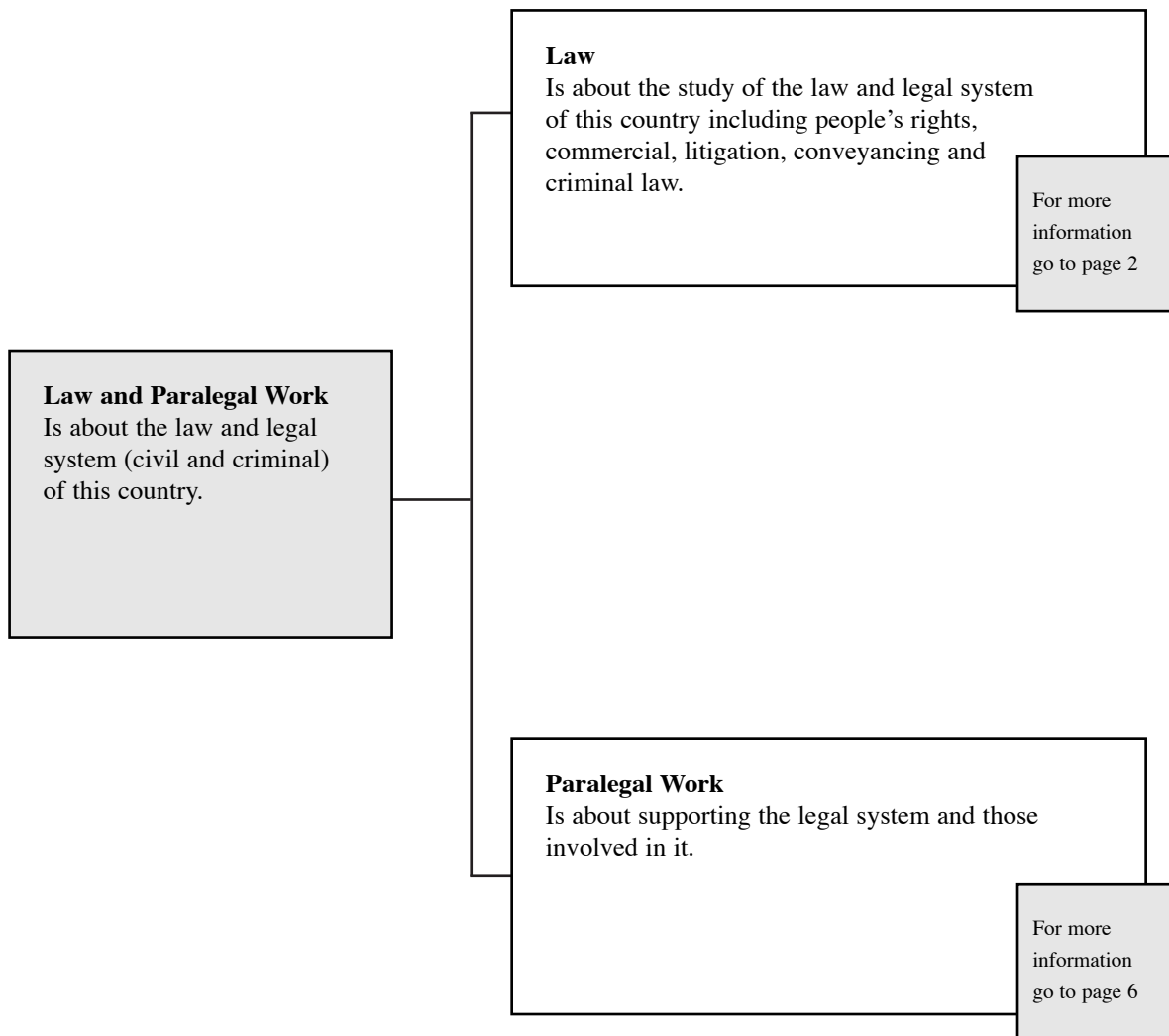


Law and Paralegal Work

1. career options

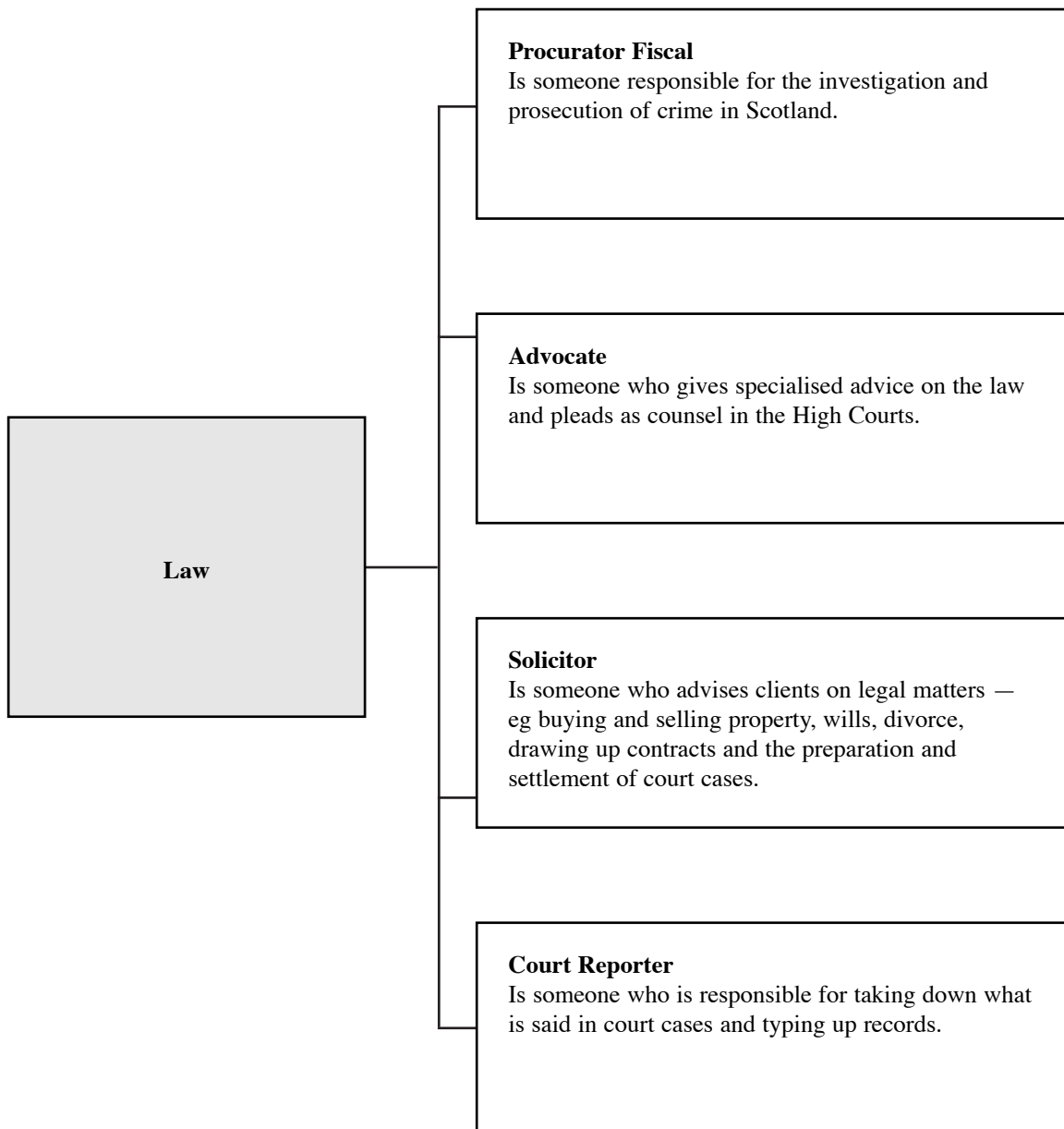


Other career areas related to Law and Paralegal Work include:

3. Business, Administration and Management
1. Arts and Social Sciences

Law

2. jobs and careers



Law

3: qualifications and jobs

School, Further and Higher Education Qualification awards

Type of job

Procurator Fiscal
Advocate
Solicitor

Diploma
Legal Practice

Degree
LLB

HND
Legal Services

HNC
Legal Services

Courses and SGAs at
Advanced Higher Level

Courses at Higher Level

Courses
at Int 2 Level

Courses
at Int 1 Level

Clusters at Acc 3

Clusters at Acc 2

**Standard
Grades**
Credit
General
Foundation

SGAs at Int 1 Level

SGAs at Acc 2 and Acc 3

Court Reporter

This diagram outlines the main qualifications in the Law area. A full list of all SQA qualifications is on the following pages. People can progress vertically from one qualification to another, eg from a Course at Int 1 to a Course at Int 2. In addition people can progress diagonally from one level of Standard Grade to a higher level of Course or Scottish Group Award (SGA), eg from Standard Grade at General level to Courses or SGAs at Int 2 level.

In this diagram, SVQs and PDAs in the Vocational sector are placed according to current practice and usage in illustrating the relationships and pathways between qualifications, jobs and careers.

Law

4. qualifications

HND

Legal Services

HNC

Legal Services

Welfare Rights and Money Advice

PDA

Certificate

Conveyancing

Legal Studies

Law

5. notes on entry to jobs and careers

This career area deals only with law in Scotland. The legal system in England and Wales is different from Scotland therefore the degree in England and Wales qualifies graduates to practice in England and Wales, while the law degree (LLB) in Scotland qualifies graduates to practice law in Scotland. Conversion courses are sometimes available.

Entry Routes

- ◆ **School leavers** — a Law Degree (LLB) from a Scottish University is necessary to practise law in Scotland, followed by a Diploma in Legal Practice and 2 years of training as a solicitor.

Entry to the Diploma in Legal Practice has become more competitive in recent years and not all those with law degrees will gain a place on a Diploma course. Many law graduates use their degree as an entry qualification to other careers.

Candidates for admission to the Faculty of Advocates must have the Diploma in Legal Practice, followed by an apprenticeship of 21 months in a solicitor's office, followed by a period of pupillage or 'devilling' to a practising advocate (usually for 9 months and unpaid).

- ◆ **Adult entry** — there is no upper age limit for mature entrants. Entry to courses is at the discretion of the institution. Normal academic entry requirements will usually be required (see below). HNC/HND may be considered.

SVQ access

There are no SVQs in this occupational area.

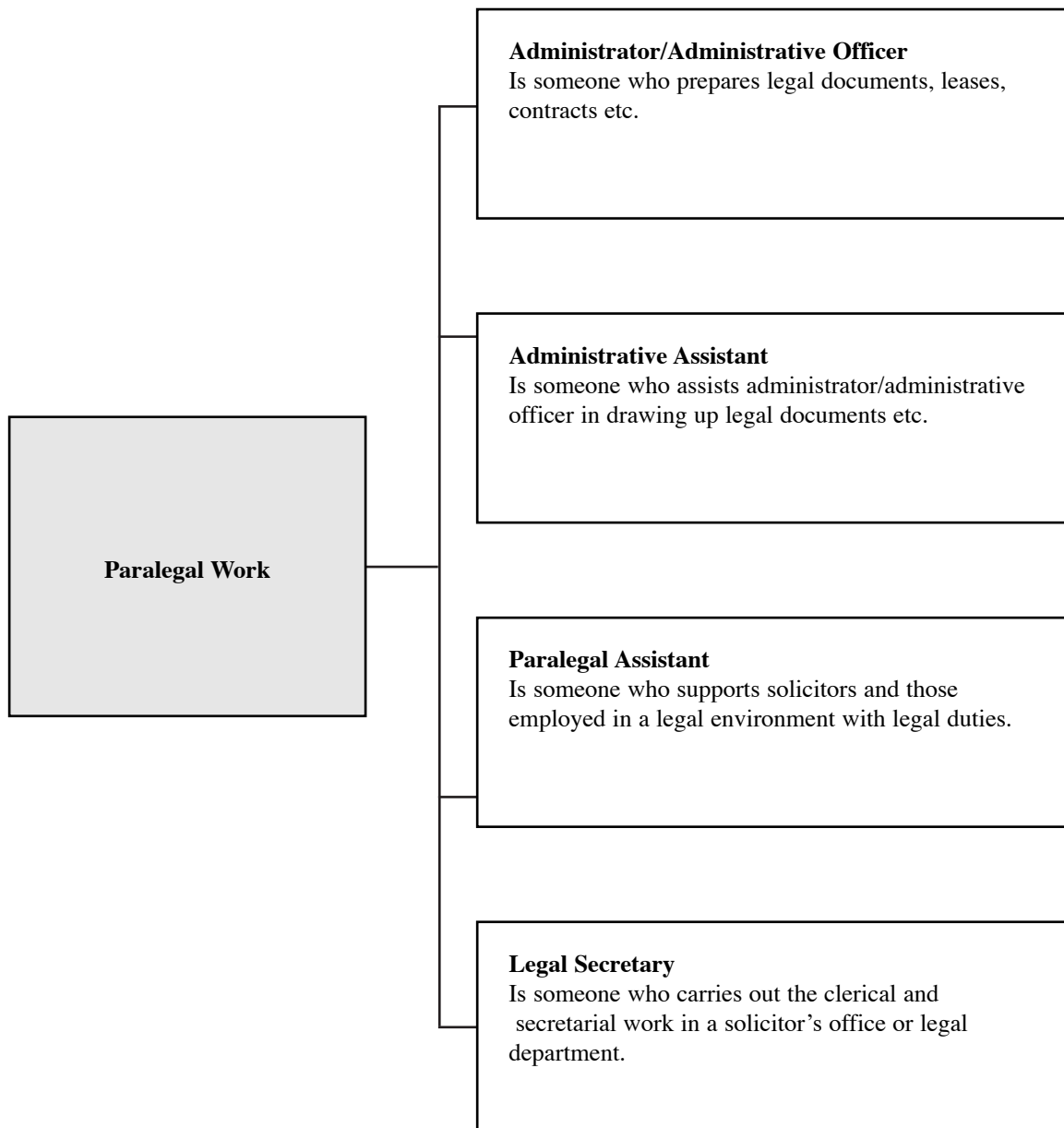
Entry requirements

- ◆ Entry to posts as court reporter will normally require Standard Grades including English.
- ◆ Entry to LLB courses is very competitive — usually four or five Highers (A or B passes). No particular subjects are specified although useful subjects include English, Maths, a Modern Language and a Science.

Note — entry requirements vary between institutions. Check prospectuses before applying.

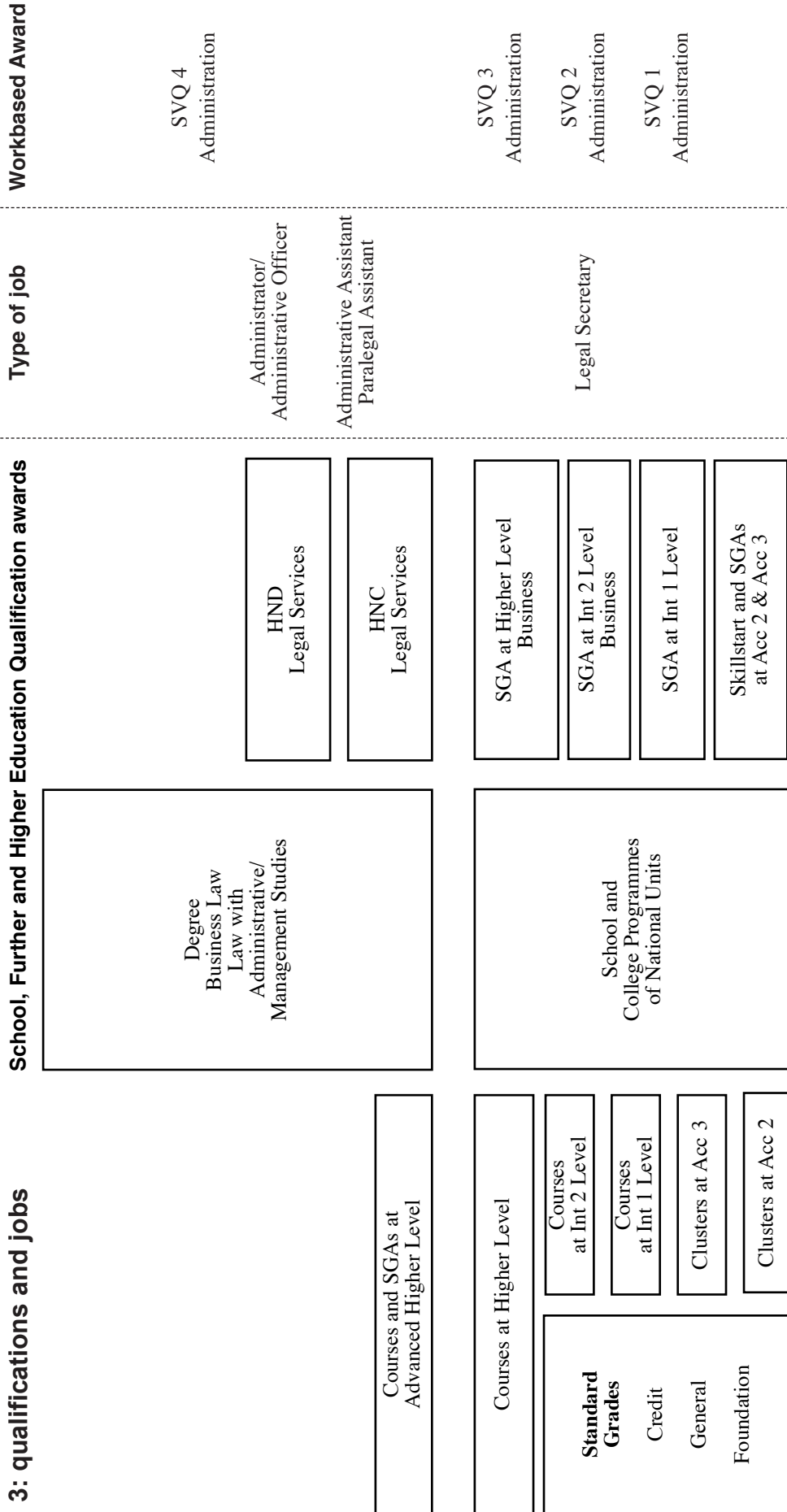
Paralegal Work

2. jobs and careers



Paralegal Work

3: qualifications and jobs



This diagram outlines the main qualifications in the Paralegal Work area. A full list of all SQA qualifications is on the following pages. People can progress vertically from one qualification to another, eg from a Course at Int 1 to a Course at Int 2. In addition people can progress diagonally from one level of Standard Grade to a higher level of Course or Scottish Group Award (SGA), eg from Standard Grade at General level to Courses or SGAs at Int 2 level.

In this diagram, SVQs and PDAs in the Vocational sector are placed according to current practice and usage in illustrating the relationships and pathways between qualifications, jobs and careers.

Paralegal Work

4. qualifications

HND

Legal Services

HNC

Legal Services

PDA

Certificate

Debt Recovery

Legal Secretarial Practice

SGA

Higher

Business

Int 2

Business

SVQ 4

Administration

SVQ 3

Administration

SVQ 2

Administration

SVQ 1

Administration

Paralegal Work

5. notes on entry to jobs and careers

For those who are interested in a career in the legal profession (but not as solicitor or advocate), there are opportunities in administrative work and in clerical and legal secretarial work.

Entry routes

- ◆ **School leavers** — entry is possible straight from school, with appropriate Standard Grades/Highers or after FE/HE.
- ◆ **Adult entry** — there is no upper age limit. Entry will depend on qualifications and previous experience.

SVQ access

SVQs are normally workplace assessed.

Entry requirements

- ◆ For entry direct from school, applicants should have Standard Grades including English. Highers will be an advantage.
- ◆ Entry to an SGA ranges from no formal qualifications to four Standard Grades (English preferred).
- ◆ HNCs/HNDs usually require an appropriate SGA or one or two Highers and Standard Grade English.
- ◆ Degree courses usually require three or four Highers including English (Maths preferred for some courses) (Economics, Modern Studies useful); or appropriate HNC/HND.

Note — entry requirements vary between institutions. Check prospectuses before applying.