



PDA in Legal Services

SCQF level 8

PDA's in Legal Services

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Professional Development Awards (PDAs) provide focused education and training at a high level. They develop sharp, flexible skills quickly and in a cost effective way.

SQA has three PDAs in Legal Services.

They cover:

- Debt Recovery
- Conveyancing
- Executives

These PDAs are available at colleges across Scotland.

Five further PDAs for paralegals are being developed to cover:

- Employment Law
- Family Law
- Criminal Law
- Will Drafting
- Commercial Conveyancing and Leasing

They will be available from late summer 2010.

The PDAs deliver the skills and knowledge you will need to practise within the specialisms. They are suitable for continuous professional development (CPD), or for anyone seeking to enter employment in an area of specialism.

The PDAs meet the Law Society of Scotland's requirement for holding a formal qualification under its Registered Paralegal Scheme (which is launched in August 2010).

The PDAs, like the HNC and HND in Legal Services, are jointly awarded by SQA and the Scottish Paralegal Association (SPA), which is formally recognised by the Law Society of Scotland as the body that represents the interest and promotes the development of paralegals in Scotland.

When registering for the PDA, students can enrol with the SPA as a student member, or at a higher level depending on their work experience.

Membership brings the following benefits:

- Be part of a recognised Grading Scheme for Paralegals
- Keep abreast of developments in law through CPD
- Join the member's reward scheme
- Attend the SPA Annual Conference
- Be part of a national network of paralegals

STRUCTURE OF THE PDAs

Each PDA has three common Units, plus additional Units covering the legal specialism.

COMMON UNITS

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 of Scotland and of money-laundering regulations.

Legal Secretarial Practice (F1A3 34)

- Covers the role and function of a legal secretary and paralegal in Scotland, and explains the laws of confidentiality in a legal environment.

Legal Research Techniques (F1B1 35)

- Covers the specialist research skills required for locating and retrieving legal information from the main sources of Scots Law.

DEBT RECOVERY UNITS

Sheriff Court Civil Procedures (F1A8 35)

- Covers the procedures and documents that are applicable to various types of civil action in the Sheriff Court.

Bankruptcy and Diligence (F51X 35)

- Covers the processes and procedures of bankruptcy and diligence in Scotland.

Corporate Insolvency (F50C 35)

- Covers the various forms and legal implications of the law of corporate insolvency.

CONVEYANCING UNITS

Conveyancing (F1B2 35)

- Covers transferring the ownership of heritable property in Scotland and the subsequent registration of the owner's title to the property

Property Law (F1A5 34)

- Covers the rules that govern the Scots Law of property.

EXECUTRIES UNITS

Executry Law and Practice (F51W 35)

- Covers the administrative procedure and ingathering of 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

ENTRY TO THE PDA

Whilst entry is at the discretion of the individual college, generally the PDAs are open to any candidate who can demonstrate, by formal qualification or otherwise, a reasonable expectation of completing the course.

DELIVERY

The PDAs can be delivered in a variety of ways, including distance learning.

ACHIEVEMENT

Candidates must successfully complete all mandatory Units in the PDA to achieve the qualification.

AVAILABILITY

See the table below for SQA centres approved to offer the PDAs in Legal Services (March 2010).

| | Higher National Certificate | Higher National Diploma | PDA Debt Recovery | PDA Executries | PDA Conveyancing |
|---|-----------------------------|-------------------------|-------------------|----------------|------------------|
| Aberdeen College | • | • | • | • | • |
| Adam Smith | • | • | • | • | • |
| Banff & Buchan College of Further Education | • | | | | |
| Carnegie College | • | | | | |
| Central College Glasgow | • | • | • | • | • |
| Dundee College | • | • | • | • | • |
| Jewel & Esk College | • | | | | |
| Motherwell College | • | • | • | • | • |
| Stevenson College | • | • | | • | • |
| University of the West of Scotland | • | • | • | • | • |



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