



Arrangements for:

**National Certificate in Legal
Services at SCQF level 6**

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Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of National Qualification Group Awards.

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.

Version number	Description	Date
07	Revision of unit: J581 45 -Virtual Work Placement added to framework as an alternative to HF88 45 Work Placement.	06/07/21
06	Revision of Unit: F59T 11 Managing Your Time and resources (finish date 31/07/2023) has been replaced by J4YV 45 Managing Your Time, Resources and Wellbeing (start date 01/08/2020) F5A0 11 Researching and Preparing Presentations (finish date 31/07/2023) has been replaced by J4YX 45 Researching and Preparing Presentations (start date 01/08/2020) F3CD 11 Gaelic (Learners) for Work Purposes will finish on 31/07/2022.	09/10/20
05	Revision of Unit: FN14 11 Recording Cash Transactions (finish date 31/07/2021) has been replaced by J1K4 45 Recording Cash Transactions (start date 01/08/2019)	28/11/18
04	Revision of Unit: D36H 11 Work Experience <i>has been revised by</i> HF88 45 Work Placement <i>and will finish on 31/07/2017.</i> H6T1 46 Employment Law: An Introduction - Scotland will finish on 31/07/2017. D336 10 French: Personal and Social Language will finish on 31/07/2016. D480 10 Spanish: Personal and Social Language will finish on 31/07/2-16.	22/07/16
03	H23W 75 Literacy <i>has been added as an alternative to</i> F3GB 11 Communication	12/06/14
02	Scottish Context Unit added as an alternative: Employment Law: An Introduction – Scotland (H6T1 46) added as an alternative to Employment Law: An Introduction (FR2C 12)	22/04/14

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1 Introduction

This is the Arrangements Document for the new National Certificate in Legal Services at SCQF level 6 which was validated in May 2012. This document includes background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structures, and guidance on delivery. This new Group Award has been developed under the Design Principles for National Certificates.

The National Certificate (NC) in Legal Services is designed to meet the needs of candidates who have an interest in law and who may wish to develop a foundation for progression to further study via various routes. These include a programme such as Higher National Certificate or Diploma (HNC/HND) in Legal Services, a business-related programme where law would be a core component. The National Certificate is also designed to meet the needs of candidates who wish to enter employment at junior level in the legal profession, in a business or a profession where an awareness of legal principle would have workplace relevance, or in the public sector where an understanding of the regulatory framework would enhance their employability.

2 Rationale for the development of the Group Award

2.1 Current Provision

There is currently no SQA Group Award provision in Legal Services at non-advanced level. At present, college provision at non-advanced level in Law consists of a one-year programme of study which varies from centre to centre. Centres currently wishing to offer full time courses at this level create their own programmes of study at SCQF levels 4–6. Typically, candidates follow a programme comprising 12-20 Units which may consist of a mix of SQA provision and that from other examining and awarding bodies (such as OCR

— Oxford, Cambridge and Royal Society of Arts). Candidates choose from a menu of Units which centres often structure into designated frameworks which may be, but are not necessarily, tailored towards progression to HN Legal Services or other associated areas.

This situation is unsatisfactory as the learners who successfully complete a range of Units do not have the opportunity to gain a nationally recognised award and there are no national standards across colleges offering NQ programmes in Law. Neither are there national standards across colleges offering NQ programmes in Law which feed into the Paralegal Competency Framework (see appendix 1). A nationally devised and certificated award has the advantage of demonstrating to potential employers that applicants have a nationally benchmarked qualification and have a base level of relevant transferable skills upon which further specific training and education can be built. It also has the advantage of equipping candidates for further study in this subject area by providing a foundation for further study of substantive law.

The National Certificate in Legal Services at SCQF level 6:

- provides qualifications recognised by employers and by educational institutions
- enables candidates to point to a significant measure of achievement
- retains the flexibility of existing arrangements, including choices of options
- is compatible with successful local programmes
- provides multiple exit routes for candidates
- enables candidates to develop appropriate Core Skills and skills relevant to the legal sector and matches the capabilities, expectations and interests of candidates enrolling for the awards

The National Certificate in Legal Services at SCQF level 6 further provides:

- the need for a suitable 'stepping stone' SQA qualification at further education level for those who wish to work in the legal sector or wish to progress to further study
- that such a qualification needs to be an integrated and cohesive programme of study containing a suite of relevant, current Units suitable for the needs of those studying in this area, at the appropriate SCQF level and which could be recognised as an entrance level qualification for paralegal study
- the need to recognise that in an increasingly regulated commercial world, awareness of fundamental legal principle is a workplace relevant skill in a wide range of commercial activities
- the lack of such a qualification constrains the ability of colleges to provide programmes of study which will meet the needs of wider access students with career aspirations in law or law related fields and/or who may be looking to progress to further study and qualifications in the legal sector

3 Aims of the Group Award

3.1 Specific aims of the Group Award

The National Certificate in Legal Services at SCQF level 6 aims to provide a practical, flexible programme which will enable candidates to acquire and develop the skills and knowledge needed to access a higher level of study of law or to move into the employment market in a legal sector environment. The provision of multiple exit routes provides candidates with achievable choices and will put them in a stronger position to move to the next stage of their study or career development and should increase their chances of doing this successfully.

Specific aims of the NC in Legal Services are to:

- Develop candidates' knowledge and understanding of the law in Scotland
- Prepare candidates and provide them with specific knowledge and understanding of processes and procedures, for a contemporary legal services context
- Prepare candidates for entry into further qualifications such as the HNC/HND in Legal Services
- Enable candidates to develop the specific legal and transferable skills demanded by employers
- Provide candidates with the opportunity to develop relevant Core Skills for legal related occupations and for further study in law

3.2 General aims of the Group Award

General aims of the NC in Legal Services are to:

- Ensure that candidates acquire and develop appropriate knowledge, understanding and skills for the contemporary business environment.
- Provide a qualification which will be sufficiently flexible to allow for a number of different modes of delivery
- Provide candidates with a recognised, relevant and up-to-date Group Award in Legal Services
- Enable candidates to consider the various options open to them and make informed career choices for their future

The National Certificate will meet these aims through a robust, business focused mandatory section which will ensure that all candidates will acquire and develop key knowledge, understanding and skills relevant to further study and to employment in a legal environment. See Appendix 2 for mapping of the above aims to the mandatory Units of the award.

3.3 Target groups

The National Certificate Legal Services at SCQF level 6 are aimed at meeting the demand from the client groups currently undertaking college provision at this level, including:

- candidates who have left school in the relatively recent past
- mature learners who have decided to re-enter the educational system
- candidates who may fall into the two categories above but whose first language is not English and who may have worked in the legal sector previously

These client groups have quite different characteristics and as such, present a range of challenges. Some school leavers may, for a variety of reasons, have limited formal attainment. Adult returners to education may possess few formal qualifications. In some cases they have valuable work and life

experience, but lack confidence in their ability to learn and adapt to a learning environment and may be classed as fragile learners. Some candidates whose first language is not English will benefit from prior study in English prior to embarking upon a National Certificate Legal Services at SCQF level 6.

3.4 Employment opportunities

The National Certificate in Legal Services at SCQF level 6 will provide the skills and knowledge demanded of a modern, progressive legal sector environment. The skills and knowledge acquired will allow for progression to employment of a general support nature within the legal sector and related environments. The mandatory Units provide the range of knowledge and skills required within small to large sized firms and employers, with the optional Units allowing for the development of a range of more particular employability skills demanded by sector organisations and employers generally.

Consultation established that employers look for these transferable skills and the demonstrable professional knowledge gained through the award in the recruitment and selection of support staff.

The award has further relevance beyond the legal profession itself and consultation with employers has also confirmed that successful candidates from this award could potentially find employment opportunities in a number of sectors:

- administrative support within private legal practice
- administrative support within the Crown Office
- general court administration
- administrative support within the Fiscal Service
- administrative support within commercial legal teams
- personal injury claim handler

4 Access to the Group Award

4.1 Formal Qualifications

As with most SQA qualifications, access is at the discretion of the centre and the following recommendations are for guidance only. This list is not exhaustive nor is it mutually exclusive, but it provides examples of appropriate formal entry qualifications. The overriding criterion to be satisfied is that the candidate has a realistic chance of achieving the qualification within the programme model delivered by the centre. Candidates for whom English is not their first language may however have some previous attainment from another country which can illustrate their ability to cope with the requirements of the award:

Appropriate entry qualifications may include:

- any relevant National Qualifications Group Award at SCQF level 5 or 6, eg NPA in Legal Studies at SCQF level 6 or NPA in Human Resources and the Law
- three relevant Intermediate 2 or Standard Grade passes including English at Credit level
- relevant National Units at appropriate levels (eg achievement of the Core Skills entry profile) Equivalent qualifications from other awarding bodies

4.1.2 Core Skills Entry and Exit levels

Candidates would normally be expected to have the following minimum level of Core Skills on entry and to have achieved competency on completion of the National Certificate

Core Skill	Entry level	Exit level
Communication	SCQF 5	SCQF 6
Numeracy	SCQF 4	SCQF 5
Information and Communication Technology (ICT)	SCQF 5	SCQF 5
Problem Solving	SCQF 5	SCQF 6
Working with Others	SCQF 4	SCQF 5

The Core Skills *Communication* and *Information and Communication Technology* are automatically certificated at SCQF level 5 by including these discrete Units within the mandatory section of the framework.

The Core Skills component of Critical Thinking (*Problem Solving*) at SCQF level 6 is embedded in the mandatory Unit FN4X 12 *Law of Contract*.

The Core Skills component of Using Number (*Numeracy*) at SCQF level 5 is embedded within the optional Unit FN14 11 *Recording Cash Transactions*.

The Core Skill *Problem Solving* at SCQF level 5 is embedded within the optional Unit DF4D 33 *Developing Skills for Personal Effectiveness*.

The Core Skills *Problem Solving* and *Working with Others* at SCQF level 5 are embedded within the optional Unit D36H 11 *Work Experience*.

4.1.3 Work Experience

In relation to the National Certificate Legal Services at SCQF level 6, work experience that may be considered suitable could include a range of support work within an office environment, particularly a Legal Services environment, with some degree of IT skills.

5 Group Award structure

5.1 NC in Legal Services at SCQF level 6

Candidates will achieve the Legal Services National Certificate on completion of 12 SQA credits (eight from the mandatory section, at least one from the mandatory options, and any other three credits). The majority of the mandatory credits are at SCQF level 6. Options selected may be at SCQF levels 4, 5 or 6.

The mandatory section covers basic knowledge in key legal areas such as the law of contract, property and employment. From the mandatory and mandatory options sections, seven Units have been written specifically for the new National Certificate. Five of the mandatory Units have Assessment Support Packs written specifically for the new National Certificate.

The structure incorporates an element of choice to allow candidates to pursue a range of routes. For example, the inclusion of Units in legal administration related skills and attributes would allow a centre to offer additional administration-based content which would prepare candidates for entry level positions in a legal environment.

Mandatory Units 8 credits required

Title	Code	SQA credit value	SCQF Level	SCQF credit points
Scots Law: An Introduction	FN4Y 12	2	6	12
Law of Contract: An Introduction	FN4X 12	1	6	6
Employment Law: An Introduction	FR2C 12	1	6	6
or Employment Law: An Introduction – Scotland*	H6T1 46	1	6	6
Crime in Society	FN51 12	1	6	6

Title	Code	SQA credit value	SCQF Level	SCQF credit points
Property Law: An Introduction	FR2A 12	1	6	6
Communication Or Literacy	F3GB 11	1	5	6
	H23W 75	1	5	6
Information and Communication Technology	F3GC 11	1	5	6

Mandatory Optional Units 1-2 credits required

Title	Code	SQA credit value	SCQF Level	SCQF credit points
Family Law: An Introduction	FN52 12	1	6	6
Consumer Protection Legislation in Scotland: An Introduction	FN50 12	1	6	6

Optional Units 2-3 credits required

Title	Code	SQA credit value	SCQF Level	SCQF credit points
Administrative Law: An Introduction	F9Y9 11	1	5	6
Human Resources: Administration	F5AG 12	1	6	6
Developing Skills for Personal Effectiveness	DF4D 33	1	6	6
Word Processing: Legal	F7KT 11	1	5	6
Audio: Legal	F7KR 11	1	5	6
Skills for Customer Care	F38X 11	1	5	6
Managing Your Time, Resources and Wellbeing	J4YV 45*	1	5	6
Recording Cash Transactions	J1K4 45*	1	5	6

Title	Code	SQA credit value	SCQF Level	SCQF credit points
French: Personal and Social Language*	D336 10	1	4	6
Spanish: Personal and Social Language*	D480 10	1	4	6
Gaelic (Learners) for Work Purposes*	F3CD 11	1	5	6
Work Placement Or Virtual Work Placement	HF88 45* J581 45*	1 1	5 5	6 6
Developing Skills for Employment	F393 11	1	5	6
Researching and Preparing Presentations	J4YX 45*	1	5	6

* See History of Changes Table

5.2 Mapping information

Mapping of Core Skills to the Units in the awards is shown in Appendix 1.

Mapping of aims to Units is shown in Appendix 2.

5.3 Articulation, professional recognition and credit transfer

It is expected that following the completion of the NC in Legal Services at SCQF level 6, candidates will be able to progress to Higher National Certificate (HNC) at SCQF level 7 in Legal Services or in an associated area.

6 Approaches to delivery and assessment

6.1 Content and context

The NC is designed around the core competencies and transferrable skills that are contained within the National Certificate in Legal Services at SCQF level 6. The National Certificate curriculum plays a valuable role in giving candidates a grasp of the complex systems that govern their lives. Whilst the National Certificate framework does cover broad issues, its content generally is more technical. It focuses on delivering an understanding of how systems of law and regulation work and about how law applies to everyday lives. The Legal Services National Certificate not only facilitates a revised and vibrant non-traditional route into legal education but also offers an opportunity to study something that interests and engages candidates. Attainment of the Legal Services National Certificate could demonstrate both to employers and educational institutions that those who are successful in the qualification have the ability to commit to learning and have acquired good demonstrable reasoning and analytical skills.

The structure takes into account that centres are likely to offer the NC as the central part of a 16–18 credit full time programme, which is a common model in delivering centres.

The content of both the mandatory and optional sections is a mixture of new, existing, and revised Units. Many of these are well-established Units that have the merit of being tried and tested and are known to be suitable for delivery in this context. Where new Units have been produced or existing Units revised, the main aim has been to ensure that valid, up-to-date practical Units could be delivered and assessed which would enable learners to acquire and develop legal and sector specific knowledge, understanding and skills.

The content of the mandatory section of the award has been chosen to introduce the fundamental principles and functions within a legal sector environment. The Unit *Scots Law: An Introduction* provides candidates with a broad knowledge and understanding of Scots law including the sources of law and how new law is made. The Unit contextualises knowledge and skills for learners and will provide the foundation for study of the other mandatory Units. This suite of Units will enable candidates to gain an appreciation of how the various theories, principles and aspects of law and the legal sector fit together.

The mandatory section also includes study of three primary functional areas of the legal sector, namely property law, the law of contract and employment law. Alongside the inclusion of the Unit *Crime in Society*, the NC includes recognised law and related subjects which provide learners with knowledge, understanding and skills within a socio-legal context. Crucially, the NC provides a foundation for future study or employment within a functional area of a modern legal environment.

In addition, practical subjects such as word processing, customer care, recording cash transactions, personal effectiveness and employability are included via dedicated Units, to facilitate the acquisition of vocational and customer facing skills needed for the employment opportunities likely to be accessible to successful candidates. These Units will contextualise legal

sector activity and highlight the significant role that individuals and teams play in the attainment of sector goals.

The mandatory section places a high degree of emphasis upon employability and essential skills. Citizenship underpins the Unit *Crime in Society*. Law is not a national curriculum subject however schools are required to teach the citizenship curriculum.

The practical focus of the NC is designed to promote learner development and confidence and enhance the positive contribution that candidates who complete the Course can offer to society as a whole.

6.2 Delivery and assessment

Specific learning and teaching methods will vary between and within Units, but all should be presenting them in a way which will engage the interest of learners. Crucial to this will be their understanding of the relevance of all Units within the NC and their motivation in working towards its completion.

The practical focus of the NC is illustrated by the mandatory and optional Units on the framework. The law of contract and word processing Units are developed through practical activities such as the production of legal documents; Developing Skills for Employment and Skills for Customer Care are developed through role playing activities and the production of CVs and application forms for employment and educational purposes; ICT is developed through hands-on activities and evidence generation underpinning knowledge and skills in the core functions of a legal services environment.

Detailed information on delivery and assessment approaches is contained within each Unit specification.

A candidate-centred and interactive approach to delivery and learning should be adopted throughout. The range of methods used in delivering the NC should ensure that experiential learning opportunities are available to candidates. The combination of relevant content and engaging learning and teaching approaches has the potential to promote critical values such as citizenship, confidence and positive contributions to both personal and employability development. This can be done through the encouraging an awareness of the following:

- positive attitudes to workplace and learning
- the importance of time-keeping and attendance
- the importance of effective verbal communication
- the importance of effective listening skills
- how to work co-operatively with others as a member of a team
- self-respect and showing respect and consideration for others
- adaptability and flexibility
- the application of appropriate legislation, eg health and safety
- planning and preparation
- confidence to seek feedback
- confidence to give feedback
- self-review and evaluation
- customer care skills
- the understanding of roles and positions within society.

6.2.1 Integration of Units

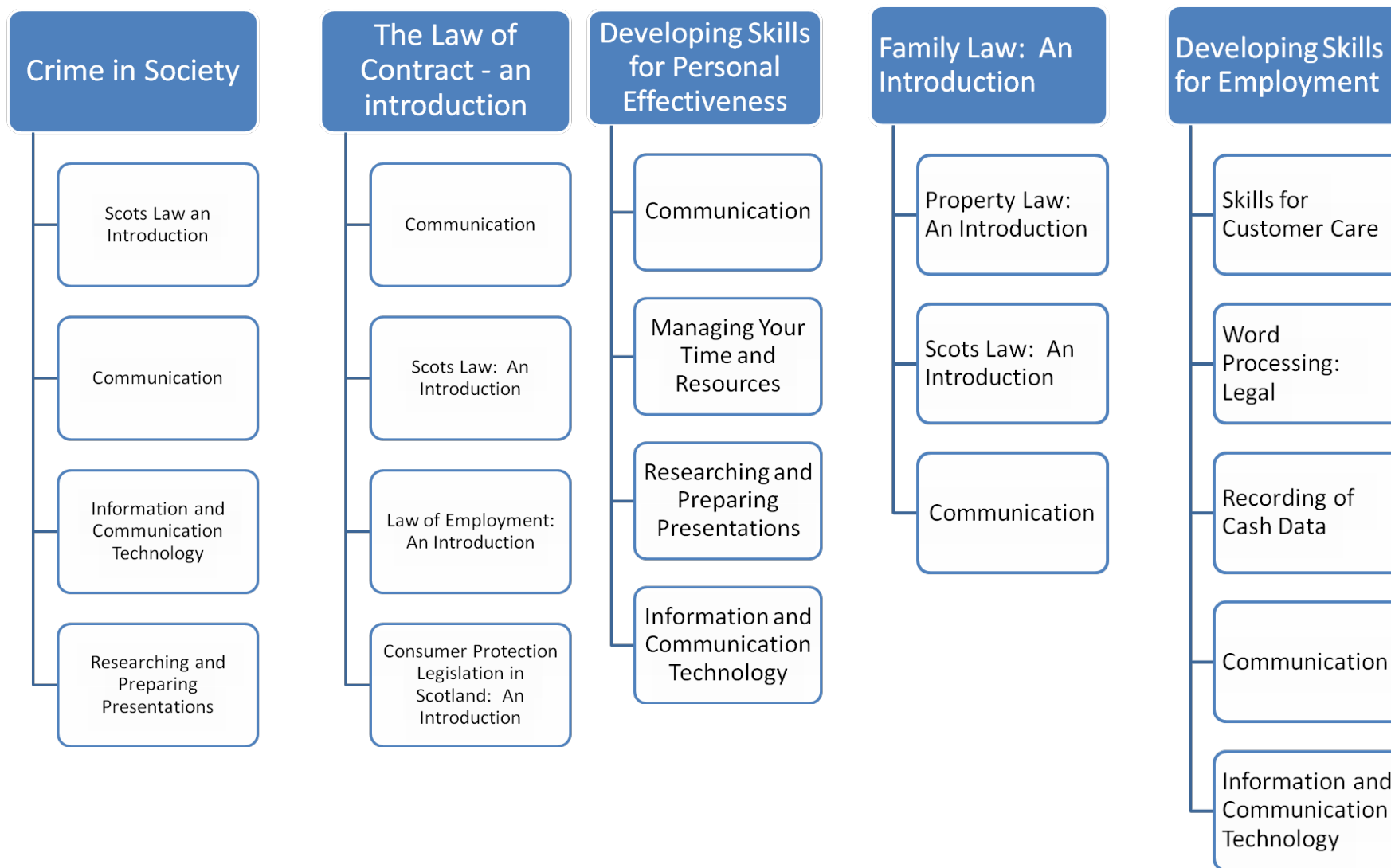
The NC is designed to provide centres with a number of opportunities to enhance candidate learning and development through the integration of Units and topic areas.

For example, in the Unit *Scots Law: An Introduction*, there is scope for Communication assessments to be based on law topics such as discrimination or reported cases and there is a clear synergy as between the role of the law in consumer protection. Likewise the law of contract is very much part of the law of obligations and so as knowledge is acquired incrementally so assessments can measure incremental learning. The fundamental commonalities that exist between the law of contract, consumer protection and property law should be emphasised. It is anticipated that the Unit Crime in Society will in particular provide centres with the opportunity to integrate citizenship, research and analytical skills. It can also provide opportunities for the development of *Communication*, *Problem Solving*, *Information and Communication Technology (ICT)* and *Working with Others*.

Integration in both the mandatory and optional Units should create a constructive and candidate-centred learning experience which is engaging, beneficial and forward thinking towards academic progression and employment. Therefore it would be beneficial for a course leader to be identified prior to delivery to ensure that all of those involved in delivering different areas of the particular award communicate with each other about their intended delivery and timings. This approach will enable a coherent and best value experience for candidates and should foster understanding of the links between Units, which should be reinforced by all staff involved in delivery. There are opportunities for integrated learning and assessment across the Units and where possible, a holistic approach should be taken to the delivery and assessment of the award.

Examples opportunities for integrated learning and assessment are given below.

Opportunities for integrated learning and assessment



6.2.2 Full time delivery model

As already noted, most centres currently offer a full-time programme of 16–18 SQA credits to candidates at NC level over an academic session. The Legal Services NC is designed to be compatible with these arrangements. The flexibility of the award means that centres can tailor Unit programmes that they offer to suit their own particular circumstances. Centres could, for example provide additional Units over and above the 12 credits required for the NC which would assist candidates who wish to progress to particular HNC programmes. Centres may choose to provide learners with the opportunity to gain further certification in qualifications at a higher level.

It is envisaged that most centres will offer the NC as a full-time course, over the full academic year. The delivery sequence of the Units will be at the discretion of each individual centre. The following gives an example of a possible delivery pattern using a 3 Block Delivery Model. This model shows inclusion of Units in addition to the 12 credits needed for the award, in order to make up a full time, one year programme.

Block 1	Block 2	Block 3
Recording Cash Transactions Communication Scots Law: An Introduction Law of Contract: An Introduction Consumer Protection Legislation in Scotland: An Introduction Managing your Time and Resources Word Processing: Legal	Scots Law: An Introduction Law of Contract: An Introduction Crime in Society Information and Communication Technology Family Law: An Introduction Word Processing: Legal	Employment Law: An Introduction Property Law: An Introduction Audio: Legal Developing Skills for Employment Skills for Customer Care

The following model is a suggested sequence of Units for a two year part-time delivery on a 12 credit programme.

Year 1	Year 2
Scots Law: An Introduction	Employment Law: An Introduction
Law of Contract: An Introduction	Property Law: An Introduction
Crime in Society	Managing your Time and Resources
Communication	Word Processing: Legal
Audio: Legal	Information and Communication Technology
Skills for Customer Care	Family Law: An Introduction
Recording Cash Transactions	Consumer Protection Legislation in Scotland: An Introduction
	Developing Skills for Employment

6.2.3 Alternative delivery models

It is expected that this award will be offered on either a full or part-time basis. The main focus of delivery is upon practical activities, interaction, experiential learning and application of skills and it is felt that these aspects are best promoted through direct, face-to-face candidate/ tutor interaction.

Some centres may decide to offer the National Certificate as a half year course commencing in January, covering only the required 12 credits. It is suggested however, that if centres are considering this as an option, appropriate evidence of sound prior educational attainment or work experience be available due to the level of demand of the Units. Alternatively, some centres may decide to offer the 12 credit NC on a part-time learning basis. In some cases delivery may be influenced by the background or prior learning and experience of candidates. In the ICT Units for example, some learners, particularly some adult returners, may lack confidence and may require a little more time to orient themselves to the demands of the Units. Conversely, some younger learners may have high levels of familiarity with ICT usage and may require extension material or assessment.

6.2.4 Assessment and e-learning

Assessment Support Packs can be found on SQA secure website and are available for the following mandatory Units:

- Scots Law: An Introduction
- Crime in Society
- Employment Law: An Introduction
- Property Law: An Introduction,
- Law of Contract: An Introduction

As this NC is designed to develop knowledge and skills aiding candidates' progression to employment or further study in a law or Legal Services area, the assessment strategy should have a combination of theory and practical assessments, where case studies play an important part. It is suggested that suitable assessment approaches may take the form of a mix of short answer questions along with mini case studies where candidates can correctly apply knowledge of the individual areas of law in given situations. Use should be made of portfolio work which demonstrates that candidates can work independently, to research and to exercise time management and organisational skills.

E-assessment may be appropriate for some assessments in Units. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003), SQA Guidelines on e-assessment for Schools (BD2625, June 2005).

6.3 Core Skills

The Units within the NC award provides opportunities for learners to obtain Core Skills and opportunities to work towards Core Skills. This is based upon the principle that Core Skills development is more meaningful for learners and provides more benefit to employers if it is undertaken in the context of a progressive legal services environment. The awards develop Core Skills in several ways. *Communication* at SCQF level 5 is achieved through the inclusion of a discrete Unit in the mandatory section of the NC, developing not only communication skills but also analytical skills with candidates learning the essential skills of using and presenting information and data effectively.

Supporting the development of Core Skills in a vocational context, the Law of Contract allows learners to understand and appreciate the formal necessities of documents and the construction and exchange of such documents in a typical legal services environment. An accompanying Assessment Support Pack has been produced to ensure the Core Skill is contextualised to a business environment.

Information and Communication Technology is offered as a discrete Unit at SCQF level 5 and is also signposted in the optional Units *Word Processing: Legal* and *Audio: Legal*. Aspects of the Core Skill in *Numeracy* at level 5 are developed through the mandatory Unit *Information and Communication Technology*.

Other Units in the mandatory section of the NC provide opportunities to work towards aspects of the remaining three Core Skills. For example:

- *Crime in Society* provides opportunities to work towards aspects of citizenship and the role of the learner within their community.
- the mandatory section of the NC provides multiple opportunities for development of the Core Skills of *Communication*, *Working with Others* and *Problem Solving*

- Units in property law, consumer law, the law of contract, employment law, crime in society and family law provide opportunities to develop Critical Thinking, Planning and Organising and Reviewing and Evaluating through research scenarios, role-play and feedback sessions.
- the Units *Scots Law: an Introduction* and *Crime in Society* afford candidates the opportunity to work independently and within groups, and promote both oral and written communication
- the ability to research independently could be demonstrated in the preparation of a portfolio in *Scots Law: an Introduction*
- communication skills can generally be linked to the work of, eg employment tribunal where the requirements for written pleadings and advocacy skills can be established as being integral to successful conduct of a case

The optional section provides candidates and centres with a clear opportunity to formalise the remaining Core Skills through the inclusion of vocational office skills. Many other mandatory Units provide opportunities to supplement these skills gained through the options section and work toward aspects of other Core Skills.

Overall, the optional Units provide opportunities for learners to gather evidence for all Core Skills at SCQF level 5 or 6 depending upon the options chosen. Further approaches to developing Core Skills are highlighted in individual Unit specifications.

See Appendix 1 for Mapping of Core Skills to the Units in the NC.

6.4 Open learning

While it is not anticipated that the majority of centres would choose to deliver this award on a distance, open, blended or e-learning basis, such an approach may be possible with careful planning by the centre.

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 Group Award 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

8.1 National Certificate in Legal Services at SCQF Level 6

The National Certificate in Legal Services will provide you with a range of knowledge and skills necessary for working in a Legal Services environment. The values and attitudes which are essential requirements for anyone hoping to progress to employment as a Legal Administrator or for eventually undertaking a paralegal role are also developed within the mandatory and optional Units.

You must successfully complete a minimum of 12 Unit credits to gain the NC. There are eight mandatory Unit credits which must be completed, in addition to a minimum of four other Units from those available in your centre.

The completion of the mandatory Units will ensure that you have an introductory understanding of Scots law, the law of contract, the law of employment, property law, family law, administrative law, consumer protection legislation in Scotland and crime in society. Completion of additional Units available at your centre will allow you to gain essential transferable skills and learning experiences useful for you in a legal services environment. These Units will:

- Provide you with relevant Core Skills in *Communication, Working with Others, Problem Solving* and *Information and Communication Technology (ICT)* for law related occupations and for further study in Law
- Enable you to consider the various options that are open to you and to make informed career choices about your future
- Prepare you for further study such as HN awards in Legal Services, Business and Administration and Information Technology

- Help you to develop essential skills valued by employers such as:
 - positive attitudes to workplace and learning
 - good time-keeping and attendance
 - how to work co-operatively
 - self-respect and respect and consideration for others
 - adaptability and flexibility
 - confidence to seek and give feedback
 - self-review and evaluation
 - research and presentation skills

8.1.2 Mandatory Units in Law

Scots Law: An Introduction

This Unit provides you with a broad knowledge and understanding of Scots law including the sources of law and how new law is made. You will learn about the differences between the criminal law and the civil law and about the structure, jurisdiction and appeals of both the civil and the criminal courts. You'll develop knowledge and understanding of the system of criminal prosecution in Scotland, about the tribunal system, and about the roles, appointments and responsibilities of the legal profession.

Employment Law: An Introduction

This Unit provides you with the knowledge and skills to understand the relationship between employer and employee, and the legislation relating to dismissal, redundancy, discrimination, and equality.

Crime in Society

This Unit enables you to explain what constitutes a crime in Scotland and the main principles involved in prosecution of crime and to explore the nature of crime and its effects on the individual and the community. It encourages you to reflect on crime and become more aware of its implications.

Property Law: An Introduction

This Unit introduces you to the law of property in Scotland, to enable you to explain the principle aspects of property law and to give correct advice in a particular situation and suggest actions to be taken to ensure legal compliance.

Family Law: An Introduction

This Unit enables you to understand and be able to explain how marriage and civil partnerships are constituted and how these relationships can be brought to an end, and the relationship between parent and child in relation to children's rights and parental rights and responsibilities.

Consumer Protection Legislation in Scotland: An Introduction

This Unit is an introduction to the current statutory provisions relating to consumer protection and appropriate remedies.

8.1.3 Entry

There are no specific entry requirements for the National Certificate in Legal Services at SCQF level 6. However, appropriate entry qualifications may include:

- any relevant National Qualifications Group Award at SCQF level 5 or 6, eg NPA Legal Studies at SCQF level 6
- three relevant Intermediate 2 or Standard Grade passes including English at Credit level
- relevant National Units at appropriate levels

8.1.4 Progression pathways

The National Certificate in Legal Services at SCQF level 6 can provide progression to HNC Legal Services to further academic study in a number of related areas such as HNC Business, HNC Administration and Information Technology or to entry/trainee level employment in either the legal or business sectors.

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 SCQF credit point equates to 10 hours of learning. NQ Units at SCQF levels 2–6 are worth 6 SCQF credit points, NQ Units at level 7 are worth 8 SCQF points.

SCQF levels: The SCQF covers 12 levels of learning. National Qualification Group Awards are available at SCQF levels 2–6 and will normally be made up of National Units which are available from SCQF levels 2–7.

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 National Certificate/National Progression Award 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 National Certificates/National Progression Awards are those developments or revisions undertaken by a group of centres in partnership with SQA.

10 Appendices

Appendix 1: Mapping Core Skills to Units

Appendix 2: Mapping Aims to Units

Appendix 1 Mapping Core Skills to Units

Core Skill Communication components: Written (Reading), Written (Writing), Oral

Unit code	Unit title	Communication components
F9Y9 11	Administrative Law: An Introduction	Written (Writing) (S5) Oral (S5)
F7KR 11	Audio: Legal	Written (Writing) (S4) Oral (S4)
F3GB 11	Communication	Written (Writing) (E5) Oral (E5)
FN50 12	Consumer Protection Legislation in Scotland: An Introduction	Written (Writing) (S6) Oral (S6)
FN51 12	Crime in Society	Written (Writing) (S6) Oral (S6)
F393 11	Developing Skills for Employment	Written (Writing) (S5) Oral (S5)
FR2C 12	Employment Law: An Introduction	Written (Writing) (S6) Oral (S6)
FN52 12	Family Law: An Introduction	Written (Writing) (S6) Oral (S6)

Unit code	Unit title	Communication components
F3CD 11	Gaelic (Learners) for Work Purposes	Written (Writing) (S5) Oral (S5)
F5AG 12	Human Resources: Administration	Written (Writing) (S5) Oral (S5)
FN4X 12	Law of Contract: An Introduction	Written (Writing) (S6) Oral (S6)
FR2A 12	Property Law: An Introduction	Written (Writing) (S6) Oral (S6)
FN14 11	Recording Cash Transactions	Written (Writing) (S5) Oral (S5)
FN4Y 12	Scots Law: An Introduction	Written (Writing) (S6) Oral (S6)
F38X 11	Skills for Customer Care	Written (Writing) (S5) Oral (S5)

Core Skill Numeracy components: Using Number, Using Graphical Information

Unit code	Unit title	Numeracy components
FN14 11	Recording Cash Transactions	Using Number (E5) Using Graphical Information (S5)
J1K4 45	Recording Cash Transactions	Using Numbers (automatic certification at SCQF level 5)

Core Skill Information and Communication Technology (ICT) components:

Accessing Information, Providing / Creating Information

Unit code	Unit title	Information and Communication Technology (ICT) components
F7KR 11	Audio: Legal	Accessing Information* Providing / Creating Information*
F3GC 11	Information and Communication Technology	Accessing Information* Providing / Creating Information*
FN14 11	Recording Cash Transactions	Accessing Information* Providing / Creating Information*
F5A0 11	Researching and Preparing Presentations	Accessing Information* Providing / Creating Information*
F7KT 11	Word Processing: Legal	Accessing Information* Providing / Creating Information*

Core Skill Problem Solving components: Critical Thinking, Planning and Organising, Reviewing and Evaluating

Unit code	Unit title	Problem Solving components (*Delete as appropriate)
FN50 12	Consumer Protection Legislation in Scotland: An Introduction	Critical Thinking* Planning and Organising* Reviewing and Evaluating*
FN51 12	Crime in Society	Critical Thinking* Planning and Organising* Reviewing and Evaluating*
F393 11	Developing Skills for Employment	Critical Thinking* Planning and Organising* Reviewing and Evaluating*
DF4D 33	Developing Skills for Personal Effectiveness	Critical Thinking* Planning and Organising* Reviewing and Evaluating*
FR2C 12	Employment Law: An Introduction	Critical Thinking* Planning and Organising* Reviewing and Evaluating*

Unit code	Unit title	Problem Solving components (*Delete as appropriate)
FN52 12	Family Law: An Introduction	Critical Thinking* Planning and Organising* Reviewing and Evaluating*
FN4X 12	Law of Contract: An Introduction	Critical Thinking* Planning and Organising* Reviewing and Evaluating*
F59T 11	Managing Your Time and Resources	Critical Thinking* Planning and Organising* Reviewing and Evaluating*
FR2A 12	Property Law: An Introduction	Critical Thinking* Planning and Organising* Reviewing and Evaluating*
FN14 11	Recording Cash Transactions	Critical Thinking* Planning and Organising* Reviewing and Evaluating*
J1K4 45	Recording Cash Transactions	Critical Thinking (automatic certification at SCQF level 3)

Unit code	Unit title	Problem Solving components (*Delete as appropriate)
F5A0 11	Researching and Preparing Presentations	Critical Thinking* Planning and Organising* Reviewing and Evaluating*
J4YX 45	Researching and Preparing Presentations	Critical Thinking (automatic certification at SCQF level 4)
FN4Y 12	Scots Law: An Introduction	Critical Thinking* Planning and Organising* Reviewing and Evaluating*
F38X 11	Skills for Customer Care	Critical Thinking* Planning and Organising* Reviewing and Evaluating*
D36H 11	Work Experience	Critical Thinking* Planning and Organising* Reviewing and Evaluating
J581 45	Virtual Work Placement	Critical Thinking Planning and Organising Reviewing and Evaluating

Unit code	Unit title	Problem Solving components (*Delete as appropriate)
HF88 45	Work Placement	Critical Thinking Planning and Organising Reviewing and Evaluating

Core Skill Working with Others components: Working Co-operatively with Others, Reviewing Co-operative Contribution

Unit code	Unit title	Working with Others components (*Delete as appropriate)
D36H 11	Work Experience	Working Co-operatively with Others Reviewing Co-operative Contribution
J581 45	Virtual Work Placement	Working Co-operatively with Others Reviewing Co-operative Contribution (potential development of aspects of the components)
HF88 45	Work Placement	Working Co-operatively with Others Reviewing Co-operative Contribution

Appendix 2 Mapping Aims to Units

Key: aim is directly relevant to unit (X), aim is optional in this unit (O), aim is not applicable to this unit (N/A)

Unit title	Code	Specific Aims					General Aims
		1	2	3	4	5	
Administrative Law: An Introduction	F9Y9 11	X	(N/A)	(N/A)	(N/A)	(N/A)	(N/A)
Audio: Legal	F7KR 11	(N/A)	(N/A)	(N/A)	(N/A)	(N/A)	X
Communication	F3GB 11	(N/A)	(N/A)	X	X	(N/A)	X
Consumer Protection Legislation in Scotland: An Introduction	FN50 12	X	(N/A)	(N/A)	(N/A)	(N/A)	(N/A)
Crime in Society	FN51 12	X	(N/A)	X	(N/A)	(N/A)	(N/A)
Developing Skills for Employment	F393 11	(N/A)	X	(N/A)	(N/A)	X	X
Developing Skills for Personal Effectiveness	DF4D 33	(N/A)	X	X	X	X	X
Employment Law: An Introduction	FR2C 12	X	(N/A)	(N/A)	(N/A)	(N/A)	(N/A)
Family Law: An Introduction	FN52 12	X	(N/A)	(N/A)	(N/A)	(N/A)	(N/A)

French: Personal and Social Language	D336 10	(N/A)	(N/A)	(N/A)	(N/A)	(N/A)	X
Gaelic (Learners) for Work Purposes	F3CD 11	(N/A)	(N/A)	(N/A)	(N/A)	(N/A)	X
Human Resources: Administration	F5AG 12	(N/A)	(N/A)	(N/A)	(N/A)	(N/A)	X
Information and Communication Technology	F3GC 11	(N/A)	(N/A)	(N/A)	X	X	X
Law of Contract: An Introduction	FN4X 12	X	(N/A)	(N/A)	(N/A)	(N/A)	(N/A)
Managing Your Time and Resources	F59T 11	(N/A)	(N/A)	(N/A)	X	X	X
Property Law: An Introduction	FR2A 12	X	(N/A)	(N/A)	(N/A)	(N/A)	(N/A)
Recording Cash Transactions	FN14 11	(N/A)	(N/A)	(N/A)	X	X	X
Researching and Preparing Presentations	F5A0 11	(N/A)	(N/A)	X	(N/A)	(N/A)	X
Scots Law: An Introduction	FN4Y 12	X	X	X	(N/A)	(N/A)	(N/A)
Skills for Customer Care	F38X 11	(N/A)	(N/A)	(N/A)	X	X	X
Spanish: Personal and Social Language	D480 10	(N/A)	(N/A)	(N/A)	(N/A)	(N/A)	X
Word Processing: Legal	F7KT 11	(N/A)	(N/A)	(N/A)	X	X	X

Work Experience	D36H 11	(N/A)	X	(N/A)	(N/A)	(N/A)	X
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