SVQ 3 in Paralegal Practice

SSC/B Code	Mandatory/ Optional Unit	Unit Title	Communication						Numeracy						ICT						Problem Solving						Working with Others					
		SCQF Levels	**L1**	**L2**	**L3**	**L4**	**L5**	**L6**	**L1**	**L2**	**L3**	**L4**	**L5**	**L6**	**L1**	**L2**	**L3**	**L4**	**L5**	**L6**	**L1**	**L2**	**L3**	**L4**	**L5**	**L6**	**L1**	**L2**	**L3**	**L4**	**L5**	**L6**
SFJAA1	M	Promote equality and value diversity				✓					✓							✓					✓							✓		
SFJAB1	M	Communicate effectively with people					✓				✓							✓						✓						✓		
SFJAE1	M	Maintain and develop your own knowledge, skills and competence				✓						✓						✓						✓					✓			
SFJIC5	M	Draft legal documents						✓										✓							✓						✓	
SFJIC7	M	Provide papers for legal matters				✓											✓							✓						✓		
SFJIC9	M	Comply with legal, organisational and regulatory requirements in the provision of legal services						✓										✓														
CFABAD332	M	Store and retrieve information using a filing system			✓												✓															
CFASAD111	M	Plan and manage own workload											✓													✓					✓	
SFJAC1	O	Contribute to the quality of team working				✓						✓					✓						✓								✓	
SFJDA7	O	Prepare cases for representation in formal proceedings						✓				✓						✓							✓							✓
SFJGA6	O	Develop and manage interviews with clients						✓									✓								✓						✓	
SFJGB9	O	Negotiate on behalf of clients						✓					✓					✓							✓						✓	
SFJIA1	O	Provide legal advice to clients						✓										✓							✓							
SFJIC1	O	Plan, document and cost the legal work to be undertaken					✓						✓					✓						✓						✓		
SFJIC2	O	Manage financial considerations in relation to legal matters					✓						✓					✓						✓						✓		
SFJIC3	O	Prepare for financial transactions with or on behalf of clients					✓						✓					✓					✓									
SFJIC4	O	Conduct and use research to progress legal matters						✓											✓						✓						✓	
SFJIC6	O	Prepare and submit files for legal matters						✓										✓													✓	
SFJIC8	O	Conclude legal matters						✓										✓													✓	

✓ = possible opportunity to evidence Core Skills at the SCQF level shown