

## **Rationale for the development of the Professional Development Award in Commercial Conveyancing and Leasing**

This award has been designed to fill the void in qualifications for paralegals already employed in commercial conveyancing and also for conveyancing paralegals who wish to undertake CPD. It is also designed as a qualification for anyone entering the role of a conveyancing paralegal.

The aim of this award is to develop the competencies required by employers to allow individuals to undertake specialist paralegal support roles within the legal profession, or in a legal context within a variety of businesses, public sector or financial organisations.

Achievement of this particular award, will give an individual the competences to carry out the role of a Commercial Conveyancing paralegal within a legal environment and allow registration with the Law Society of Scotland.

The structure of the PDA in Commercial Conveyancing and Leasing consists of the following units:

### **F1B1 35 - Legal Research Techniques**

This Unit is designed to provide candidates with the specialist research skills required to locate and retrieve legal information from the main sources of law through effective research, analyse the information retrieved and to explain the purpose of effective legal research.

### **F1A3 34 - Legal Secretarial Practice**

This Unit is designed to provide candidates with an understanding of the role and function of a legal secretary and/or a paralegal in Scotland, to equip them with the knowledge to explain the laws of confidentiality applicable in a legal environment, and equip the candidate with the skills to prepare legal documentation.

### **F50D 35 - Legal and Ethical Issues**

This Unit is designed to provide candidates with an understanding of the sources, composition and procedures involved in the Scottish Legal System. It also provides an understanding of the role of the Law Society and of the money laundering regulations.

### **F1A5 34 - Property Law**

The Unit is designed to provide the candidate with a knowledge of the rules which govern the Scots law of property so that they can explain the law, and equip the candidate with the skills required to give correct advice in a particular situation. The candidate will also be able to suggest approaches to be taken to ensure legal compliance.

### **New Unit - Commercial Conveyancing and Leasing**

This Unit is designed to give candidates a practical insight into Commercial Conveyancing and Leasing. It may also prove useful for those who have already gained some working experience in this field as it will give them a more rounded theoretical understanding of the legal principles of Commercial Conveyancing and Leasing transactions.