

Rationale for the development of the Professional Development Award in Employment Law

This award has been designed to fill the void in qualifications for paralegals already employed in employment law and also for employment law paralegals who wish to undertake CPD. It is also designed as a qualification for anyone aiming to achieve the role of an employment law 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 an employment law paralegal within a legal environment and allow registration with the Law Society of Scotland.

The structure of the PDA in Employment 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.

New unit - Employment Tribunal Procedure and Practice

This Unit is designed to provide candidates with an understanding of the Employment Tribunal process. It will equip them with the practical skills to manage a case file in the workplace.

New unit - Unfair Dismissal

This unit is designed to provide candidates with a basic understanding of the concept of unfair dismissal. Candidates should be able to apply the law relating to the most common types of dismissals and gain knowledge and understanding of key statutory rights.

New Unit - Discrimination Law

The purpose of this Unit is to ensure that candidates have a clear understanding of the grounds of discrimination, the legal concepts in discrimination law including the meaning of disability and the duty to make reasonable adjustments. By the end of this Unit candidates should be able to recognise whether a client has a potential discrimination case and should be able to demonstrate this by applying the relevant law to the applicable case study facts.