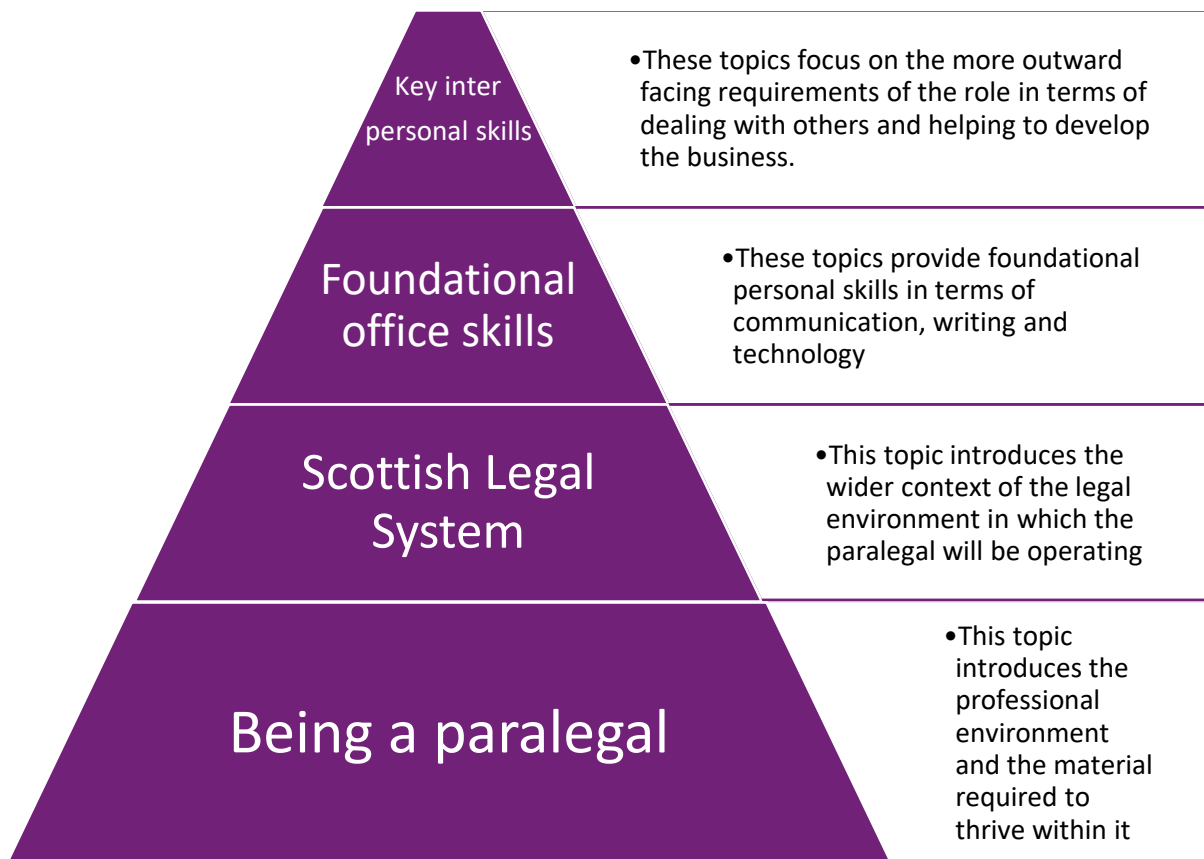


Indicative Syllabus for the Cert HE Paralegal Practice

This document provides an outline of the planned syllabus for the Cert HE Paralegal Practice. It is subject to change.

Module 1: Paralegal Practice and Skills

This is a foundational module which allows the paralegals to explore and develop those skills which are crucial to being a paralegal. It will also provide students with the skillset to ensure success on the programme. Much of this will be drawing out and embedding those skills which they have developed or are developing. The approach taken in this modules is as follows, and an indicative syllabus is on the next page.



Weeks	Topic	Topic outline
1 2	Being a paralegal	<p>This topic would link up with induction activities.</p> <ul style="list-style-type: none"> • The role of the paralegal (based on a typical example) • Introduction to how that might fit into a particular office • Emphasising and embedding the importance of the qualities of accuracy etc. which will be covered later in the course. • Provide an entry point for students to share experience
3 4	Foundations of the Scottish Legal System	<ul style="list-style-type: none"> • Introduction to the law • Introduction to the Scottish legal system • Introduction to court processes <p><i>(Further depth on Scots law is covered in Module 3)</i></p>
5 6	Fundamentals of Legal Writing and communication	<ul style="list-style-type: none"> • Covers the need for communication across all media – thinking about <i>when</i> and <i>how</i> to communicate, as well as <i>what</i>. • legal writing skills and • issues around literacy, numeracy and accuracy
7 8	Fundamentals of office-based technology	<ul style="list-style-type: none"> • Basics on MS Office suite • Other fundamental skills
9 10	Engaging with others	<ul style="list-style-type: none"> • Dealing with employers, • Dealing with other people, • Feeds back into communication (know your audience), • Meeting skills and protocols, • workload management, timekeeping and • some basics of negotiation
11	Innovation and creativity	Thinking about problem solving, the changing nature of legal practice and marketing

Module 2: Professionalism Ethics and Values for Paralegals

The second module would deal with the ethics, conduct and regulatory constraints around paralegal practice. This is more traditional, knowledge-based subject matter than Module 1 which was primarily skills focused.

Week	Topic	Topic outline
1 2	Ethics in paralegal practice	<ul style="list-style-type: none"> • The role of the paralegal • Professional Ethics (including honesty integrity and professionalism (linking with module 1)) • Introduction to regulatory frameworks
3 4	Rules of professional practice part 1	<ul style="list-style-type: none"> • Practice rules (including overview of solicitors practice rules for wider context) • Standards • Ensuring that rules both specific to paralegals and for the wider legal organisational context are covered
5 6	Rules of Professional Practice – part 2	<ul style="list-style-type: none"> • AML • Accounts rules • Conflicts of interest • Ensuring that rules both specific to paralegals and for the wider legal organisational context are covered
7 8	Information integrity	<ul style="list-style-type: none"> • Confidentiality • Cybersecurity • Data protection • Ensuring that both specific to paralegals and for the wider legal organisational context are covered
9 10	Equality and diversity	<ul style="list-style-type: none"> • Dignity at work • Equality legislation • Good practice guidance
11	Governance in practice	<p><i>The five topics within this module are all very rules heavy. While case studies are an important part of learning, the nature of the topics is that they are likely to focus on particular issues or subtopics. Many issues are cross cutting.</i></p> <p><i>There is also a need for students to work through how their employer (if any) would deal with these issues. This part of the syllabus will allow for those issues in practice to be explored.</i></p>

Module 3: Foundations of Scots Law

This is the most 'traditional' of the proposed modules as it largely covers "black letter" law. That said, it is largely introductory of the range of legal issues, rather than providing in depth knowledge on specific areas

Week	Topic	Topic outline
1 2	Fundamentals of the Legal Framework Part 1: Criminal Law	<ul style="list-style-type: none"> • Key issues on structure of criminal law • Key processes – linking into court and elsewhere
3 4	Fundamentals of the Legal Framework Part 2: Law of Obligations	<ul style="list-style-type: none"> • Contract • Delict
5 6	Fundamentals of the Legal Framework Part 3: Property Law Conveyancing Practice	<ul style="list-style-type: none"> • Transfer of moveables • Transfer of Land (law and practice)
7 8	Company and Commercial Law and processes	<ul style="list-style-type: none"> • Intro to Company Law and business entities • Companies House procedures • Diligence and Insolvency processes
9 10	Putting Scots Law into Practice 1	<ul style="list-style-type: none"> • Trusts and Succession • Requirements of Writing • Legal capacity
11	Putting Scots Law in Practice 2	<ul style="list-style-type: none"> • Requirements of Writing • Executry • Tax

Module 4

The fourth module can be chosen from a range of options drawing on the primary specialist areas of paralegal practice in Scotland. This provides an opportunity to gain in depth knowledge in one of the primary areas of specialist work which paralegals carry out. These are Residential Conveyancing, Wills and Executries, Debt Recovery, Commercial Conveyancing and Family Law for paralegals.