

# Legal

QCF Units of Assessment

Final NVQ Units

2010

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<b>Title</b>	Administer legal files
<b>Skills CFA Unit No.</b>	Q355
<b>WBA Unit No.</b>	H/601/7791
<b>Level</b>	3
<b>Credit Value</b>	7
<b>GLH</b>	25
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>
The learner will	The learner can
1. Understand legislative and organisational procedures for administering legal files	1.1 Describe the administrative services that they are responsible for 1.2 Explain the limits and scope of their responsibilities and authority in providing administrative services 1.3 Explain the organisation's policies, procedures and constraints that affect administrative services in their area of responsibility 1.4 Describe the duty of confidentiality that applies when they are dealing with client information 1.5 Describe the specialist software used by the organisation for the recording and processing of legal cases 1.6 Explain the importance of accuracy and attention to detail when dealing with information in a legal context 1.7 Explain where and when to refer matters that are beyond their authority 1.8 Explain how to prioritise work and work to other peoples' priorities
2. Understand the type of legal work they are responsible for	2.1 Describe the type of legal work that their department is involved in (for example, conveyancing, family law, commercial, litigation) 2.2 Interpret the particular legal terminology that is associated with different types of legal work
3. Understand how to open legal files	3.1 Explain the organisation's procedures for opening files 3.2 Describe the different checks and

	<p>searches that are needed</p> <p>3.3 Explain how to carry out the different checks and searches</p> <p>3.4 Explain the contents and purpose of a client care letter</p> <p>3.5 Explain how to prepare a client care letter</p>
4. Understand how to maintain and administer a legal file	<p>4.1 Describe the organisation's house-style for the presentation of files and documents</p> <p>4.2 Describe the types of documents that are required</p> <p>4.3 Explain how to prepare the different types of documents that are required</p> <p>4.4 Explain how to carry out research required by the fee earner</p> <p>4.5 Explain how to report progress to clients</p> <p>4.6 Explain how to record costs and disbursements</p> <p>4.7 Explain how time spent on a matter is monitored and recorded in their organisation</p> <p>4.8 Describe the range of activity and documentation that needs to be noted within a file</p> <p>4.9 Explain how and when to generate bills from the information in a file</p>
5. Understand how to close and archive a legal file	<p>5.1 Explain the types of documents, knowledge or data that might need to be added to the organisation's precedent, knowledge or data bank</p> <p>5.2 Describe the organisation's procedures for closing and archiving files</p> <p>5.3 Explain how to sort a file and identify materials that do not need to be kept</p>
6. Be able to open a legal file	<p>6.1 Carry out checks and searches as appropriate and report on outcomes to the fee earner</p> <p>6.2 Receive money on account from clients as instructed and process in line with organisational requirements</p>

	<p>6.3 Open a file and enter matter information</p> <p>6.4 Generate client care letters</p>
<p>7. Be able to maintain and administer a legal file</p>	<p>7.1 Produce and amend correspondence and documents as instructed</p> <p>7.2 Make sure all relevant timescales and dates are entered in appropriate diaries</p> <p>7.3. Carry out research as instructed and report back to fee earner</p> <p>7.4 Report progress to clients as instructed by fee earner</p> <p>7.5 Make sure all costs and disbursements are recorded accurately</p> <p>7.6 Make sure all file management activities conform to house-style and organisational requirements</p> <p>7.7 Make sure all time spent on the matter is recorded accurately</p> <p>7.8 Generate bills as requested, in accordance with instructions</p>
<p>8. Be able to close and archive a legal file</p>	<p>8.1 Review the file and identify any outstanding issues and unbilled disbursements</p> <p>8.2 Report outstanding issues to the fee earner for resolution</p> <p>8.3 Where necessary, deal with reimbursements</p> <p>8.4 Check with the fee earner whether any documents, knowledge or data needs to be added to the firm's precedent, knowledge or data bank</p> <p>8.5 Make sure the file is complete for preparation of the final bill</p> <p>8.6 If appropriate, prepare the final bill</p> <p>8.7 Complete file closing documentation</p> <p>8.8 Check that the account shows a nil balance</p> <p>8.9 Notify relevant people that the file is closing</p> <p>8.10 Sort the file, removing unnecessary material</p> <p>8.11 Check with the fee earner on the appropriate distribution of</p>

	<p>documents</p> <p>8.12 Make sure that hard copies of electronic communications are in the file</p> <p>8.13 Prepare a schedule of the file contents so that they can be readily retrieved</p> <p>8.14 Correctly label files for storage</p> <p>8.15 Amend records to show that the file is closed</p> <p>8.16 Make arrangements for the file to be archived</p>
<b>Additional Information about the unit</b>	
Unit purpose and aim(s)	This unit is about the skills and underpinning knowledge to open, maintain and administer legal files; review and close files; prepare final bills and store; and, arrange for files to be archived.
Unit expiry date	31 December 2013
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	BAB111: Administer legal files
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	Assessment Strategy
Support for the unit from an SSC or other appropriate body (if required)	Skills CFA
Location of the unit within the subject/sector classification system	15. Business, Administration and Law 15.2 Administration
Name of the organisation submitting the unit	Skills CFA
Availability for use	Shared
Unit available from	1 August 2010

<b>Title</b>	Build case files
<b>Skills CFA Unit No.</b>	Q356
<b>WBA Unit No.</b>	K/601/7792
<b>Level</b>	3
<b>Credit Value</b>	4
<b>GLH</b>	20
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>
The learner will	The learner can
1. Understand the organisational and legal context for building case files	1.1 Describe the services that they are responsible for 1.2 Describe the limits and scope of their responsibilities and authority in providing these services 1.3 Explain their organisation's policies, procedures and constraints that affect services in their area of responsibility 1.4 Explain how to apply their organisation's policies and procedures 1.5 Describe the legislation, regulations and codes of practice that apply in the sector to their area of responsibility 1.6 Describe the working culture and practices in the sector 1.7 Explain their organisation's procedures for building cases 1.8 Describe when and to whom to refer matters that are beyond their authority
2. Understand how to handle information when building cases	2.1 Explain the legal and organisational requirements covering the security and confidentiality of information 2.2 Clarify the purpose of accuracy and attention to detail when dealing with information in a legal context 2.3 Explain how to access and use the sources of information that are required 2.4 Describe their organisation's house style and requirements for presentation of case files and documentation

<p>3. Understand how to build a case file</p>	<p>3.1 Explain how to identify evidence and materials that have not been provided</p> <p>3.2 Explain the types of evidence and materials that may be required</p> <p>3.3 Explain how and where to obtain evidence and materials that have not been provided</p> <p>3.4 Explain how to conduct interviews and gather evidence</p> <p>3.5 Explain how to adapt communication to the needs of a witness or client</p> <p>3.6 Describe the types of documentation and correspondence that might be required and how to produce them</p> <p>3.7 Identify who to consult if further information is needed</p> <p>3.8 Identify the timescales and deadlines that apply to the case</p> <p>3.9 Explain the consequences of failing to meet given timescales and deadlines</p> <p>3.10 Explain the types of follow-up action that may be required</p>
<p>4. Be able to build a case file</p>	<p>4.1 Receive and open a case file</p> <p>4.2 Review the case file and identify additional evidence and materials required</p> <p>4.3 Obtain all additional items of evidence and materials</p> <p>4.4 Produce documents and correspondence</p> <p>4.5 Consult other people where necessary</p> <p>4.6 Make sure information is kept secure and confidential</p> <p>4.7 Review the materials to make sure all the relevant information is present in order to proceed</p> <p>4.8 Submit the case file on time</p>
<p><b>Additional Information about the unit</b></p>	
<p>Unit purpose and aim(s)</p>	<p>This unit is about the skills and underpinning knowledge to receive and open case files; review and</p>



	build case files; submit case files; and, follow up any actions.
Unit expiry date	31 December 2013
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	BAB112: Build case files
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	Assessment Guidance
Support for the unit from an SSC or other appropriate body (if required)	Skills CFA
Location of the unit within the subject/sector classification system	15. Business, Administration and Law 15.2 Administration
Name of the organisation submitting the unit	Skills CFA
Availability for use	Shared
Unit available from	1 August 2010

<b>Title</b>	Manage case files	
<b>Skills CFA Unit No.</b>	Q357	
<b>WBA Unit No.</b>	M/601/7793	
<b>Level</b>	3	
<b>Credit Value</b>	5	
<b>GLH</b>	25	
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
The learner will	The learner can	
1. Understand the legislative and organisational requirements for managing case files	1.1 Explain the administrative services that they are responsible for 1.2 Explain the limits and scope of their responsibilities and authority in providing administrative services 1.3 Explain their organisation's policies, procedures in relation to administrative services 1.4 Explain the constraints that affect administrative services in their area of responsibility 1.5 Explain how to apply their organisation's policies and procedures 1.6 Describe the legislation, regulations and codes of practice that apply in the sector to their area of responsibility 1.7 Explain the working culture and practices in the sector 1.8 Describe their organisation's house style and requirements for presentation of correspondence and documents 1.9 Explain their organisation's procedures for closing and archiving case files 1.10 Explain where and when to refer matters that are beyond their authority	
2. Understand how to handle case information	2.1 Explain the legal and organisational requirements covering the security and confidentiality of information 2.2 Explain the importance of accuracy and attention to detail when dealing with information in a legal	

	<p>context</p> <p>2.3 Explain how to carry out research and identify sources of information</p>
<p>3. Understand how to manage case files</p>	<p>3.1 Explain the procedures for receiving and opening a case file</p> <p>3.2 Describe the structure, format and content of a case file</p> <p>3.3 Explain methods of liaising and communicating with relevant people</p> <p>3.4 Describe how to keep a case file up to date</p> <p>3.5 Describe the documents that are required for court bundles</p> <p>3.6 Explain how to ensure that documentation is complete at each stage of the process</p> <p>3.7 Identify who to consult if further information is needed</p> <p>3.8 Explain the timescales and deadlines that apply to the case</p> <p>3.9 Describe the consequences of failing to meet timescales and deadlines</p> <p>3.10 Explain how to action and record hearing outcomes</p> <p>3.11 Explain the appeal documentation required in relation to own area of work</p> <p>3.12 Explain how to process appeal documentation in relation to own area of work</p> <p>3.13 Describe how to record the outcome of an appeal</p>
<p>4. Be able to manage case files</p>	<p>4.1 Receive and open a case file</p> <p>4.2 Review the file and plan its management to meet required deadlines</p> <p>4.3 Obtain or identify the location of all file documents and materials</p> <p>4.4 Produce and amend documents as requested</p> <p>4.5 Liaise with the relevant people to progress the case</p> <p>4.6 Keep the case file up to date, checking documentation is</p>

	<p>complete</p> <p>4.7 Make sure information is kept secure and confidential</p> <p>4.8 Prepare court bundles as requested, checking documentation is complete</p> <p>4.9 Consult other people where necessary</p> <p>4.10 Submit documents on time</p> <p>4.11 Action and record hearing outcomes as necessary</p> <p>4.12 Where necessary, process appeal documentation as requested</p> <p>4.13 Liaise as appropriate with the relevant people to progress the appeal</p> <p>4.14 Record the outcome of the appeal where relevant</p> <p>4.15 Prepare the case file for closure</p> <p>4.16 Notify relevant people that the case file is closing</p> <p>4.17 Close the case file</p> <p>4.18 Arrange for the case file to be archived</p>
<b>Additional Information about the unit</b>	
Unit purpose and aim(s)	This unit is about the skills and underpinning knowledge to receive, open, review, update, prepare for closure and close case files; prepare court bundles; process appeal documentation; and, follow up appeals actions.
Unit expiry date	31 December 2013
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	BAB113: Manage case files
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	Assessment Guidance
Support for the unit from an SSC or other appropriate body (if required)	Skills CFA
Location of the unit within the subject/sector classification system	15. Business, Administration and Law

	15.2 Administration
Name of the organisation submitting the unit	Skills CFA
Availability for use	Shared
Unit available from	1 August 2010