

MODULE DESCRIPTOR

Module Title

Paralegal Practice And Skills

Reference	LL1002	Version	1
Created	August 2022	SCQF Level	SCQF 7
Approved	September 2023	SCQF Points	30
Amended		ECTS Points	15

Aims of Module

To provide the necessary foundational knowledge and skills to allow paralegals to carry out their role and to complete the programme

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

- 1 Identify the role of a paralegal in the context of wider legal practice
- 2 Recognise the key aspects of the Scottish Legal System as they affect the role of a paralegal
- 3 Convey the key skills required to operate within an office environment
- 4 Relate the key interpersonal skills required of a paralegal in engaging with colleagues and people from outside their employer

Indicative Module Content

This module covers the foundational skills and knowledge to operate as a paralegal (and as a consequence to help them in their further studies on this course). These include (1) the role of the paralegal (2) basics of the Scottish Legal System (3) fundamentals of legal writing and communication (4) fundamentals of technology as used in legal practice and (5) engaging with others in professional contexts.

Module Delivery

Materials will be delivered in the University's online learning environment. Formative activities such as forum postings and online quizzes will help prompt learning reflection as a foundation for discussion in online live tutorials. Students will be encouraged to engage with how the materials being taught are evidence and embedded in their work based practice and this will be discussed and captured in the ways outlined above, and through the assessment. These materials will be supplemented by Law Society supported materials where appropriate.

Indicative Student Workload

	Full Time	Part Time
Contact Hours	N/A	22
Non-Contact Hours	N/A	100
Placement/Work-Based Learning Experience [Notional] Hours	N/A	178
TOTAL	N/A	300
<i>Actual Placement hours for professional, statutory or regulatory body</i>		17

ASSESSMENT PLAN

If a major/minor model is used and box is ticked, % weightings below are indicative only.

Component 1

Type:	Coursework	Weighting:	100%	Outcomes Assessed:	1, 2, 3, 4
Description:	Coursework in the form of a portfolio capturing both the student's reflections on their learning process and the application of the learning materials in practice as well as the understanding and application of the rules themselves.				

Component 2

Type:	Practical Exam	Weighting:	0%	Outcomes Assessed:	1, 3, 4
Description:	Participation Requirement to ensure students engage with and develop underlying knowledge and skills. Details in Performance Descriptor.				

MODULE PERFORMANCE DESCRIPTOR**Explanatory Text**

Component 1 bears 100% of the grade required to generate the module grade. Component 2 is a participation requirement with each student normally required to complete interactive activities in this module and attend and participate in at least 4 out of the 6 synchronous online tutorial sessions. Non-submission of component 1 or non-completion of the participation competences in component 2 will result in an NS grade. An overall minimum grade D is required to pass the module.

Module Grade	Minimum Requirements to achieve Module Grade:
A	A:Pass
B	B:Pass
C	C:Pass
D	D:Pass
E	E:Pass
F	F:Pass
NS	Non-submission of work by published deadline or non-attendance for examination

Module Requirements

Prerequisites for Module	None, in addition to course entry requirements
Corequisites for module	None.
Precluded Modules	None.

INDICATIVE BIBLIOGRAPHY

None.