

MODULE DESCRIPTOR

Module Title

Debt Recovery For Paralegals

Reference	LL1008	Version	1
Created	February 2023	SCQF Level	SCQF 7
Approved	September 2023	SCQF Points	30
Amended		ECTS Points	15

Aims of Module

To provide an overview and detail on the requirements of the role of a paralegal specialising in debt recovery.

Learning Outcomes for Module

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

- 1 Identify the key legal issues of debt recovery procedure and law, including the law of insolvency
- 2 Relate the requirements for compliance with the key processes followed in the claim for and defence of an action for the recovery of debt, in the courts or other legal process.
- 3 Operate the key processes in the execution of the judgments of court, or other debt recovery actions
- 4 Acquire the ability to comply with the key practical steps in the enforcement of debts from the point at which debt is incurred to the point of recovery (or insolvency of the debtor)

Indicative Module Content

An overview of the requirements for a debt recovery including the legal framework from the incurring of the debt to the end of the recovery process, and the issues which arise at the various steps of the process. This includes court procedures, and the practical steps to enforce the decrees of the court, including introducing the law and practice of diligence and the fundamentals of insolvency law.

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>		100

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 relevant rules themselves.				

Component 2

Type:	Practical Exam	Weighting:	0%	Outcomes Assessed:	1, 2, 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.