

Level 1 Certificate in Introduction to Law and Legal Services

Qualification Specification

Qualification Title:

Level 1 Certificate in Introduction to Law and Legal Services

Qualification Number:

Qualification Level:

Level 1

Total Qualification Time (TQT):

120 hours

Guided Learning Hours (GLH):

80 hours

Credit Value:

12 credits

Qualification Purpose

The Level 1 Certificate in Introduction to Law and Legal Services is designed to provide learners with foundational knowledge and skills required to understand the UK legal system and perform basic tasks in legal support roles. This qualification is ideal for beginners with no prior experience in the legal sector, such as school leavers, career changers, or individuals seeking entry-level positions in legal administration.

The qualification aims to:

- Introduce learners to the structure and function of the UK legal system.
- Develop basic legal terminology and documentation skills.
- Foster an understanding of professional ethics and workplace conduct in the legal sector.
- Equip learners with essential administrative and client care skills for legal support roles.

Target Audience

This qualification is suitable for:

- Individuals with no prior experience in the legal sector.
- School leavers exploring career options in law.
- Career changers seeking to enter the legal profession.
- Those aiming for entry-level roles such as legal administrative assistants, junior legal secretaries, or court ushers.

Structure of the Qualification

The Level 1 Certificate in Introduction to Law and Legal Services consists of five mandatory units. Each unit is designed to provide learners with specific knowledge and skills relevant to the legal sector.

Unit 1: Introduction to the UK Legal System

Learning Outcomes:

- Understand the structure of the UK legal system, including civil and criminal law.
- Identify key legal institutions, such as courts, tribunals, and regulatory bodies.
- Describe the roles and responsibilities of professionals within the legal sector.

Assessment Criteria:

Explain the difference between civil and criminal law.

Identify the functions of key legal institutions.

Describe the roles of solicitors, barristers, and legal support staff.

Unit 2: Legal Terminology and Documentation

Learning Outcomes:

- Use common legal terms and phrases accurately.
- Identify and understand basic legal documents, such as contracts, wills, and court forms.
- Demonstrate basic legal writing and communication skills.
- Assessment Criteria:
- Define and use key legal terminology in context.
- Identify the purpose and structure of common legal documents.
- Draft simple legal correspondence using appropriate language and format.

Unit 3: Ethics and Professional Conduct in Law

Learning Outcomes:

- Understand the principles of professional conduct as outlined by the Solicitors Regulation Authority (SRA).
- Explain the importance of confidentiality and data protection in legal practice.
- Demonstrate professional behavior and workplace ethics.

Assessment Criteria:

Describe the SRA principles and their application in legal practice.

Explain the importance of maintaining client confidentiality.

Demonstrate professional behavior in simulated workplace scenarios.

Unit 4: Administrative Skills for Legal Support

Learning Outcomes:

- Organize and manage legal files effectively.
- Manage diaries and schedules for legal professionals.
- Understand the basics of legal billing and time recording.

Assessment Criteria:

Demonstrate effective file management techniques.

Schedule appointments and meetings using a diary system.

Explain the process of legal billing and time recording.

Unit 5: Introduction to Client Care

Learning Outcomes:

- Communicate professionally with clients in a legal environment.
- Handle client inquiries and manage expectations effectively.
- Understand the basics of customer service in a legal context.

Assessment Criteria:

Demonstrate professional communication skills in client interactions.

Respond to client inquiries in a clear and professional manner.

Explain the importance of customer service in legal practice

Assessment Methods

To achieve the Level 1 Certificate in Introduction to Law and Legal Services, learners must complete the following assessments for each unit:

Multiple-Choice Exams: Assess theoretical knowledge of the UK legal system, legal terminology, and professional conduct.

Practical Assignments:

Drafting simple legal documents (e.g., letters, contracts).

Organizing files and managing diaries.

Workplace Simulations:

Handling client inquiries and demonstrating professional communication.

Role-playing scenarios to assess ethical decision-making.

Quality Assurance

This qualification is non-regulated and adheres to the following quality assurance measures:

Internal Verification: All assessments are internally verified by qualified assessors to ensure consistency and fairness.

External Verification: N/A

Progression Opportunities

Upon successful completion of this qualification, learners can:

Progress to Level 2 qualifications, such as the Level 2 Certificate in Legal Support and Paralegal Skills.

Pursue entry-level roles in the legal sector, such as legal administrative assistant, junior legal secretary, or court usher.

Continue their professional development through apprenticeships or further education in law.

Delivery Options

Classroom-Based Learning: Instructor-led sessions in a classroom setting.

Online Learning: Flexible, self-paced study with access to virtual resources and tutor support.

Blended Learning: A combination of classroom and online learning for a balanced approach.

Certification

Learners who successfully complete all units and assessments will receive an Non-regulated or CPD Level 1 Certificate in Introduction to Law and Legal Services, recognized by employers and educational institutions across the global