



**Institute for Apprenticeships  
& Technical Education**

# **Legal, Finance and Accounting: Legal**

**T Level outline content: final version for  
ITT**

**March 2020**

# Contents

Introduction	3
Outline content for T Levels:	
Core content	5
Occupational specialist content:	23
Legal Services Assistant Business, Finance and Employment	
Legal Services Assistant Dispute Resolution	
Legal Services Assistant Private Client	
Legal Services Assistant Crime and the Criminal Justice System	
Legal Services Assistant Social Welfare and Immigration	

# Introduction

## Outline content

This outline content has been produced by [T Level panels](#) of employers, professional bodies and providers, and is based on the same standards as those used for apprenticeships. The outline content will form the basis of the specifications for T Level Technical Qualifications, which will be developed by awarding organisations for approval by the Institute for Apprenticeships and Technical Education. One awarding organisation will be appointed to develop and deliver each Technical Qualification following a procurement process.

Colleges and other education and training providers will decide how to structure the T Level courses they offer, based on the qualification specifications. This will enable them to deliver the study programme's mandatory components in the most effective way for students.

A T Level programme consists of a Technical Qualification, substantial industry placement, English and maths, and other occupation-specific requirements where essential for entry to skilled employment. This outline content relates solely to the Technical Qualification part of a T Level programme.

Further information about T Levels is available on the website of the Institute for Apprenticeships and Technical Education here: [www.instituteforapprenticeships.org](http://www.instituteforapprenticeships.org), and at [www.education.gov.uk](http://www.education.gov.uk).

## Legal, Finance and Accounting: Legal

Awarding organisations will need to ensure that students have an up-to-date knowledge of the legal and regulatory obligations relating to employment in the occupations relevant to the T Level, and understand the practical implication of these on their work.

Maths, English and digital skills are set out in a separate annex. Awarding organisations should integrate these within the qualification so that they are applied in occupationally relevant contexts.

### Core content

The core content relates to the whole route 'route core', and the pathway that the Technical Qualification covers 'pathway core'. The core knowledge and understanding is assessed through an examination and core skills through a practical employer-set project.

The core knowledge and understanding focuses on the students' knowledge and understanding of contexts, concepts, theories and principles relevant to the T Level. This could include, where appropriate, assessment of knowledge and understanding relevant to the route and the pathway.

The employer-set project provides the opportunity to develop and apply a minimum range of core skills important for employability. The allocation of content to each type of assessment will need to be approved by the Institute for Apprenticeships and Technical Education.

## Core knowledge and understanding across Legal, Finance and Accounting Route

*Please note references to 'business' and 'business organisations' are terms used throughout the outline content which are intended to be inclusive and encompass various types of establishments, such as private, public, voluntary, sole trader, partnership, limited company, start-up, franchises, international, etc.*

Element	Content
<b>The Business Environment</b>	<ul style="list-style-type: none"> <li>• The role of business in society</li> <li>• The types of business organisations private, public and voluntary including: <ul style="list-style-type: none"> <li>• An understanding of common business models, structures, operations, and functions, and the roles within these enterprises including: <ul style="list-style-type: none"> <li>• An understanding of the standard types of business models, structures, key operational areas, functions and roles within businesses, commercial organisations, and enterprises, their purposes, legislative, regulatory, operational frameworks, main differences, and potential implications within straightforward legal, financial and accounting contexts</li> </ul> </li> <li>• Business models, including: <ul style="list-style-type: none"> <li>• A general understanding of how these differences have financial, legal, reputational, management, organisational, commercial, procurement and supply, taxation-related, and market, profit and growth-related implications in legal, financial and accounting contexts</li> </ul> </li> </ul> </li> <li>• Companies Acts and their purpose, including: <ul style="list-style-type: none"> <li>• Purpose and key elements of the Articles of Association</li> <li>• Company directors' duties, including an obligation to promote the success of the company, to consider the community and the environment, the interests of employees, and to be fair to shareholders</li> <li>• Rights of indirect shareholders</li> <li>• Penalties and other implications of non-compliance</li> </ul> </li> <li>• Tax – UK tax laws – personal (payroll, employment and pensions), business related taxes, including an understanding of: <ul style="list-style-type: none"> <li>• The basis of taxation: Direct and Indirect</li> <li>• The key taxes in the UK, including devolved and regional taxes</li> <li>• Tax legislative cycle and how new tax law is formed</li> </ul> </li> </ul>

Element	Content
	<ul style="list-style-type: none"> <li>• The role and interaction of case law – internal and external customers/clients, including an understanding of:             <ul style="list-style-type: none"> <li>• The different types of stakeholders and their differing needs</li> <li>• Confidentiality issues</li> </ul> </li> <li>• Public sector organisational structure and culture             <ul style="list-style-type: none"> <li>• A general understanding of the role of the public sector in delivering services</li> <li>• An understanding of the similarities and differences between the public and private sector, including an understanding of the ideas of ‘accountability’ and ‘public administration’ vs ‘public management’</li> <li>• Funding and financial control aspects of the public sector including Central and Local Government, the NHS and other relevant bodies</li> <li>• The role of government in market failures (e.g. the banking crisis)</li> </ul> </li> <li>• The decision making process             <ul style="list-style-type: none"> <li>• The different types of decisions that occur in organisations, including decision making processes and models</li> <li>• Cost v financial and non-financial benefits, including public benefit</li> <li>• Ethics of decision making</li> <li>• The impact of organisation culture and social responsibility on decision making</li> </ul> </li> <li>• The global business environment and role of financial markets in the economy</li> <li>• Fundamental business principles, concepts and practices within contemporary commercial contexts relevant to legal, financial and accounting, including:             <ul style="list-style-type: none"> <li>• An awareness of the profit motive, capital and labour, business and commercial objectives, priorities and contexts (i.e. markets, customers, competition and competitors, growth, ownership and management accountability structures, revenue, finance, profit, shares, shareholders, investors, staff, remuneration, and labour-related issues such as skills shortages, recruitment, incentives, promotion, training, development, unions, industrial action)</li> <li>• A basic understanding of legal frameworks, and of contractual principles and arrangements and their implications for legal, financial and accounting activities</li> </ul> </li> <li>• Drivers of change</li> </ul>

Element	Content
	<ul style="list-style-type: none"> <li>How organisations respond to change relevant to the sector, for example:             <ul style="list-style-type: none"> <li>Political, ethical, social/demographic, technological, legal/regulatory and environmental</li> </ul> </li> </ul>
<b>Careers within the legal, finance and accounting professions</b>	<ul style="list-style-type: none"> <li>Roles and responsibilities of various professionals involved in the legal, financial and accounting sector and how those roles and responsibilities relate to and interact with each other, such as:             <ul style="list-style-type: none"> <li>Authorised persons, such as: solicitor, barrister, chartered legal executive, licensed conveyancer, licensed probate practitioner, and legal support staff such as a paralegal, conveyancing technician or probate technician (educational pathways)</li> <li>Financial services advisor, risk analyst, insurance broker, commercial client relationship manager, mortgage advisor</li> <li>Financial accounting, management accounting, financial management and payroll administrator</li> </ul> </li> <li>The different aspects of professional services - private practice and in-house e.g. public, commercial, voluntary, such as:             <ul style="list-style-type: none"> <li>A private practice law firm owned by equity partners with employed staff, a limited liability partnership (a law firm where the partners have limited liability), a sole practitioner who works independently, sometimes with non-lawyer support personnel; an alternative business structure where professionals from different disciplines work together</li> <li>Public sectors - departments in County Councils, NHS, Crown Prosecution Service, Government Legal Services</li> <li>Commercial bodies - telecommunication companies, banks, E-commerce companies, Tech companies.</li> <li>Voluntary organisations e.g. charities and universities</li> <li>In finance and accounting specifically, retail and commercial banks, building societies, internet banks, investment banks, insurance companies and asset management firms</li> </ul> </li> <li>Routes to qualify as a legal, finance or accounting professional, such as:             <ul style="list-style-type: none"> <li>Routes into the Legal profession vary according to roles, for example:                 <ul style="list-style-type: none"> <li>Barrister                     <ul style="list-style-type: none"> <li>Degree route including conversion if necessary</li> </ul> </li> </ul> </li> </ul> </li> </ul>

Element	Content
	<ul style="list-style-type: none"> <li>▪ Professional qualification such as Bar Professional Training Course (BPTC)/Future Bar Training</li> <li>▪ Pupillage</li> <li>• Solicitor, currently             <ul style="list-style-type: none"> <li>▪ Degree route including conversion if necessary</li> <li>▪ Legal Practice Course (LPC)</li> <li>▪ Higher Apprenticeship</li> </ul> </li> <li>• Legal Executive, Licensed Conveyancer or Licensed Probate Practitioner             <ul style="list-style-type: none"> <li>▪ Professional qualifications</li> <li>▪ Higher Apprenticeships</li> <li>▪ Degree route followed by professional qualifications or a Higher Apprenticeship (L6 or L7)</li> </ul> </li> <li>• Other legal professionals (working under the supervision of a qualified lawyer), such as individuals undertaking a L3 or L4 apprenticeship, or professional qualifications to become a Paralegal, a Cost Lawyer, a Conveyancing or Probate Technician</li> </ul> <p>• Routes into finance professions vary, there are a number of possible career choices which offer diverse opportunities in financial services, for example (but not limited to) banking, investment and wealth management, insurance, risk and compliance. Geographically wide-spread and in a wide-range of organisations, there are roles for finance professionals working in teams and/or on projects that deliver various aspects of an organisations business, including serving large multinational corporate customers, providing independent wealth planning for retail customers, conducting financial markets research, settling foreign exchange transactions in real-time, etc., for example, depending on the specialism:</p> <ul style="list-style-type: none"> <li>• Completion of professional qualifications through one of the professional bodies, plus relevant work experience to qualify to practice as e.g. Financial Services Customer Advisor such as Mortgage Adviser (Level 3), Financial Services Administrator i.e. Insurance professional (Level 3 and Level 4)</li> <li>• Higher Apprenticeships e.g. Actuarial technician (Level 4), Financial Adviser (Level 4 Diploma), Paraplanner, Investment Operations specialist (Level 4)</li> </ul>



Element	Content
	<ul style="list-style-type: none"> <li>• Progression to graduate entry (Level 6/7) professional/senior professional certification e.g. Actuary, Economist, Financial Services, Insurance, Investment and commercial Banking, Compliance and Risk</li> <li>• Routes into the accounting profession vary according to roles (e.g. an actuary or accountant) in accountancy, payroll, taxation, audit and bookkeeping, for example: <ul style="list-style-type: none"> <li>• Accounting technician / bookkeeper through an apprenticeship at Level 3 or Level 4</li> <li>• Chartered Accountant through completion of professional examinations with one of the professional accountancy bodies plus 36 months of relevant work experience. Progression to this from technician / bookkeeper or graduate entry</li> <li>• Specialist services e.g. payroll, tax, audit, actuary where entry is at various levels with the requirement for specialist examinations plus relevant work experience or an apprenticeship at Level 3, Level 4, Level 5 and Level 7, depending upon the specialism</li> </ul> </li> <li>• Role of legal, financial and accounting functions within different private, public etc. organisations</li> </ul>
<b>Regulation</b>	<ul style="list-style-type: none"> <li>• The role of Regulators and their purpose and authority as licensing bodies, for example (but not limited to): <ul style="list-style-type: none"> <li>• Solicitor's Regulatory Authority (SRA) - "Looking to the Future" deregulation agenda and the introduction of changes on a phased basis from 2020</li> <li>• Bar Standards Board (BSB)</li> <li>• Chartered Institute of Legal Executives (CILEx)</li> <li>• Council for Licenced Conveyancers (CLC)</li> <li>• Financial Conduct Authority (FCA)</li> <li>• Prudential Regulation Authority (PRA)</li> <li>• Financial Reporting Council (FRC)</li> <li>• The Pensions Regulator (TPR)</li> </ul> </li> <li>• The types of regulatory requirements that govern professional services and customer/client engagement, including: <ul style="list-style-type: none"> <li>• Understanding the difference between information versus advice</li> <li>• Regulated versus non-regulated products</li> </ul> </li> </ul>

Element	Content
	<ul style="list-style-type: none"> <li>• Regulatory safeguards to protect the interests of users of legal, financial and accounting services</li> <li>• Financial crime and associated legislation including Anti-Money Laundering</li> <li>• Impact of regulatory change on the profession, case studies on, for example: <ul style="list-style-type: none"> <li>• Confidentiality clauses</li> <li>• Data protection</li> <li>• Money laundering</li> <li>• Finance examples, including: <ul style="list-style-type: none"> <li>• The financial crisis and the focus on conduct; introduction of Financial Conduct Authority (FCA); case study of Payment Protection Insurance (PPI)</li> </ul> </li> </ul> </li> </ul>
<b>Professionalism and Ethics</b>	<ul style="list-style-type: none"> <li>• Professional conduct in the workplace <ul style="list-style-type: none"> <li>• An understanding of professional conduct and responsibilities in the workplace, and in different legal, financial and accounting contexts, including: <ul style="list-style-type: none"> <li>• Own role, responsibilities and scope, relationship to others, organisational structure, accountabilities and inter-dependencies, professional conduct and reputation, for example: <ul style="list-style-type: none"> <li>• Duty of confidentiality versus duty of disclosure</li> <li>• Duty not to abuse position as a qualified professional</li> </ul> </li> </ul> </li> </ul> </li> <li>• The different regulatory frameworks and standards, for example: <ul style="list-style-type: none"> <li>• Codes of conduct for the individual, organisation and professional</li> </ul> </li> <li>• Client confidentiality</li> <li>• Rules of confidentiality and consistency in its interpretation</li> <li>• Ethical standards which govern the profession in the operating environment and the need to observe these at all times</li> <li>• Ethical dilemmas for the individual, organisation and professional, including: <ul style="list-style-type: none"> <li>• An understanding of reputation, ethics, personal, professional, and wider, responsibilities which apply in</li> </ul> </li> </ul>

Element	Content
	<p>the workplace, in commercial settings, and in different legal, financial and accounting contexts such as:</p> <ul style="list-style-type: none"> <li>• Expectations about professional conduct, behaviours and attitudes, their purpose and value, the importance of respectful behaviour, ethical decision-making, personal agency, organisational contexts, appropriate social interaction in different contexts (for example formal, professional), sanctions for misconduct including a warning, a fine, suspension from practice and disbarment</li> <li>• Governance of organisations <ul style="list-style-type: none"> <li>• Agency theory</li> <li>• The role of the board</li> <li>• Corporate governance in the UK</li> </ul> </li> <li>• Social purpose and responsibilities of legal, financial and accounting professionals, examples of corporate responsibility</li> <li>• The importance of maintaining professional competence</li> <li>• Professional scepticism including an awareness of the need for a questioning attitude and robust challenge, where appropriate</li> </ul>
<b>Security and risk</b>	<ul style="list-style-type: none"> <li>• The importance of maintaining privacy and confidentiality of company information, as well as that of clients and colleagues and the difficulties that may arise if these conflict with a duty of disclosure</li> <li>• Processes and protocols used to ensure internet security including cyber, such as: <ul style="list-style-type: none"> <li>• Moving IT processing and data to servers located outside a (law) firm</li> <li>• Encryption of files and emails</li> <li>• Keeping protection software up-to-date</li> <li>• How to deal with suspicious emails and attachments</li> <li>• Use of insecure internet connections</li> </ul> </li> <li>• Personal Data Governance and Protection, for example: <ul style="list-style-type: none"> <li>• Current data protection and impact on data management</li> <li>• Payment Services Directive</li> </ul> </li> <li>• Different types of risk and how they may be identified, managed and mitigated, for example: <ul style="list-style-type: none"> <li>• Conduct risk</li> </ul> </li> </ul>

Element	Content
	<ul style="list-style-type: none"> <li>• Fraud prevention</li> </ul>
<b>Equality, diversity and inclusion</b>	<ul style="list-style-type: none"> <li>• An understanding of equality, diversity and inclusion requirements, this includes understanding current relevant legislation e.g. Equality Act 2010, Human Rights Act 1998, including:             <ul style="list-style-type: none"> <li>• An understanding of the nature and value of professional responsibilities which apply in the workplace; and, different legal, financial and accounting contexts, relating to equality, access and inclusion</li> <li>• An understanding of fairness, respect and dignity; the value of cooperative practices and empathy; personal and collective responsibilities; personal needs and requirements and the needs and requirements of others; the general principles of good practice in equality, access and inclusion, and their value, as well as obligations in these areas</li> </ul> </li> <li>• Equality and diversity in the workplace, including:             <ul style="list-style-type: none"> <li>• Protected characteristics</li> <li>• Vulnerable clients</li> <li>• Unconscious bias</li> </ul> </li> </ul>
<b>Professional Services</b>	<ul style="list-style-type: none"> <li>• The role of third party professionals/professional services in the provision of professional services, for example:             <ul style="list-style-type: none"> <li>• Insurers</li> <li>• Lenders</li> <li>• Experts</li> </ul> </li> <li>• Professional indemnity, its purposes and limitations, including how Professional Indemnity Insurers impose their requirements and the impact of a bad record on premiums</li> <li>• Standards of service and Service Level Agreements (SLAs), including the importance of working within the scope of the engagement and meeting delivery requirements</li> </ul>
<b>Fundamentals of Law</b>	<ul style="list-style-type: none"> <li>• Relevant legislation and common law impacting upon legal, financial and accounting professions, for example Business Law and Contract Law</li> <li>• The operation of the legal systems in the devolved nations as appropriate</li> <li>• The role of the courts, tribunals and parliament in the development of law</li> </ul>

Element	Content
	<ul style="list-style-type: none"> <li>• Customer protection under the law, for example Consumer Rights Act 2015</li> <li>• The impact of law from international sources, for example European Law</li> </ul>
<b>Fundamentals of Financial Accounting</b>	<ul style="list-style-type: none"> <li>• Different types of financial data, their origins and reliability and how they are presented including: <ul style="list-style-type: none"> <li>• An understanding of elementary financial principles, concepts and practices: <ul style="list-style-type: none"> <li>• The importance of finance in business</li> <li>• A variety of elements within a set of financial accounts</li> <li>• A range of basic accounting and finance techniques and using them in context</li> <li>• Key considerations and issues for running commercial enterprises and projects, sources of finance, management of money, transactions, revenue, profit and loss, cash flow, solvency, and effective business and commercial practices, performance, and opportunities</li> <li>• How this content links to relevant accounting, bookkeeping, and business mathematics requirements</li> </ul> </li> </ul> </li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• An awareness of: <ul style="list-style-type: none"> <li>• Digital and emerging technology and associated benefits, risks and potential new services e.g. in relation to strengths and weaknesses of automated case management and commoditisation of professional services</li> <li>• Digital transformation for example the process that begins by transforming an organisation e.g. Legal services progressing from online to virtual firms, including the latest digital technologies, predictive analytics, business process management (BPM) and cloud computing which support efficiencies in organisations such as accounts payable and receivable processing, supplier onboarding, procurement and audits</li> <li>• How the changes in technology and data or digital concepts will be used in the context of Legal, Finance and Accounting</li> <li>• Contemporary digital tools and software including: <ul style="list-style-type: none"> <li>• Electronic filing of documents for example Companies House, Tax returns</li> </ul> </li> </ul> </li> </ul>

Element	Content
	<ul style="list-style-type: none"> <li>• Digital case/document/management systems (procedure and compliance)</li> <li>• Automation of processes</li> <li>• Analysis (information and data)</li> <li>• Robotics and sensors such as tools which enable process automation and reduce the amount of human labour required to process accounting and finance department transactions and those which help to reduce the manual work involved or improve quality in legal administration i.e. the reduction of errors, increasing profits and improving customer satisfaction</li> <li>• The latest advances in Financial technology (Fintech) which seeks to innovate, improve and automate the delivery and use of financial services through the use of Artificial Intelligence (AI), predictive analytics, business process management (BPM), cloud computing and block chain</li> <li>• How roles and capabilities required are evolving, such as: <ul style="list-style-type: none"> <li>• Legal technology companies are offering Online Dispute Resolution (ODR) e.g. platforms which will broaden access to justice and resolve disputes more quickly and cheaply, commoditisation of legal services using technology, (as in conveyancing and insurance)</li> <li>• Roles and capabilities in financial services, such as the use of Artificial Intelligence (AI) and data science</li> <li>• The increase in alternative investment opportunities, for example crowdfunding and angel investing</li> </ul> </li> </ul>
<b>Data driven innovation/ analytics and design thinking</b>	<ul style="list-style-type: none"> <li>• An awareness of: <ul style="list-style-type: none"> <li>• Data architecture: <ul style="list-style-type: none"> <li>• Defining data architecture and its layers and recognising trends, including an understanding of how data flows and is processed across an organisation's IT systems and the application of data governance systems; and the set of rules, policies, standards and models that govern and define the sensitive and confidential data collected in Legal, Finance and Accounting and how it is used, stored and managed</li> </ul> </li> </ul> </li> <li>• The key requirements of a data governance framework including a formal set of rules, policies, standards and models to govern and define the type of data collected</li> </ul>

Element	Content
	<p>and how it is used, stored, managed and integrated within an organisation and its database systems</p> <ul style="list-style-type: none"> <li>• Understanding and driving value from Big Data, for example: the different sources, volume, velocity and complexity of data and how to gain commercial insights whilst appreciating the limitations</li> <li>• Reporting and Analytics including: <ul style="list-style-type: none"> <li>• Different types of analytics and principles of data analysis methods and the tools used to analyse data</li> <li>• The impact that technology has on how analysis is performed</li> </ul> </li> <li>• Understand the history of reporting and that data is increasingly being presented through visualisation and insightful tools in the Legal, Finance and Accounting professions including: <ul style="list-style-type: none"> <li>• The main contemporary visualisation tools and when they are best used to support decision making, compared to alternatives i.e. Legal, Finance and Accounting professionals and firms handle huge volumes of data, the appropriate use of visual and insightful tools can support information presentation and interpretation</li> </ul> </li> </ul>
<b>Research skills</b>	<ul style="list-style-type: none"> <li>• The breadth of sources of knowledge</li> <li>• Reliability and accuracy of sources, including an understanding of: <ul style="list-style-type: none"> <li>• How to plan research including an awareness of different perspectives</li> <li>• The appropriate research methods to use including primary and secondary, qualitative and quantitative</li> <li>• The reliability and validity of a range of information sources including fact, opinion and bias</li> <li>• The appropriate use of information, plagiarism, paraphrasing and summarising</li> <li>• Bibliographies and referencing in legal, financial and accounting contexts</li> </ul> </li> </ul>
<b>Project/Change Management and Administration</b>	<ul style="list-style-type: none"> <li>• Project and change management approaches in legal, financial and accounting contexts, including an awareness of: <ul style="list-style-type: none"> <li>• How projects are defined, structured, reported on, and measured (e.g. GANTT charts) and technology used.</li> <li>• The roles, responsibilities, structure and management of relevant personnel in project and change management practices</li> </ul> </li> </ul>

Element	Content
	<ul style="list-style-type: none"> <li>• Project and change management planning and control</li> <li>• Quality, cost and time, and their implications</li> <li>• Records and reporting</li> <li>• How to support and improve projects through research, evidence and evaluation methods</li> </ul>



## Core knowledge and understanding across Legal pathway

Element	Content
<b>Professionalism and Ethics</b>	The concept of legal professional privilege
<b>Research Skills</b>	<p>Research skills</p> <ul style="list-style-type: none"> <li>Consider legal information from various sources of law and understand legal reasoning</li> </ul>
<b>Technology</b>	<p>An understanding of how to use online tools and standalone applications consistent with the duties of lawyers to act in their client's best interest and confidentially</p> <p>An awareness of the online and virtual court system in relation to civil and criminal matters from inception to completion</p> <p>An understanding of how case management systems are commonly used by the providers of legal services to manage:</p> <ul style="list-style-type: none"> <li>Client confidentiality</li> <li>Conflict</li> <li>Keeping client money safe</li> <li>Data protection</li> </ul>
<b>Fundamentals of Law</b>	<p>The English Legal System, including an awareness of:</p> <ul style="list-style-type: none"> <li>The hierarchy and constitution of the courts of England and Wales</li> <li>The principle of a Common Law jurisdiction</li> <li>The interaction between Common Law jurisdictions</li> <li>Binding precedent</li> <li>The division between Civil and Criminal Law</li> <li>The sources of law</li> </ul> <p>The basic principles of Judicial Review including an awareness of :</p> <ul style="list-style-type: none"> <li>Scope</li> <li>Limitation</li> <li>Nature of the test</li> <li>Process</li> <li>Remedies</li> </ul> <p>The basic principles of Criminal Law, including an awareness of:</p>

Element	Content
	<ul style="list-style-type: none"> <li>• The hierarchy and constitution of the criminal courts</li> <li>• The life of a criminal case from arrest to appeal</li> <li>• The trial process</li> <li>• The range of sentences available to a criminal court</li> </ul> <p>The basic principles of Contract Law, including an understanding of:</p> <ul style="list-style-type: none"> <li>• Establishing a valid contract</li> <li>• The requirements for establishing and forming a valid contract</li> <li>• Identification and interpretation of the terms of a contract</li> <li>• Ways in which a contract may be considered defective</li> <li>• Reasons why a contract may be deemed illegal, void or voidable and the ways in which a contract can come to an end</li> <li>• Characteristics of typical contracts, related to: <ul style="list-style-type: none"> <li>• The supply of products/goods/services</li> <li>• Employment</li> <li>• Starting and ending business relationships</li> <li>• Sale or purchase of a residential freehold/leasehold property transaction</li> </ul> </li> <li>• Breach of Contract, including the various limitation period for bringing action typical to contracts, related to: <ul style="list-style-type: none"> <li>• The supply of products/goods/services</li> <li>• Employment</li> <li>• Starting and ending business relationships</li> <li>• Sale or purchase of a residential freehold/leasehold property transaction</li> </ul> </li> <li>• The various remedies available where there is a breach of contract and an awareness of how remedies apply to typical breaches, related to: <ul style="list-style-type: none"> <li>• The supply of products/goods/services</li> <li>• Employment</li> <li>• Starting and ending business relationships</li> <li>• Sale or purchase of a residential freehold/leasehold property transaction</li> </ul> </li> </ul> <p>The basic principles of Law of Tort, including an understanding of:</p>

Element	Content
	<ul style="list-style-type: none"> <li>• Common Law and statutory duty of care, including awareness of: <ul style="list-style-type: none"> <li>• General legal tests governing duty of care in negligence</li> <li>• Breach of duty of care</li> <li>• Causation</li> <li>• Vicarious liability</li> </ul> </li> <li>• The typical remedies available in negligence claims</li> <li>• The Civil Procedure Rules relevant to Pre-Action Conduct and Protocols for claims, related to: <ul style="list-style-type: none"> <li>• Personal injury</li> <li>• Supply of products/goods/services</li> </ul> </li> <li>• The role of Alternative Dispute Resolution (principally Mediation and Arbitration) in place of court proceedings for claims related to <ul style="list-style-type: none"> <li>• Personal injury</li> <li>• Supply of products/goods/services</li> </ul> </li> <li>• Function and characteristics of typical defences for claims related to: <ul style="list-style-type: none"> <li>• Personal injury</li> <li>• Supply of products/goods/services</li> </ul> </li> <li>• Liability for, and assessment of, legal costs typical to claims related to: <ul style="list-style-type: none"> <li>• Personal injury</li> <li>• Supply of products/goods/services</li> </ul> </li> </ul>
<b>The Legal Services Sector</b>	<p>An awareness of:</p> <ul style="list-style-type: none"> <li>• The legal services market and to include an introduction to the five occupational specialisms</li> <li>• Where law is practised, such as private practice and in-house (public, commercial and not-for-profit)</li> <li>• The differentiation between contentious and non-contentious legal services</li> <li>• The role of typical third party professionals/professional services in the provision of legal services, such as accountants, finance professionals, insurers, lenders and experts</li> </ul>

Element	Content
	<p>An awareness of the money handling aspects of legal services, including:</p> <ul style="list-style-type: none"> <li>• The basic principles governing the operation of accounts under Regulatory Accounts Rules; including keeping client money safe</li> <li>• Differences between client account and office account and typical client billing principles/processes</li> <li>• Differences between non-billable and billable hours, fixed fee services and legal aid</li> </ul>

## Employer-set project

The employer-set project ensures students have the opportunity to combine core knowledge and skills to develop a substantial piece of work in response to an employer-set brief. The employer-set project forms part of the Technical Qualification and is a separate part of the T Level programme to the Industry Placement.

To ensure consistency in project scope and demand, awarding organisations will develop assessment objectives, which require students to:

- plan their approach to meeting the brief
- apply core knowledge and skills as appropriate
- select relevant techniques and resources to meet the brief
- use maths, English and digital skills as appropriate
- realise a project outcome and review how well the outcome meets the brief

The awarding organisation will work with a relevant employer or employers, to devise a set brief that:

- ensures a motivating starting point for students' projects, for example, a real-world problem to solve
- ensures students can generate evidence that covers the assessment objectives
- is manageable for providers to deliver
- is officially approved by the awarding organisation and employer

For Legal, in achieving the assessment objectives and meeting the brief, students must demonstrate the following core skills:

- **Research and analyse an area of law and legal principles and apply to a legal situation**

For example

- *create a briefing document for internal colleagues or supervisor to assist them in formulating specific advice*

- **Convey information clearly to lay and professional people**

For example

- *present verbally or in writing a case or other scenario based on a mixture of legal and factual content to a given audience*

- **Work collaboratively as a member of a team to develop solutions to a legal problem**

For example

- *draft a timeline for a supervisor detailing the information that has been obtained from the client and any additional documents or information needed*

- **Apply an ethical approach to meeting clients' needs**

For example

- *stimulate and participate in a discussion regarding ethical and professional conduct issues arising from a set of client instructions*

- **Demonstrate compliance with appropriate professional regulations**

For example

- *draft a memo to an accounts department saying where money received from a client should be held and why*

## Occupational Specialist Content

Specialist content is structured into different occupational specialisms, which correspond to the apprenticeship standards listed on the relevant occupational map. Occupational specialisms ensure students develop the knowledge and skills necessary to achieve a level of competence needed to enter employment in the occupational specialism, and are organised around 'performance outcomes' that indicate what the student will be able to do, as a result of learning and applying the specified knowledge and skills.

The Legal T Level consists of five Legal Assistant occupational specialisms which provide the structure in which areas of practice law are grouped. Each occupational specialism comprises of a minimum of two practice areas of law and combines areas of law that are typically practised together and correspond to the established Level 3 professional qualifications routes. By combining areas of law typically practised together, the occupational specialism groupings follow the commercial structure of small, medium and large high street legal firms, and the providers of legal services that promote access to justice, such as the Charities sector and the Criminal Prosecution Service (CPS). This provides occupational specialisms which provide direct entry routes into skilled legal industry roles (and thereby support meaningful Industry Placements) and enable progression onto higher further legal education and training at Levels 4, 6 and 7, that may lead to eligibility to apply for various first professional Licence to Practice.

## Occupational Specialism: Legal Services Assistant Business, Finance and Employment

### Performance Outcome 1: Assist with the inception, progression and completion of legal services in Business, Finance and Employment Law

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>How businesses are formed and financed including sole trader, partnership and corporate entities</p> <p>General appreciation of the roles and responsibilities of the owners and company officers and their duties in the context of:</p> <ul style="list-style-type: none"> <li>• The day to day work of a director</li> <li>• Key company documents and returns and their filing requirements</li> <li>• Company meetings and shareholder protection</li> <li>• Winding up</li> <li>• Statute and Common Law relating to companies (Companies Act 2006)</li> <li>• Limited Liability Partnerships and the significance of them as a business structure</li> </ul> <p>Understand basic principles of Partnership and Agency Law:</p> <ul style="list-style-type: none"> <li>• Creation – partners, agents, principals and third parties</li> <li>• Authority</li> <li>• Rights and Duties</li> <li>• Termination</li> <li>• Types of agency in common use</li> </ul>	<p>Progress the initial stages of taking instructions for a business or commercial entity</p> <p>Record critical dates in a business transaction and monitor progress on behalf a senior colleague</p> <p>Assist in the preparation of Companies House documents for lodging under supervision of a senior colleague</p> <p>Provide basic advice on how companies contract with others and execute deeds and documents</p> <p>Provide basic advice on the relative advantages and disadvantages of different types of partnership structure</p> <p>Provide basic advice on the authority, rights and duties of partners, agents and principals</p> <p>Explain the different methods of financing a business and the documents required</p> <p>Assist in the production documents required for business finance</p>



Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<ul style="list-style-type: none"> <li>• Statute and Common Law relating to partnership (Partnership Act 1890)</li> </ul> <p>Understand the basic principles of the Law of Tort, relating to:</p> <ul style="list-style-type: none"> <li>• Negligence</li> <li>• Product liability: <ul style="list-style-type: none"> <li>• Civil wrong distinguished from criminal wrong</li> <li>• Duty of care in a business context</li> <li>• Strict liability and vicarious liability especially in an employer/employee situation</li> </ul> </li> </ul> <p>Understand the basic principles of Contract Law as they affect the business relationship:</p> <ul style="list-style-type: none"> <li>• Sale of goods and services including consumer protection and rights</li> <li>• Misrepresentation</li> <li>• Breach of Contract and remedies</li> </ul> <p>Understand the basic principles of Finance Law</p> <p>The different methods of financing a business:</p> <ul style="list-style-type: none"> <li>• Bank accounts and loans</li> <li>• Current accounts, combined accounts, joint accounts</li> <li>• Transferring funds/payment systems</li> </ul>	<p>Conduct extended research, for a senior colleague, of available texts to explore the damages recoverable from a breach of duty of care</p> <p>Conduct extended research, for a senior colleague, of available texts to explain the legal effect of an exclusion clause in contract and tort and its potential limitations in certain situations</p> <p>Outline the legal issues arising from a breach of contract/misrepresentation and the possible remedies</p> <p>Collate evidence to support decision making on the different insolvency procedures for companies</p> <p>Collate evidence to support decision making on the advantages and disadvantages of the different insolvency procedures for individuals</p> <p>Summarise a set of facts relating to an employment issue, separating fact from emotion, and explain to a senior colleague how an employment claim could result</p> <p>Summarise how businesses and business people are taxed and the impact of tax on businesses e.g. how taxation policy affects business costs; the impact of tax in small businesses and potential consequences on business viability</p>

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<ul style="list-style-type: none"> <li>• Liability of credit card providers in relation to sale of goods and services</li> <li>• Security for bank lending (overdrafts, loans, mortgages, pledges, book debts)</li> <li>• Guarantees</li> <li>• Non-bank lending</li> <li>• Consumer protection</li> </ul> <p>Understand the basic principles of Insolvency Law and be able to provide advice to a senior colleague, in respect of any of the following:</p> <ul style="list-style-type: none"> <li>• The consequences of corporate failure</li> <li>• Company Insolvency (compulsory liquidation and voluntary liquidation)</li> <li>• Administration</li> <li>• Company Voluntary Arrangements</li> <li>• Insolvent partnerships and the consequences for the partners</li> <li>• The consequences of personal financial failure</li> <li>• Bankruptcy and Debt Relief orders</li> <li>• Individual Voluntary Arrangements</li> </ul>	<p>Assist with the completion of an insurance proposal form and provide advice to a senior colleague about the information that must be disclosed</p> <p>Prepare an insurance claim on behalf of a client e.g. a claim relating to loss or damage to goods</p>

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>Understand basic principles of Employment Law and be able to provide advice to a senior colleague, in respect of any of the following:</p> <ul style="list-style-type: none"> <li>• What it is, how it works and who it seeks to protect</li> <li>• Employee rights</li> <li>• Differences between employed status and self employed</li> <li>• Contracts of employment including terms, rights, notice, duties, responsibilities of employee and employer. Other examples of demonstrable knowledge to a senior colleague are: <ul style="list-style-type: none"> <li>• Termination of contract of employment including by mutual agreement, constructive dismissal, summary dismissal and how to make a complaint</li> <li>• Unfair dismissal including eligibility for a claim, burden of proof/evidence for unfair dismissal, automatic reasons, capability, redundancy, legal/illegal dismissal, employer responsibility and solutions, potential awards</li> <li>• Wrongful dismissal including repudiation, employer responsibilities and solutions, and how to make a claim</li> <li>• Fair procedures (e.g. ACAS (The Advisory, Conciliation and Arbitration Service))</li> <li>• Commencement of an employment tribunal claim</li> <li>• Remedies</li> </ul> </li> </ul>	

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<ul style="list-style-type: none"> <li>• Contracts for services</li> <li>• Discrimination, protected characteristics, direct and indirect discrimination, harassment, victimisation, burden of proof, positive actions, employer responsibilities and solutions</li> <li>• Knowledge of Equality Act 2010</li> <li>• Zero hours contracts</li> <li>• Agency workers</li> <li>• Implied terms</li> <li>• Health and Safety at Work Act 1974 and related legislation</li> </ul> <p>The Taxation regimes in business:</p> <ul style="list-style-type: none"> <li>• Income Tax, Capital Gains Tax, Corporation Tax and VAT</li> <li>• How taxation impacts on business life</li> <li>• Consequences of non-payment of tax</li> <li>• The role of lawyers in tax advisory work</li> </ul> <p>Understand the principles of Insurance:</p> <ul style="list-style-type: none"> <li>• Nature of Insurance</li> <li>• Utmost good faith/bad faith</li> <li>• Insurable Interest</li> <li>• Insurable risks</li> <li>• Persons Insured</li> <li>• Making a claim</li> </ul>	

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<ul style="list-style-type: none"> <li>• Insurer's defences</li> <li>• Waiver and Estoppel</li> <li>• Measure of Recovery</li> <li>• Public Liability</li> </ul>	

**Performance Outcome 2: Carry out legal and factual research and present findings both orally and in writing in Business, Finance and Employment Law**

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>How businesses are formed and financed including sole trader, partnership and corporate entities</p> <p>Understand the different roles and responsibilities of the owners, company officers and their duties:</p> <ul style="list-style-type: none"> <li>• The day to day work of a director</li> <li>• Key company documents and returns and their filing requirements</li> <li>• Company meetings, shareholder protection</li> <li>• Winding up</li> <li>• Statute and Common Law relating to companies (Companies Act 2006)</li> <li>• Limited Liability Partnerships and the significance of them as a business structure</li> </ul> <p>Understand the basic principles of Partnership and Agency Law:</p> <ul style="list-style-type: none"> <li>• Creation – partners, agents, principals and third parties</li> <li>• Authority</li> <li>• Rights and Duties</li> <li>• Termination</li> <li>• Types of agency in common use</li> </ul>	<p>Analyse facts for potential issue in a business situation to establish legal significance and suggest possible solutions</p> <p>Use databases to find key information, for example Companies House, insolvency searches through the Insolvency Service website and the Land Registry</p> <p>Analyse a company's constitution, in order to:</p> <ul style="list-style-type: none"> <li>• Ascertain shareholders' rights</li> <li>• Explain requirements regarding meetings (shareholders and directors)</li> <li>• Review a partnership situation to establish roles of partners and other parties</li> </ul> <p>Present summaries of cases to colleagues for further consideration as evidence</p> <p>Use standard forms and precedents and understand their limitations</p>

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<ul style="list-style-type: none"> <li>• Statute and Common Law relating to partnership (Partnership Act 1890)</li> </ul> <p>Understand the basic principles of the Law of Tort relating to:</p> <ul style="list-style-type: none"> <li>• Negligence</li> <li>• Product liability</li> <li>• Civil wrong distinguished from criminal wrong</li> <li>• Duty of care in a business context</li> <li>• Strict liability and vicarious liability especially in an employer/employee situation</li> </ul> <p>Understand the basic principles of Contract Law as they affect the business relationship:</p> <ul style="list-style-type: none"> <li>• Sale of goods and services including consumer protection and rights</li> <li>• Misrepresentation</li> <li>• Breach of Contract and remedies</li> </ul> <p>Understand the basic principles of Finance Law</p> <p>The different methods of financing a business:</p> <ul style="list-style-type: none"> <li>• Bank accounts and loans</li> <li>• Current accounts, combined accounts, joint accounts</li> <li>• Transferring funds/payment systems</li> </ul>	

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<ul style="list-style-type: none"> <li>• Liability of credit card providers in relation to sale of goods and services</li> <li>• Security for bank lending (overdrafts, loans, mortgages, pledges, book debts)</li> <li>• Guarantees</li> <li>• Non-bank lending</li> <li>• Consumer protection</li> </ul> <p>Understand the basic principles of Insolvency Law and be able to provide advice to a senior colleague in respect of any of the following:</p> <ul style="list-style-type: none"> <li>• The consequences of corporate failure</li> <li>• Company Insolvency (compulsory liquidation and voluntary liquidation)</li> <li>• Administration</li> <li>• Company Voluntary Arrangements</li> <li>• Insolvent partnerships and the consequences for the partners</li> <li>• The consequences of personal financial failure</li> <li>• Bankruptcy and Debt Relief orders</li> <li>• Individual Voluntary Arrangements</li> </ul>	



Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>Understand basic principles of Employment Law and be able to provide advice to a senior colleague in respect of any of the following:</p> <ul style="list-style-type: none"> <li>• What it is, how it works and who it seeks to protect</li> <li>• Employee rights</li> <li>• Differences between employed status and self employed</li> <li>• Contracts of employment including terms, rights, notice, duties, responsibilities of employee and employer. Other examples of demonstrable knowledge to a senior colleague are: <ul style="list-style-type: none"> <li>• Termination of contract of employment including by mutual agreement, constructive dismissal, summary dismissal and how to make a complaint</li> <li>• Unfair dismissal including eligibility for a claim, burden of proof/evidence for unfair dismissal, automatic reasons, capability, redundancy, legal/illegal dismissal, employer responsibility and solutions, potential awards</li> <li>• Wrongful dismissal including repudiation, employer responsibilities and solutions, how to make a claim</li> <li>• Fair procedures (e.g. ACAS (The Advisory, Conciliation and Arbitration Service))</li> <li>• Commencement of an employment tribunal claim</li> <li>• Remedies</li> </ul> </li> <li>• Contracts for services</li> </ul>	

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<ul style="list-style-type: none"> <li>• Discrimination, protected characteristics, direct and indirect discrimination, harassment, victimisation, burden of proof, positive actions, employer responsibilities and solutions</li> <li>• Knowledge of Equality Act 2010</li> <li>• Zero hours contracts</li> <li>• Agency workers</li> <li>• Implied terms</li> </ul> <p>Understand the basic the Taxation regimes likely to be encountered in ordinary business activities, e.g. Income Tax, Capital Gains Tax, Corporation Tax and VAT; how taxation impacts on business life, including the consequences of non-payment of tax:</p> <ul style="list-style-type: none"> <li>• The role of lawyers in tax advisory work</li> </ul> <p>Understand the basic principles of Insurance:</p> <ul style="list-style-type: none"> <li>• Nature of Insurance</li> <li>• Utmost good faith/bad faith</li> <li>• Insurable Interest</li> <li>• Insurable risks</li> <li>• Persons Insured</li> <li>• Making a claim</li> <li>• Insurer's defences</li> <li>• Waiver and Estoppel</li> </ul>	

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<ul style="list-style-type: none"> <li>• Measure of Recovery</li> <li>• Public Liability</li> </ul>	

**Performance Outcome 3: Draft legal documents and standard legal communications in Business, Finance and Employment Law, for review by a supervisor**

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>How businesses are formed and financed including sole trader, partnership and corporate entities</p> <p>Understand the different roles and responsibilities of the owners; company officers and their duties:</p> <ul style="list-style-type: none"> <li>• The day to day work of a director</li> <li>• Key company documents and returns and their filing requirements</li> <li>• Company meetings, shareholder protection</li> <li>• Winding up</li> <li>• Statute and Common Law relating to companies (Companies Act 2006)</li> <li>• Limited Liability Partnerships and the significance of them as a business structure</li> </ul> <p>Understand the basic principles of Partnership and Agency Law:</p> <ul style="list-style-type: none"> <li>• Creation – partners, agents, principals and third parties</li> <li>• Authority</li> <li>• Rights and Duties</li> <li>• Termination</li> <li>• Types of agency in common use</li> </ul>	<p>Under the guidance and supervision by a senior colleague, using standard forms and precedents and recognising their limitations:</p> <ul style="list-style-type: none"> <li>• Prepare routine board minutes and resolutions to be reviewed by a senior colleague</li> <li>• Draft an agency agreement to be reviewed by a senior colleague</li> <li>• Draft a partnership agreement to be reviewed by a senior colleague</li> <li>• Prepare a contract including a contract of employment to be reviewed by a senior colleague</li> <li>• Prepare statutory demands and other insolvency documents to be reviewed by a senior colleague</li> </ul>

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<ul style="list-style-type: none"> <li>• Statute and Common Law relating to partnership (Partnership Act 1890)</li> </ul> <p>Understand the basic principles of the Law of Tort relating to:</p> <ul style="list-style-type: none"> <li>• Negligence</li> <li>• Product liability <ul style="list-style-type: none"> <li>• Civil wrong distinguished from criminal wrong</li> <li>• Duty of care in a business context</li> <li>• Strict liability and vicarious liability especially in an employer/employee situation</li> </ul> </li> </ul> <p>Understand the basic principles of Contract Law as they affect the business relationship:</p> <ul style="list-style-type: none"> <li>• Sale of goods and services including consumer protection and rights</li> <li>• Misrepresentation</li> <li>• Breach of Contract and remedies</li> </ul> <p>Understand the basic principles of Finance Law</p> <p>The different methods of financing a business:</p> <ul style="list-style-type: none"> <li>• Bank accounts and loans</li> <li>• Current accounts, combined accounts, joint accounts</li> <li>• Transferring funds/payment systems</li> </ul>	

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<ul style="list-style-type: none"> <li>• Liability of credit card providers in relation to sale of goods and services</li> <li>• Security for bank lending (overdrafts, loans, mortgages, pledges, book debts)</li> <li>• Guarantees</li> <li>• Non-bank lending</li> <li>• Consumer protection</li> </ul> <p>Understand the basic principles of Insolvency Law and be able to provide advice to a senior colleague, in respect of any of the following:</p> <ul style="list-style-type: none"> <li>• The consequences of corporate failure</li> <li>• Company Insolvency (compulsory liquidation and voluntary liquidation)</li> <li>• Administration</li> <li>• Company Voluntary Arrangements</li> <li>• Insolvent partnerships and the consequences for the partners</li> <li>• The consequences of personal financial failure</li> <li>• Bankruptcy and Debt Relief orders</li> <li>• Individual Voluntary Arrangements</li> </ul> <p>Understand the basic principles of Employment Law:</p> <ul style="list-style-type: none"> <li>• What it is, how it works and who it seeks to protect</li> </ul>	

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<ul style="list-style-type: none"> <li>• Employee rights</li> <li>• Differences between employed status and self employed</li> <li>• Contracts of employment including terms, rights, notice, duties, responsibilities for employee and employer</li> <li>• Contracts for services</li> <li>• Discrimination including Equality Act 2010, protected characteristics, direct and indirect discrimination, harassment, victimisation, burden of proof, positive actions, employer responsibilities and solutions</li> <li>• Zero hours contracts</li> <li>• Agency workers</li> <li>• Implied terms</li> <li>• Termination of contract of employment including by mutual agreement, constructive dismissal, summary dismissal and how to make a complaint</li> <li>• Unfair dismissal including eligibility for a claim, burden of proof/evidence for unfair dismissal, automatic reasons, capability, redundancy, legal/illegal dismissal, employer responsibility and solutions, potential awards</li> <li>• Wrongful dismissal including repudiation, employer responsibilities and solutions, how to make a claim</li> <li>• Fair procedures (e.g. ACAS (The Advisory, Conciliation and Arbitration Service))</li> <li>• Commencement of an employment tribunal claim</li> <li>• Remedies</li> </ul>	

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<ul style="list-style-type: none"> <li>• Health and Safety at Work Act 1974 and related legislation</li> </ul> <p>The Taxation regimes in business:</p> <ul style="list-style-type: none"> <li>• Income Tax, Capital Gains Tax, Corporation Tax and VAT</li> <li>• How taxation impacts on business life</li> <li>• Consequences of non-payment of tax</li> <li>• The role of lawyers in tax advisory work</li> </ul> <p>Principles of Insurance:</p> <ul style="list-style-type: none"> <li>• Nature of Insurance</li> <li>• Utmost good faith/bad faith</li> <li>• Insurable Interest</li> <li>• Insurable risks</li> <li>• Persons Insured</li> <li>• Making a claim</li> <li>• Insurer's defences</li> <li>• Waiver and Estoppel</li> <li>• Measure of Recovery</li> <li>• Public Liability</li> </ul>	



## Occupational Specialism: Legal Services Assistant Dispute Resolution

### Performance Outcome 1: Assist with the inception, progression and completion of legal services in Dispute Resolution

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>An understanding of Statutory and Common Law applicable to negligence and contract including the Limitation Act 1980</p> <p>The professional duty to the client, the court and others</p> <p>The duty to the court, including the overriding objective</p> <p>The role of counsel including advising on a matter and representing client interest</p> <p>An understanding of: Civil Procedure Rules relevant to the following:</p> <ul style="list-style-type: none"> <li>• Practice Direction – Pre-Action Conduct and Protocols</li> <li>• Pre-Action Protocols for Personal Injury and clinical negligence claims</li> </ul> <p>Issue and service of proceedings</p> <p>The court's case management powers, including allocation to track and sanctions</p> <p>Disclosure and inspection</p>	<p>Review and summarise strengths and weaknesses of the evidence in a case</p> <p>Prepare the documentation under supervision for the issue of proceedings and applications</p> <p>Review documents for a case for disclosure and inspection</p> <p>Maintain critical dates, diary and action as necessary</p> <p>Calculate relevant interest on claim for damages</p> <p>Make arrangements for trial, for example counsel, witness and client</p> <p>Prepare documents for statements of costs preparatory to interim hearing</p> <p>Prepare file for cost drafting</p>

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>Statements of case and witness statements</p> <p>The role of expert witnesses and the use of experts' reports</p> <p>Remedies available to a client</p> <p>Interim applications including evidential requirements</p> <p>Disposal or compromise of claims without trial, for example default judgement, summary judgement and settlement</p> <p>Alternative dispute resolution processes</p> <p>Trial procedure</p> <p>Enforcement of judgements</p> <p>Liability for, and assessment of, costs:</p> <ul style="list-style-type: none"> <li>• General costs principles</li> <li>• Costs budgets</li> <li>• Fixed costs</li> <li>• Summary assessment</li> <li>• Detailed assessment</li> <li>• Effect of qualified one-way costs shifting</li> </ul>	

**Performance Outcome 2: Carry out legal and factual research and present findings both orally and in writing in Dispute Resolution**

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>An understanding of:</p> <p>Statutory and Common Law applicable to tort and contract including the Limitation Act 1980</p> <p>Sources of law: relevant Statutory and Common Law</p> <p>Nature, function and source of lay evidence</p> <p>Nature, function and source of documentary evidence</p> <p>Nature, function and source of expert evidence</p> <p>Relevance and reliability of sources of evidence</p> <p>Remedies</p>	<p>Research and investigate factual basis of a claim</p> <p>Interview a client and witnesses in a straightforward matter</p> <p>Research relevant applicable law (Statutory and Common Law) to a claim</p> <p>Conduct research from available sources e.g. Judicial College Guidelines to research and evaluate damages in a claim</p> <p>Source and present supporting evidence for a claim</p>

**Performance Outcome 3: Draft legal documents and standard legal communications in Dispute Resolution, for review by a supervisor**

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>An awareness of:</p> <p>Statutory and Common Law applicable to tort and contract including the Limitation Act 1980</p> <p>The Civil Procedure Rules including the Practice Direction – Pre-Action Conduct and Protocols (Pre-action protocols for personal injury and clinical negligence claims)</p> <p>Issuing proceedings</p> <p>Disclosure and inspection</p> <p>An understanding of:</p> <p>The professional duty to the client and others</p> <p>The duty to the court, including the overriding objective</p> <p>Drafting principles: statements of case and witness statements</p> <p>Interim applications including issue and conduct</p> <p>Remedies available to a client</p> <p>Liability for, and assessment of, costs</p>	<p>Draft documents to commence a claim, under supervision, including:</p> <ul style="list-style-type: none"> <li>• A letter of claim</li> <li>• A claim notification form / claim form</li> <li>• A schedule of loss</li> </ul> <p>Draft a list of documents</p> <p>Draft a witness statement for review by a senior colleague</p> <p>Draft attendance notes recording discussions from meetings and conferences</p> <p>Draft an interim application notice with a statement</p> <p>Draft index for brief/instructions to counsel</p> <p>Draft written communications to client by way of updates</p> <p>Draft routine correspondence to opponent, court and others</p>

## Occupational Specialism: Legal Services Assistant Private Client (Family Law, Wills and Probate, Conveyancing)

### Performance Outcome 1: Assist with the inception, progression and completion of legal services in Conveyancing

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>An understanding of:</p> <p>Principles of Land Law</p> <p>Principles of non-contentious Property Law (residential freehold/leasehold conveyancing) legal matters relating to the transfer of ownership of land or property from a seller to a buyer; as well as legal advice and/or work carried out in connection with any transaction that creates, varies, transfers or discharges a legal or equitable interest in any real property</p> <p>Principles of Trust Law</p> <p>An understanding of commercial freehold/leasehold conveyancing</p> <ul style="list-style-type: none"> <li>• Mortgage offers and the requirement to deal with them in accordance with the Council for Mortgage Lenders (CML) Handbook or the Building Societies Association (BSA) Mortgage Instructions</li> <li>• Awareness of the market place in which the business operates</li> </ul>	<p>Outline the chronological steps in/process of a standard non-complex residential sale and purchase of:</p> <ul style="list-style-type: none"> <li>• A transaction of registered freehold land from initial instructions to post-completion</li> <li>• A registered leasehold land; and,</li> <li>• Be able to describe commonhold</li> </ul> <p>Outline the typical</p> <ul style="list-style-type: none"> <li>• Requirements of mortgage lenders, including consideration of money laundering issues</li> <li>• Consequences and Remedies for breach of the Sale</li> </ul> <p>Contract</p> <ul style="list-style-type: none"> <li>• Risks to the consumer and the business associated with conveyancing transactions</li> </ul>

## Performance Outcome 2: Assist with the inception, progression and completion of legal services in Probate

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>An understanding of:</p> <p>Principles of Land Law</p> <p>Principles of non-contentious Property Law (Trust and Property Law and relationship with probate)</p> <p>Principles of Law of Wills, Succession and Intestacy</p> <p>Principles of Non-contentious Probate Rules 1987</p> <p>An awareness of tax and tax liabilities and forms, such as the type of information required for tax purposes, such as:</p> <ul style="list-style-type: none"> <li>Income Tax, Capital Gains Tax and Inheritance Tax and principal tax exemptions; and reliefs of the estate and the application of these taxes to Wills and Succession</li> </ul> <p>An understanding of the importance of wishes around funeral arrangements</p>	<p>Outline the reasons for making a Will and explain:</p> <ul style="list-style-type: none"> <li>The types of Will and common provisions which appear in Wills</li> <li>The typical considerations when taking a preliminary instruction for a Will or Codicil</li> </ul> <p>Explain the main probate roles for individuals, such as:</p> <ul style="list-style-type: none"> <li>Personal Representatives - Beneficiaries, Creditors, Executor, Administrator, Guardians, and Trustees</li> </ul> <p>Outline what is intended by:</p> <ul style="list-style-type: none"> <li>The rules of entitlement to a Grant, and</li> <li>The rules of Intestate Succession</li> </ul> <p>Sequence the procedure leading to issue of the Grant</p> <p>Outline the chronological steps that are the administrative tasks needed to commence the administration of a standard non-taxable non-contentious estate</p> <p>Explain the probate terms associated with administering (a non-taxable non-contentious) estate</p>

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
	<p>Explain procedure(s) for collecting in the assets of the standard non-taxable non-contentious estate, their distribution and payment of debts for both solvent and insolvent estates</p> <p>Outline the purpose/nature of Financial Estate records - and methods by which different types of assets are distributed</p>

### Performance Outcome 3: Assist with the inception, progression and completion of legal services in Family Law

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>An understanding of the fundamentals of Family Law relating to the divorce procedure</p> <p>Principles of Family Law to obtain a financial settlement for those who are married and unmarried</p> <p>Issues relating to children disputes, including:</p> <ul style="list-style-type: none"> <li>• Understanding Child Arrangement Order applications in relation to: <ul style="list-style-type: none"> <li>• A child 'lives with'</li> <li>• A child 'spends time with'</li> <li>• A prohibited steps order</li> <li>• A specific issue order</li> </ul> </li> </ul> <p>Application process for making a care order, including:</p> <ul style="list-style-type: none"> <li>• Application for a care order by the Local Authority</li> <li>• Representing parents as respondents in an application for a care order</li> <li>• Role of the Children's Guardian</li> </ul> <p>The role of mediation in Family Law</p>	<p>Outline the chronological steps to progress a petition of divorce to obtaining the decree absolute, including:</p> <ul style="list-style-type: none"> <li>• Drafting and issuing a petition of divorce</li> <li>• Application for the decree nisi</li> <li>• Application for the decree absolute</li> </ul> <p>Identify the appropriate time to address a financial settlement</p> <p>Explain the principle of financial disclosure and the meaning of 'open' and 'without prejudice' offers</p> <p>Explain the use and implications of a Consent Order</p> <p>Outline the chronological steps /procedures in making an application to court for a financial settlement through to obtaining a final order; and, explain how the matter would progress when the financial settlement agreement is a) agreed or b) not agreed</p> <p>Identify the issues surrounding child disputes</p> <p>Explain the best course of action to resolve a dispute between parents</p> <p>Advise when it is appropriate to negotiate through correspondence and when it is necessary to make an application to Court</p>



Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
	<p>Explain the Court procedure from making an application to Court through to a final hearing</p> <p>Explain the role of CAFCASS (The Children and Family Court Advisory and Support Service) and the Children's Guardian</p> <p>Outline the procedure for a care order application by the Local Authority, the various steps and the likely outcomes:</p> <ul style="list-style-type: none"> <li>• Advise on the role of mediation in Family Law for both children matters and financial settlement</li> </ul>

**Performance Outcome 4: Carry out legal and factual research and present findings both orally and in writing in Private Client**

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>Sources of knowledge, such as:</p> <ul style="list-style-type: none"> <li>• Statute and statutory instruments</li> <li>• Case Law such as from <ul style="list-style-type: none"> <li>• Bailii (British and Irish Legal Information Institute) online library</li> <li>• Professional journals</li> </ul> </li> </ul> <p>Conveyancing forms:</p> <ul style="list-style-type: none"> <li>• Law Society TransAction forms and CPSEs (Commercial Property Standard Enquiries)</li> <li>• Stamp Duty Land Tax forms (variable rents, second homes, offshore ownership, deferred consideration etc.)</li> <li>• Complete AML checks</li> <li>• Local Authority and other searches</li> <li>• Contract for sale and TR1 (property transfer/land registry)</li> <li>• Pre/Post exchange searches i.e. bankruptcy and land registry searches</li> </ul> <p>Probate:</p> <ul style="list-style-type: none"> <li>• HMCTS</li> <li>• Probate registry</li> <li>• Sourcing 'missing beneficiaries'</li> </ul>	<p>Source and accurately complete typical forms in order to progress the chronological steps required to conclude a non-complex legal matter, such as:</p> <ul style="list-style-type: none"> <li>• A standard non-complex residential sale and purchase transaction of registered freehold and leasehold land from initial instructions to post-completion</li> <li>• The administration of a standard non-taxable non-contentious estate</li> <li>• Complete a petition for divorce, application for decree nisi and statement in support and an application for decree absolute</li> <li>• Complete an application for a child arrangements order</li> </ul> <p>Present the principles of legislation and its effect on a particular matter in context to a non-complex legal matter</p> <p>Outline the relevance of reported case law to a non-complex legal matter</p>

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<ul style="list-style-type: none"> <li>Identify typical types of tax and tax liabilities and the forms required for tax purposes, such as: <ul style="list-style-type: none"> <li>IHT205, Income Tax, Capital Gains Tax and Inheritance Tax and principal tax exemptions; and reliefs of the estate and the application of these taxes to Wills and Succession</li> </ul> </li> </ul> <p>Family Law Ascertain and locate correct forms for divorce, applications for financial settlement and children matters from HMCTS form finder</p>	

**Performance Outcome 5: Draft legal documents and standard legal communications in Private Client, for review by a supervisor**

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>Characteristics of:</p> <ul style="list-style-type: none"> <li>• A Client Care letter (Terms of Engagements)</li> <li>• File note</li> <li>• Undertakings</li> </ul> <p>Typical billing procedures:</p> <ul style="list-style-type: none"> <li>• Types of monies held in the client account</li> <li>• Completion statements</li> <li>• Estate Accounts</li> </ul> <p>Conveyancing:</p> <ul style="list-style-type: none"> <li>• Typical documents that comprise a contract package, including Official Copies and the Sale Contract for non-complex non-contentious residential, leasehold and freehold registered transactions</li> </ul> <p>Wills and Probate:</p> <ul style="list-style-type: none"> <li>• Wills and Probate precedents and prescribed forms to deal with a non-complex non-contentious administration of an estate</li> <li>• Processes for notifying banks and other financial bodies and creditors of the deceased, including:</li> <li>• Awareness of the need to complete withdrawal and encashment requests</li> </ul>	<p>Complete the typical pro forma templates used to collate the information required from a client to take the initial instruction for:</p> <ul style="list-style-type: none"> <li>• A standard non-complex residential sale and purchase transaction of registered freehold and leasehold land from initial instructions to post-completion; and</li> <li>• A Will or Codicil; and</li> <li>• The administration of a standard non-taxable non-contentious estate; and</li> <li>• A petition for divorce, application for decree nisi and statement in support and an application for decree absolute; and</li> <li>• An application for a child arrangements order</li> </ul> <p>Draft standard communications, for example letters and emails to:</p> <ul style="list-style-type: none"> <li>• The court to file notices, documents and applications</li> <li>• The other side to serve notices and documents</li> <li>• Client(s) enclosing documents</li> <li>• Other relevant professionals</li> <li>• Third parties, such as Management Companies in residential leasehold transactions</li> </ul> <p>Collate appropriate documentation relevant to the legal matter, such as:</p> <ul style="list-style-type: none"> <li>• Contract of Sale; and</li> </ul>

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<ul style="list-style-type: none"> <li>Dealing with nominated and jointly held property that passes outside the Will or rules of Succession</li> </ul> <p>Family Law:</p> <ul style="list-style-type: none"> <li>Family Law forms, standard documents and processes</li> </ul>	<ul style="list-style-type: none"> <li>documents to be included in the application to the Probate Registry; and</li> <li>Documents from petition for divorce to decree absolute</li> </ul> <p>Prepare client invoices</p>

## Occupational Specialism: Legal Services Assistant Crime and the Criminal Justice System

### Performance Outcome 1: Assist with the inception, progression and completion of legal services in Crime and the Criminal Justice System

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>An understanding of Police procedures and interview process including Police and Criminal Evidence Act 1984 (PACE), no comment interviews and identification procedures</p> <p>An understanding of the Crown Prosecution Service (CPS) including Charging Standards, Code for Crown prosecutor and all responsibilities</p> <p>An understanding of Private Prosecutions (other than those commenced by the CPS) such as by the Health and Safety Executive, Local Authorities and Insurance companies, Environment Agency, RSPCA, Fire Authorities, commercial bodies and individuals</p> <p>An awareness of Criminal Procedure Rules and their impact on/application to procedure</p> <p>An awareness of Key Criminal Law Legislation, such as:</p> <ul style="list-style-type: none"> <li>• Proceeds of Crime Act for cases involving lifestyle cases,</li> <li>• Privacy Impact Assessment (PIA) for issues of compliance of all disclosure issues</li> </ul>	<p>Prepare an explanation for a client of the process of what will happen from arrest, detention, interview to charge and first appearance in court</p> <p>Obtain outline instructions from client to assess referral to the correct legal advisor</p> <p>Review and summarise evidence, summarise an offence and possible defences and present orally or in writing to a supervisor</p> <p>Prepare an explanation for a client of the process involved in attending an identification parade, including a representative's role in identification procedures; and, compliance and non-compliance with procedural rules</p> <p>Prepare an explanation for a client of what will happen at a first appearance hearing, trial and sentence hearing, identifying the milestones in a criminal prosecution case</p> <p>Outline to a supervisor the strengths and weaknesses of the prosecution's case against the client in preparation for a plea hearing at first appearance</p>

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>An awareness of and ability to navigate Key practitioners' texts, such as:</p> <ul style="list-style-type: none"> <li>• Archbold</li> <li>• Blackstone's Criminal Practice</li> <li>• Stone's Justices' Manual</li> <li>• Wilkinson's road traffic offences</li> </ul> <p>An awareness of Court requirements such as postal requisitions, production orders</p> <p>An understanding of general defences</p> <p>Basic understanding of constitution, jurisdiction, procedure and powers of the Parole Board</p> <p>Basic understanding of the:</p> <ul style="list-style-type: none"> <li>• Current Parole Board Rules, 2016 that will support understanding of the process</li> <li>• Recall of prisoners including fixed term and standard recall</li> </ul> <p>Key aspects of criminal proceedings:</p> <ul style="list-style-type: none"> <li>• Custody time limits</li> </ul> <p>Basic understanding of the role of the probation service and preparation of pre-sentence reports and the relevance to the process</p>	<p>Record accurate attendance notes from a case hearing or conference</p> <p>Access and use legal text to assist and support the case management</p> <p>Access details in relation to the care and conduct of a case in the magistrates and Crown Court from charge to sentence.</p> <p>Prepare and collate bundles for a jury</p> <p>Apply the test for disclosure to unused material</p> <p>Apply the test to achieve a successful outcome at parole board, for both release and a progressive move to open conditions where appropriate</p> <p>Take clients' instructions based on pre-sentence reports content in readiness for mitigation at sentence</p> <p>Outline to a supervisor the grounds for appeal, procedural rules, processes and time limits relating to appeal to higher courts.</p>

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>An awareness of the process of obtaining a witness summons</p> <p>An understanding of Special measures - automatic and upon application</p> <p>An understanding of Retrials and the circumstances in which they happen</p> <p>Defendant Appeals from the Crown Court - sentence and conviction</p> <p>An understanding of when Attorney General's referencing is applicable, time limits and the process</p> <p>A basic understanding of the general sentencing options, including:</p> <ul style="list-style-type: none"> <li>• custodial, community, financial, discharges and ancillary orders such as sexual harm prevention orders and how to access these using legal text</li> </ul> <p>A basic understanding of the victim's code and witness charter</p>	



**Performance Outcome 2: Carry out legal and factual research and present findings both orally and in writing in Crime and the Criminal Justice System**

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>A detailed understanding of the key Criminal Law procedural text and the ability to access and navigate these as sources of knowledge, such as:</p> <ul style="list-style-type: none"> <li>• Archbold</li> <li>• Blackstone's Criminal Practice</li> <li>• Stone's Justices' Manual</li> <li>• Wilkinson's road traffic offences</li> <li>• Practitioner texts and resources for sentencing such as Banks on Sentence and Current Sentencing Practice</li> </ul> <p>An awareness of alternative optional resources in support, including:</p> <ul style="list-style-type: none"> <li>• Online resources such as CrimeLine, LexisNexis, Westlaw, Bailii (British and Irish Legal Information Institute) online library</li> <li>• Online data and information sources such as google earth</li> </ul> <p>An understanding of the Sentencing Guidelines Council and the guidelines they</p> <p>An understanding of ancillary orders and the relevant case law, such as:</p> <ul style="list-style-type: none"> <li>• Criminal Behaviour Orders, Sexual Harm Prevention Orders and Restraining Order</li> </ul>	<p>Able to identify and outline whether the charge is a summary, either way or an indictable offence and the impact of each in terms of venue for trial, sentencing options and costs</p> <p>Use legal text and online resources to locate and reference an outline for legal supervisor the current sentencing guidelines, key sentencing case law, ancillary orders that apply to the circumstances of the case</p> <p>Research and identify to a supervisor the statutory defences for a particular criminal offence and a regulatory crime offence</p> <p>Locate relevant prison service instructions or prison service orders and apply to a particular prison law case</p> <p>Able to access online data or report to support clients account or defence statement</p> <p>Identify the Responsible person/company for charge under a Regulatory Criminal matter such as the Regulatory Reform (Fire Safety) order, a Health and Safety Breach or an Environmental prosecution</p>

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>An awareness of Prison Service Instructions, where to locate them and their effect</p> <p>An understanding of the adjudication system including internally to a prison and externally involving a District Judge</p>	

**Performance Outcome 3: Draft legal documents and standard legal communications in Crime and the Criminal Justice System, for review by a supervisor**

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>A basic understanding of: Criminal Procedure Rules</p> <p>Legal Aid Rules</p> <p>Parole Board Rules</p> <ul style="list-style-type: none"> <li>• Case of Osborn Booth and Reilly 2013 and other significant case law relating to Parole Board decisions (e.g. the John Radford/Warboys Decision)</li> </ul> <p>Law relating to disclosure - Criminal Procedure and Investigations Act 1996</p> <p>Law relating to witness statements - s9 Criminal Justice Act 1967</p> <p>Special measures – automatic and upon application</p>	<p>Draft standard client care and file storage letters, and amend as appropriate:</p> <ul style="list-style-type: none"> <li>• Complete legal aid application forms</li> <li>• Draft a client care letter with terms of engagement for privately paying client</li> </ul> <p>Draft a proposed indictment/information using examples/ templates</p> <p>Take initial instructions to establish and outline for a legal supervisor, the answers to the questions under section 18 Proceeds of Crime Act 2002 and draft the response</p> <p>Draft orders using a template, such as a Sexual Harm Prevention order, Criminal Behaviour Order and Restraining Order</p> <p>Draft applications using a template such as an application to the parole board for an oral hearing and special measures application</p> <p>Draft letters requesting disclosure from prosecutor or previous legal representatives</p> <p>Draft a summary of a Parole Board decision that is suitable for public release</p>

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
	<p data-bbox="1131 213 1736 247">Draft letters requesting transfer of legal aid</p> <p data-bbox="1131 300 1702 333">Draft straightforward witness statements</p>

## Occupational Specialism: Legal Services Assistant Social Welfare and Immigration

### Performance Outcome 1: Assist with the inception, progression and completion of legal services in Housing

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>An understanding of:</p> <ul style="list-style-type: none"> <li>• Legal Aid, access to justice and eligibility requirements</li> <li>• Key housing legislation including Housing Act 1985, Housing Act 1988 and Housing Act 1996, the Equality Act 2010</li> <li>• Homelessness – Statutory and Case Law test for homeless eligibility and priority need</li> </ul> <p>Anti-Social behaviour legislation such as the Anti-Social Behaviour Crime and Policing Act 2014</p> <p>An awareness of relevant Welfare Benefits, for example Universal Credit</p> <p>An awareness of third parties and their roles and responsibility in relation to housing, for example:</p> <ul style="list-style-type: none"> <li>• housing association, the Housing Ombudsman, Social Services and private landlords</li> </ul> <p>An awareness of other organisations involved in Housing Law, such as:</p> <ul style="list-style-type: none"> <li>• National Landlords Association, Equality Advisory Support Service, Shelter</li> </ul>	<p>Assess and explain clients' eligibility for Legal Aid</p> <p>Assess and advise on eligibility for Housing Benefit and other relevant benefits, including changes in circumstances and continuing eligibility</p> <p>Take preliminary instructions in a Housing Law matter, identifying key relevant information and conveying this accurately and precisely to the appropriate legal advisor, such as:</p> <ul style="list-style-type: none"> <li>• a possession claim, a landlord dispute, a discrimination in housing claim</li> </ul> <p>Advise a client about the relevant court procedure and powers of a court in a housing matter, such as:</p> <ul style="list-style-type: none"> <li>• a landlord applying for a possession order, a local authority applying for an antisocial behaviour injunction</li> </ul> <p>Advise a client about the statutory procedure for a homeless decision, including review and appeal</p>

## Performance Outcome 2: Assist with the inception, progression and completion of legal services in Debt

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>An awareness of:</p> <ul style="list-style-type: none"> <li>• Relevant legislation relating to welfare benefits such as housing benefit, job seekers allowance, universal credit including procedures relating to benefit overpayments</li> <li>• Relevant legislation relating to consumer and debt, for example Consumer Rights Act 2015, Insolvency Act 1986</li> <li>• The Insolvency Service and their role in the policy and procedures for the debt sector</li> <li>• Insolvency practitioners and their powers and duties in relation to bankruptcy, debt relief orders and individual voluntary arrangements</li> <li>• Common terminology and procedures in money and debt advice</li> <li>• The position of secured creditors in insolvency situations, to include charging orders</li> </ul> <p>An understanding of Bankruptcy, Debt Relief Orders, and Individual Voluntary Arrangements</p> <p>An awareness of the Money Advice Service, their policies and procedures</p> <p>An understanding of mortgage possession and procedures and how they could impact on insolvent situations</p>	<p>Take preliminary instructions in a debt matter to assist a supervisor, identifying and listing key relevant information, including the nature of the debt, financial circumstances and personal circumstances.</p> <p>Undertake a Financial Services Register check, to establish whether the company or individual is an authorised lender</p> <p>Give initial assistance to a client regarding immediate steps to take in a debt situation, for example in relation to bailiff action, contact with a debt recovery agency or other court action</p> <p>Undertake a preliminary assessment as to whether a client is eligible to apply for appropriate welfare benefits</p> <p>Advise a client about the relevant court process (magistrates court, county court, etc.) relating to their debt issues and how these matters could affect them, such as:</p> <ul style="list-style-type: none"> <li>• a fine, a county court judgment or a mortgage repossession order</li> </ul> <p>Advise a client about the different priorities of debt, including secured and unsecured debt, with analysis of significant factors such as the nature of the creditor, the extent of the debt, and how these debts could affect them and any dependants</p>

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>An understanding of third parties and their role and responsibility in relation to debt, for example:</p> <ul style="list-style-type: none"> <li>the Insolvency and Companies Court, Citizens Advice and other voluntary organisations</li> </ul> <p>An awareness of the Financial Service Register and the Financial Conduct Authority</p>	<p>Advise a client about alternative debt solutions to bankruptcy; eligibility for them and their effects, such as:</p> <ul style="list-style-type: none"> <li>Debt Relief Orders, Individual Voluntary Arrangements, debt consolidation and debt management plans</li> </ul>

### Performance Outcome 3: Assist with the inception, progression and completion of legal services in Immigration

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>An understanding of Immigration, Asylum and Nationality Law, including:</p> <ul style="list-style-type: none"> <li>• Grounds for applications</li> <li>• UKVI (UK Visas and Immigration) concessionary policies</li> <li>• Grounds for lodging appeals, including human rights</li> <li>• Consequences of a successful appeal</li> </ul> <p>An understanding of rights of appeal, time limits and procedures</p> <p>An awareness of relevant case law and precedents</p> <p>An understanding of types of evidence needed to support cases and appeals</p>	<p>Take detailed instructions and statements to:</p> <ul style="list-style-type: none"> <li>• Identify issues presented</li> <li>• Assess the merits</li> <li>• Identify appropriate points and evidence required</li> <li>• Evaluate the weight of the evidence</li> </ul> <p>Present verbally or in writing a clear opinion on a case to your supervisor based on relevant laws and policies</p> <p>Prepare, for review by a supervisor, oral and written representations for UKVI and other agencies</p> <p>Explain the outcome of a hearing decision, the implications for a client and the options open to them</p> <p>Explain to your supervisor the next steps including the merits of further appeals</p>



**Performance Outcome 4: Carry out legal and factual research and present findings both orally and in writing in Social Welfare and Immigration**

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>An awareness of fundamental principles of legislation, regulation and case law, in relation to:</p> <ul style="list-style-type: none"> <li>• Housing such as the Housing Acts, Landlord and Tenant Act 1985</li> <li>• Debt such as Limitation Act 1980, Insolvency Act 1986</li> <li>• Immigration, Asylum and Nationality Law</li> </ul>	<p>Assess and outline the mandatory and discretionary grounds for possession</p> <p>Present an assessment of a case, including potential claims, counter claims and defences such as identifying the main defences to a possession claim and identifying potential disrepair claims and counterclaims</p> <p>Identify and outline all possible debt solutions in a case including both repayment solutions and insolvency solutions and prepare a written advice detailing the benefits of each option and the financial cost of each and the other effects</p> <p>Identify and present the time limits on debts, including when they started and the limitation period</p> <p>Identify and use the most appropriate sources of up-to-date information including, case law and other specialised subjects in a given immigration case</p>

**Performance Outcome 5: Draft legal documents and standard legal communications in Social Welfare and Immigration, for review by a supervisor**

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>Characteristics of:</p> <ul style="list-style-type: none"> <li>• A Client Care letter (Terms of Engagements)</li> <li>• File note</li> </ul> <p>An awareness of sources of legal funding:</p> <ul style="list-style-type: none"> <li>• Client</li> <li>• Public</li> </ul> <p>An understanding of Legislation and case law for housing, such as</p> <ul style="list-style-type: none"> <li>• Housing Act 1985 and Housing Act 1988</li> </ul> <p>An understanding of Local Authorities and their powers regarding tenancy including introductory and secure tenancies</p> <p>An awareness of key legislation and case law in immigration</p> <p>An awareness of legislation relevant to debt, for example Insolvency Act 1986</p> <p>An understanding of Individual Voluntary Arrangements, such as criteria and impact</p>	<p>Draft an action plan for a client in relation to their debt issue</p> <p>Draft a schedule of incomings, outgoings, assets and debts</p> <p>Draft client care letter and standard advice letter in a:</p> <ul style="list-style-type: none"> <li>• Housing matter e.g. in a possession claim,</li> <li>• A debt matter e.g. personal, secured and unsecured debt management</li> <li>• Immigration matter e.g. from making a claim to appeal a decision to remove or deport an individual</li> </ul> <p>Draft chronologies for a court hearing in relation to a housing or immigration matter</p> <p>Draft written representations in an immigration matter, including:</p> <ul style="list-style-type: none"> <li>• grounds of appeal, and statements making use of relevant case law and human rights legislation</li> </ul> <p>Draft witness statements in a housing matter, debt and an immigration matter</p> <p>Complete standard court forms such as applying for or responding to a small claim for a debt or rent arrears</p>

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
An understanding of judicial review in relation to housing matters and immigration matters, such as when it applies, and the procedure involved	<p>Using templates, draft notices such as a notice to end tenancy on behalf of a local authority or a notice seeking possession</p> <p>Using a template, draft a Judicial Review pre-action letter in relation to a Housing matter and immigration matter</p>