



University of  
**Strathclyde**  
Glasgow

a route to success



**Registered Paralegal Qualifications**  
- Now Accredited at SCQF Level 10



**Central Law Training (Scotland) Ltd**

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0141 225 6700



# Develop your staff leaving you time to develop your business



## The Specialist Paralegal Qualification

The University of Strathclyde and CLT are pleased to announce that our highly regarded Specialist Paralegal Qualifications have been rated **Level 10** by the Scottish Credits and Qualifications Framework (SCQF). The high level award is equivalent to an honours degree in terms of knowledge and understanding.

There are no barriers to entry, however the Qualification is ideally suitable for those who have had the opportunity to gain at least two years experience within a legal environment and want to achieve full professional recognition at the highest level available in the UK.

## The Emergence of the Paralegal Profession

- There are an estimated 10,000 practising paralegals who are an essential part of the delivery of legal services in Scotland
- There is an incredibly wide range of work being done by paralegals with varying levels of expertise and responsibility in the office
- The Law Society of Scotland in association with the SPA – the professional body for paralegals in Scotland – have introduced the Registered Paralegal Scheme
- The Registered Paralegal Scheme allows paralegals to formally register in their area of expertise based on practical experience and relevant academic qualifications

*“There is a great deal of enthusiasm and commitment from across the legal profession to the scheme which seeks to define and credit the role of paralegals in Scotland – for paralegals, solicitors, and crucially, for the public, who need to have faith in the knowledge and skills of the people dealing with their transactions.”*

*- The Law Society of Scotland*



## Key Features

- Accredited at SCQF Level 10, the Specialist Paralegal Qualification is the highest level of paralegal qualification available, satisfying the education standards of the Registered Paralegal Scheme
- The original University paralegal Qualification with over 6,000 past graduates
- Flexible, home study format
- Comprehensive subject specific course materials
- Subject specific enabling specialisation
- Specialist support from our dedicated administrative team and from the experienced practitioners/academics who tutor the courses.
- No formal academic requirements for entry
- Can be delivered in-house for groups of 3 or more
- Formal graduation ceremony at the prestigious Barony Hall, the University of Strathclyde

*“The Course notes flow in a useful, practical order. They allowed you a sound understanding of how the law has evolved. My notes continue to act as an essential reference tool.”*

*- Paralegal Graduate*

## Details of Paralegal Home Study

- The flexible, distance learning format is fully supported by expert tutors who provide feedback and assistance throughout, to ensure that delegates successfully achieve qualification
- All of the tutors are experienced practitioners/academics, who have many years training and assessment experience
- Delegates study at times convenient to them, their employers and their family and social commitments
- Delegates study at their own pace and can qualify at any time within the maximum time period for completion

*“The method of study allowed me to fit in ‘real life’ commitments and was complimented by excellent tutor support – the result has enabled me to embrace a new career challenge.”*

*- Paralegal Graduate*



## Benefits to Individuals

- Successful completion of the Specialist Paralegal Qualification satisfies the education requirements of the Registered Paralegal Scheme
- Study at times convenient to you and your employer
- Increased confidence in the workplace
- Consolidates experience
- Specialisation in a chosen area of law
- Enhanced career prospects
- Provides identifiable professional status

*“Great course, very good value for money, underpinned by the University of Strathclyde and a qualification at the end of it – why wouldn’t you choose it?!”* - Paralegal Graduate

## Advantages to Firms

- Practical training from a leading Scottish University, delivered by experienced tutors and backed by comprehensive training manuals
- Increased fee earning potential of staff
- Increased skills and knowledge within the organisation
- Reduces risk from untrained staff
- Incentivises and motivates staff
- Enhanced client care
- Improves staff retention

*“Paralegal staff, properly qualified, enable solicitors to concentrate on the more complex cases and they also increase the productivity of the firm.”* - The Law Society of Scotland

# Route to Registration - The Paralegal Profession and How to Access It



The Specialist Paralegal Qualification in association with the University of Strathclyde provides the highest level of paralegal training available in Scotland (SCQF Level 10) and fully satisfies the requirements of the Registered Paralegal Scheme.

The University of Strathclyde has pioneered academic paralegal qualifications through our Specialist Paralegal Qualification in association with CLT for over 15 years with almost 6,000 past graduates.

On successful completion of the courses, students receive a **Specialist Paralegal Qualification** at a formal graduation ceremony held annually at the prestigious Barony Hall, the University of Strathclyde.

## The Registered Paralegal Scheme

The Law Society of Scotland and the Scottish Paralegal Association – the professional body for paralegals in Scotland – are seeking to consolidate the paralegal profession by setting defined standards.

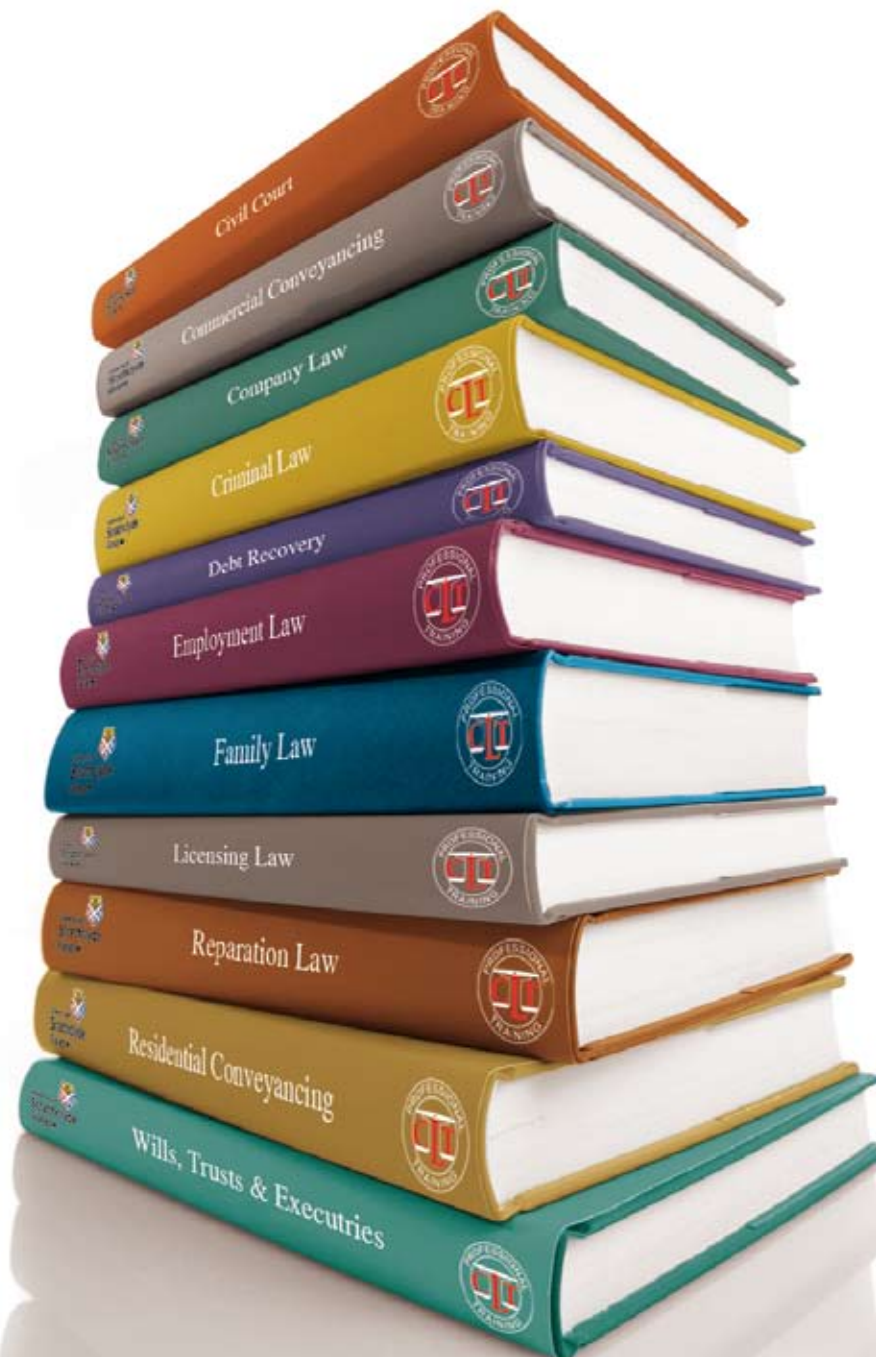
To become registered, paralegals must have a recognised and relevant academic qualification and practical experience in their legal area.

Registered Paralegals will adhere to the highest educational and professional standards. The Scheme is designed to consolidate the paralegal profession, and to motivate and incentivise paralegals to fulfil their potential by formalising their specialism and enhancing their fee earning and client facing capacity.

## The Society of Specialist Paralegals – Recognising Excellence

Graduates of the University of Strathclyde Specialist Paralegal Qualification satisfy the educational standards for admission to the Registered Paralegal Scheme.

Additionally they are eligible for membership of the SSP in recognition of their higher level of achievement. Members of the SSP are entitled to use the designation M.S.S.P. after their name.





University of  
**Strathclyde**  
Glasgow

**THE SPECIALIST  
PARALEGAL QUALIFICATION**

In association with  
**THE UNIVERSITY OF  
STRATHCLYDE**

**(SCQF Level 10)**

## Programme Structure

- Courses are provided by home study, or where sufficient demand arises, by tutorial classes.
- Comprehensive course materials are provided at the start of each course, which contain sample assignment questions and answers to provide an overview of how answers should be submitted.
- The programme is structured into a series of modules and corresponding written assignments which must be completed in numerical order.
- Assignments are submitted to the course tutor either via email or in pre-paid envelopes provided by CLT.
- On successful completion of assignments, delegates will undertake a final written exam at a diet in Glasgow, or alternatively in their own offices.
- Course registration is for 18 months with **no minimum** time for completion. Delegates can work at their own pace to fit with work, family and social commitments.
- On successful completion of the courses, students will receive a Specialist Paralegal Qualification at a graduation ceremony held annually at the prestigious Barony Hall, the University of Strathclyde.

## Civil Court

**£1,495 + VAT CLT Members; £1,595 + VAT Non CLT Members**

- Civil Law and its sources including basic principles of delict, consumer and contract law
- Structure of the civil courts
- Detailed rules on jurisdiction in the Sheriff Court
- Small claims procedures from drafting summons to Proof, including drafting a statement of claim
- Summary cause procedures from drafting summons to Proof
- Ordinary court procedures from drafting writ to Proof
- Court of Session procedure including preparation and presentation of cases
- The Appeal process and an examination of Judicial Expenses
- Debt recovery and diligence
- Professional ethics in relation to a Paralegal

## Commercial Conveyancing

**£1,095 + VAT CLT Members; £1,195 + VAT Non CLT Members**

- The commercial property market and its concepts
- Missives – detailed examination of clauses including suspensive conditions
- VAT and transfers of going concern
- Examination of title – the new law on title conditions
- Reporting to client on contract, title and lease
- Revising and negotiating lease documentation
- Assignations, sub-leases and back letters
- Enforcement of missives and leases

## Company Law

**£1,095 + VAT CLT Members; £1,195 + VAT Non CLT Members**

- Introduction to Company Law, Business Mediums; Company Formation; Company Names and Name Changes
- Company Constitution (Memorandum and Articles of Association); Tailor Made v Shelf Company
- Director and Shareholders meetings; resolutions and minutes
- Share capital; types of shares; rights attaching to shares
- Transfer of shares
- Directors duties
- Duties of a company Secretary; Statutory Books
- Annual Returns and Accounts
- Shareholders - Majority Rule and Minority Shareholders
- Company Finances, facilities and security

## Criminal Law

**£1,095 + VAT CLT Members; £1,195 + VAT Non CLT Members**

- Framework of the criminal courts
- Role of the Procurator Fiscal
- Role of the defence
- Summary and solemn criminal procedure
- Law of evidence
- Preparing for the trial
- Substantive crimes and offences
- Special defences
- Client / solicitor relationships
- Legal aid
- Human rights
- Bonomy

## Debt Recovery

**£1,095 + VAT CLT Members; £1,195 + VAT Non CLT Members**

- Credit control procedures
- Types of debtor
- Raising court proceedings; drafting summonses and writs
- Jurisdiction
- Procedure for undefended actions in detail
- Defended actions – an overview
- Arrestments and inhibitions
- Charges for payment: Attachments; Earnings arrestments
- Using private investigators and credit reference agencies
- Data protection issues in debt recovery
- Introduction to consumer credit
- Legislative changes in the pipeline
- Debt Arrangement Scheme
- A review of The Bankruptcy and Diligence (Scotland) Act [2007]

■ A Tradition of Excellence ■ 6,000 Past Graduates  
 ■ SCQF Level 10 ■ Book now and start within 5-7 working days

### Employment Law

£1,095 + VAT CLT Members; £1,195 + VAT Non CLT Members

- Employment status and other working relationships
- Contracts of employment
- Unfair dismissal
- Disciplinary hearings: proper procedure, pre and post April 2009
- Redundancy: circumstances, proper procedure & entitlement to redundancy payment
- Termination of the employment relationship: various ways in which the relationship can be terminated, the effect of fixed term contracts, settlements and compromise agreements
- Discrimination (sex, race, sexual orientation, religion & belief, disability, age)
- Employment tribunal procedure
- Maternity/Paternity rights & time off for dependents
- Transfer of Undertakings (Protection on Employment) Regulations (TUPE – an overview)
- Trade Unions – the effect on the working relationship, recognition and statutory consultation requirements

### Family Law

£1,095 + VAT CLT Members; £1,195 + VAT Non CLT Members

- The purpose of family law
- Getting married, regular and irregular marriages, void and voidable marriages
- The legal consequences of marriage; Obligations, Aliment, Moveable property
- The matrimonial home
- Getting unmarried – the law of divorce
- Financial provisions on divorce
- Parents and children; establishing parentage
- Children's rights aliment
- Parental responsibilities and rights
- Residence and contact
- Actions in relation to parental responsibilities and rights
- Rights of cohabiters

### Licensing Law

£1,095 + VAT CLT Members; £1,195 + VAT Non CLT Members

- Licensing (Scotland) Act 2005: the history of Licensing Regulation and the 2005 Act; Licensing Objectives, Boards and Forums; Premises Licensing; Personal Licenses and Trade Staff; The Operating Plan; The Licensing Objectives; Offences; Licensing Standards Officers; Conditions; Irresponsible Promotions; Transfers; Reviews; Licensed Hours; Variations; Test-Purchasing; Objections & Representations and more
- The Gambling Act 2005 – Gambling Objectives; Gambling Premises Licenses; Gambling on Alcohol Licensed Premises; Gaming Machines; Poker; Race Nights; Lotteries; and more
- The Civic Government (Scotland) Act 1982 – Taxi and private hire licensing; Public Entertainment; Late Hours Catering; Offences; and more
- The Private Security Act 2001 – How SIA licensing affects alcohol licensed premises
- Other Laws Affecting Licensed Premises – How planning, building standards, food hygiene, and weights and measures regimes all affect licensed premises

### Reparation Law

£1,095 + VAT CLT Members; £1,195 + VAT Non CLT Members

- The basic requirements of delictual liability (including discussion of key cases)
- Liability in particular situations, such as: road traffic accidents; employer's liability (including discussion of the 'Six Pack' Regulations); occupier's liability; liability of local authorities
- Quantifying a claim (including consideration of the various heads of claim)
- The practical aspects of a reparation claim, such as taking instructions, and preparing, investigating, and progressing a claim (both from the pursuer's, and the defender's, perspective)
- Litigation (including discussion of the points of Sheriff Court, and Court of Session, practice)

### Residential Conveyancing

£1,495 + VAT CLT Members; £1,595 + VAT Non CLT Members

- Property Law & its sources
- Taking instructions & money laundering compliance
- Missives: content & purpose of offers & qualified acceptances; concluding a bargain; breach of contract & the consequences
- New build properties & how the missives differ
- Requirements of Writing: method & style of execution; additions to documents; testing clauses
- Matrimonial Homes & Civil Partnership Acts: terminology & the forms
- Examination of Title: content & purpose; what to examine; reporting to the client
- Land Registration: the legislation & completion of the forms
- Conveyancing procedure in registration & sasine remortgage transactions: who does what and when
- Secure Tenancy Sales: the rules & the procedure
- Land Ownership & the Titles Conditions Act - how it affects a conveyancing transaction
- Tenement Ownership & the 2004 Act: content of the Act & the TMS in practice
- Secured Lending: options & the documentation; offer of loan & a lender's requirements
- Repossessions & Enforcement of Securities: the procedure & how the Mortgage Rights Act interacts
- Residential Leases: lease classifications; principles & procedures of leasing
- Insolvency & Executory Conveyancing: the parties, the procedure & the documentation
- Acquiring a Business: valuation of assets & the procedures
- Professional Negligence: what to look out for

### Wills, Trusts & Executries

£1,495 + VAT CLT Members; £1,595 + VAT Non CLT Members

- The law relating to Wills
- Preparation and examination of various types of Wills
- The Requirements of Writings Act
- The law of succession in Scotland, testate and intestate
- Procedures in executry administration
- Types of Trusts and the law relating thereto
- Inheritance tax
- Accounting to beneficiaries
- Procedure in setting up administration
- The Civil Partnership Act 2004 and The Family Law (Scotland) Act 2006
- Powers of Attorney, Intervention Orders and Financial Guardianships
- Danger areas in will making

# The Registered Paralegal Profession – Turning an Occupation into a Profession



## The Registered Paralegal Scheme – Regulating the New Profession

By introducing this new initiative, the Law Society of Scotland will allow paralegals to have their professional status formally recognised.

The emergence of a consolidated and regulated paralegal status in Scotland will turn the paralegal job of old into a career for the future.

The backing of the Law Society of Scotland will undoubtedly increase awareness of, and interest in, the paralegal profession.

*“The Registered Paralegal Scheme – a professional status for paralegals in Scotland, regulated by the Law Society of Scotland... paralegal staff, properly qualified, enable solicitors to concentrate on the more complex cases and they also increase the productivity of the firm.”*

*– The Law Society of Scotland*



Membership of the Scottish Paralegal Association is automatically available to members of the Registered Paralegal Scheme.

The SPA, as a professional body, recognises the value of the Society of Specialist Paralegals in promoting the higher level of paralegal training provided by the University of Strathclyde and CLT.



## The University of Strathclyde and CLT – A Framework for the Future

The University of Strathclyde in association with CLT is currently developing a series of **introductory/intermediate courses, taught at a level equivalent to SCQF Level 8**, designed for those with little or no experience in a legal environment.

These courses, the new **Paralegal Development Awards (PDAs)**, will satisfy the educational and professional standards of the **Registered Paralegal Scheme**, and should provide the perfect platform to progress to the higher level of paralegal training (the **Specialist Paralegal Qualification**) or onto a full LLB degree.

The full PDA programme will be available from 2011! The PDA courses will be available in the following areas of law:

- Civil Court
- Commercial Conveyancing
- Company Law
- Criminal Law
- Debt Recovery
- Employment Law
- Family Law
- Licensing Law
- Reparation Law
- Residential Conveyancing
- Wills, Trusts & Executries



## The Society of Specialist Paralegals – Recognising Higher Levels of Excellence

The Society of Specialist Paralegals (SSP) is an alumni organisation which creates a dedicated membership for graduates of the University of Strathclyde Specialist Paralegal Qualification. Members are entitled to use the designation M.S.S.P. after their name.

The introduction of the **Registered Paralegal Scheme** will allow paralegals to become formally recognised as a valued member of the legal profession. Membership of the SSP takes this one stage further – a **Registered Paralegal M.S.S.P.** will stand out from the crowd as having been trained by a leading University at the highest level currently available.

Fellowship status (**F.S.S.P.**) is awarded after two years membership of the SSP.



*- Graduation Ceremony at the Barony Hall*



# Booking Form



## HOW TO GET STARTED

Simply complete the registration form, entering your name and firm/company's name and address, telephone number etc. Alternatively, if you are funding the programme independently please provide your home address and a contact telephone number to enable delivery of your course materials.

## REGISTRATION FORM (BLOCK CAPITALS PLEASE)

Title:  First Name:  Surname:

Email Address:

Employer's Name (if applicable):

Employer's / Home Address (delete as applicable):

Postcode:

DX No:  Tel No:  Fax No:

Course Subject:

Course Venue (e.g. Glasgow/Edinburgh/Home Study):

## PAYMENT INSTRUCTIONS

Both the Tutorial Based and Home Study courses can be paid for by standing order, cheque or credit/debit card. All courses must be paid for in FULL by the time you undertake your exam. Please note that if paying by standing order a £100.00 deposit MUST be paid at the time of enrolment (the deposit is refundable against the cost of the course). If you are completing the course on a Home Study basis you are permitted a maximum period of six months to pay by standing order. However, if you wish to complete the course in less than six months the course must be paid for by the final examination date. Delegates will not be permitted to sit the final examination if the course fee is still outstanding.

## PAYMENT OPTIONS (please tick preferred method of payment)

Payment by instalments: Enclosed is a cheque payable to Central Law Training for £100.00. Please send me a standing order mandate.

Cheque: Enclosed is a cheque payable to Central Law Training for £  (including VAT)

Credit / Debit Card Payment: Please indicate exact amount you wish to pay £

Card type:	Mastercard <input type="checkbox"/>	Visa Debit <input type="checkbox"/>	Electron <input type="checkbox"/>	Visa Credit <input type="checkbox"/>
(please tick)	JCB <input type="checkbox"/>	Switch <input type="checkbox"/>	Maestro <input type="checkbox"/>	Solo <input type="checkbox"/>

Name on Card:  Security Code:

Card Number:

Issue Number:  Valid From:  Expiry Date:

## Specialist Paralegal Qualification

Please return to Paralegal Training Coordinator, Central Law Training (Scotland) Ltd, 5th Floor, 80 St Vincent Street, Glasgow, G2 5UB  
Tel: 0141 225 6700 Fax: 0141 225 6701 DX: GW179 Glasgow Email: scottishparalegal@centlaw.com www.paralegaldistancelearning.co.uk

## TERMS AND CONDITIONS

1. CLT reserves the right to vary delivery of the programme, reserving the right to change tutor or course material where the occasion necessitates. 2. Refunds cannot be given once students have enrolled on the programme. 3. Assessments: Students must successfully complete all assignments. CLT will endeavour to despatch feedback within 20 working days. 4. Should a student not attain the competency threshold for individual assignments they may resubmit said assignments at no extra cost. 5. Should a student not attain the competency threshold for their final exam, they may re-sit the exam at an additional cost of £50 + VAT. 6. Copyright: the copyright of all course materials remains that of CLT. Such materials may not be reproduced whether in whole or in part, by any

method whatsoever, without prior permission having been given in writing by CLT. 7. This booking form constitutes a legally binding contract. The delegate and the firm are jointly and severally liable for payment of all fees due to CLT. 8. Data Protection: CLT may periodically contact you with details of programmes and services that may be of interest to you and may pass your details to other companies within the CLT Group and selected clients. Please write to the Client Care Team if you do not wish to be included in this activity.

Signature

Date

Office Use



Paralegal Training

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