

Unit Title:	Build legal case files
OCR unit number:	19
Level:	3
Credit value:	5
Guided learning hours:	32
Unit reference number:	L/506/1936

Unit aim and purpose

This unit aims to develop the knowledge and skills required to build legal case files. Upon completion of this unit, learners will understand how to, and be able to, build legal case files.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Understand how to build legal case files	The Learner can: 1.1 Explain the administrative requirements of the different legal areas being administered 1.2 Explain the scope and limits of their own responsibilities and authority 1.3 Explain the requirements of the duty of confidentiality 1.4 Explain how to identify shortfalls in evidence and materials 1.5 Explain the features and uses of different interviewing techniques 1.6 Explain the use of specialist software for processing legal cases 1.7 Explain how to access and use sources of information and evidence 1.8 Explain the potential consequences of not meeting deadlines when building a legal case file	Legal areas will be defined by the learners' workplace Shortfall is a failure to attain a specified amount or level; a shortage. Interviewing techniques may include: <ul style="list-style-type: none"> • Listening • Questioning • Advising • Taking instruction

Learning Outcomes	Assessment Criteria	Additional Guidance
2 Be able to build case files	2.1 Identify gaps in evidence and materials needed 2.2 Carry out interviews in accordance with the principles of best practice in communication and interviewing 2.3 Obtain evidence and materials needed to complete the file 2.4 Generate correspondence that conforms with the house style and regulatory requirements 2.5 Submit cases on time in line with internal and external deadlines 2.6 Complete follow-up actions in accordance with the instructions 2.7 Adhere to organisational policies and procedures, and legal and ethical requirements when building case files	<p>Best practice means commercial or professional procedures that are accepted or prescribed as being correct or most effective</p> <p>A house style is a company's preferred manner of presentation and layout of written material</p> <p>A case file is a collection of documents and evidence relating to a particular legal case</p>

Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk

Occupational standards	Unit number	Title
Business & Administration (2013) National Occupational Standards:	CFABAB112	<ul style="list-style-type: none"> Build case files

Additional information

For further information regarding administration for this qualification, please refer to the OCR document 'Admin Guide: Vocational Qualifications' (A850) on the OCR website www.ocr.org.uk.