

<b>Unit Title:</b>	<b>Administer legal files</b>
OCR unit number:	18
Level:	3
Credit value:	5
Guided learning hours:	31
Unit reference number:	J/506/1935

## Unit aim and purpose

This unit aims to develop the knowledge and skills required to administer legal files. Upon completion of this unit, learners will have developed an understanding of the administration of legal files and will be able to maintain, close, and archive a legal file.

Learning Outcomes	Assessment Criteria	Additional Guidance
<b>The Learner will:</b> 1 Understand the administration of legal files	<b>The Learner can:</b> 1.1 Explain the administrative requirements of the different <b>legal areas</b> being administered 1.2 Explain the scope and limits of their own responsibilities and authority 1.3 Explain the requirements of the <b>duty of confidentiality</b> 1.4 Explain the use of specialist software for processing legal cases 1.5 Explain the potential consequences of inadequate or inaccurate record keeping 1.6 Describe the <b>organisational and regulatory purpose and nature</b> of different legal checks and searches 1.7 Explain the <b>organisational and regulatory purpose</b> of a client care letter 1.8 Explain how records of time spent on work are used	Learners should be able to explain the different <b>legal areas</b> they themselves are responsible for.  The explanation of the <b>duty of confidentiality</b> should include relevant and current legislation and practical implications.  For ACs 1.6 and 1.7 the description/explanation should include reference to appropriate <b>regulation</b> and demonstrate an understanding of internal <b>organisational</b> procedures. It should also include the <b>purpose</b> and potential implications of non-compliance.

Learning Outcomes	Assessment Criteria	Additional Guidance
<p>2 Be able to maintain a legal file</p>	<p>2.1 Confirm that information on file is complete, accurate and valid</p> <p>2.2 Process money received from clients in accordance with organisational and regulatory requirements</p> <p>2.3 Keep fee-earners informed of actions taken, progress, developments and problems</p> <p>2.4 Take action to ensure that files are correctly labelled and dated including summaries of their contents</p> <p>2.5 Generate correspondence that conform with the requirements of house style</p> <p>2.6 Record all time spent, costs and disbursements accurately</p> <p>2.7 Generate accurate bills that conform with organisational and regulatory requirements</p> <p>2.8 Adhere to organisational policies and procedures, and legal and ethical requirements when maintaining a legal file</p>	
<p>3 Be able to close and archive a legal file</p>	<p>3.1 Address any outstanding issues for a legal file</p> <p>3.2 Prepare accurate final bills in accordance with organisational and regulatory requirements</p> <p>3.3 Take action to ensure that closed files contain all the necessary documentation</p> <p>3.4 Confirm whether any documents need to be added to the firm's precedent, knowledge or data bank</p> <p>3.5 Close files in accordance with organisational standards and procedures when the account shows a nil balance</p> <p>3.6 Archive files in accordance with organisational and regulatory requirements</p>	

## Assessment

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

## Guidance on assessment

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Skills CFA Assessment Strategy Competence units (S/NVQ)

## National Occupational Standards (NOS) mapping/signposting

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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](http://www.ukstandards.co.uk).

Occupational standards	Unit number	Title
Business & Administration (2013) National Occupational Standards:	CFABAB111	<ul style="list-style-type: none"><li>Administer legal files</li></ul>

## Additional information

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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](http://www.ocr.org.uk).