

Unit Title:	Manage legal case files
OCR unit number:	20
Level:	3
Credit value:	5
Guided learning hours:	32
Unit reference number:	Y/506/1938

Unit aim and purpose

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

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Understand the management of 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 Describe the structure, format and contents of a case file 1.5 Explain how to validate information when managing a legal case file 1.6 Explain the requirements of processing appeals 1.7 Explain the potential consequences of not meeting internal and external deadlines when managing a legal case file	
2 Be able to manage case files	2.1 Plan the management of a case file to meet deadlines 2.2 Identify the location of required documents and materials 2.3 Take action to ensure the file contains accurate and up-to-date information, documents and materials and is secure	

Learning Outcomes	Assessment Criteria	Additional Guidance
	2.4 Take action to ensure court bundles are prepared correctly 2.5 Generate correspondence and documents that conform with the requirements of house style and legal and procedural requirements 2.6 Submit documents on time 2.7 Process and record the hearing outcomes in accordance with organisational and procedural requirements 2.8 Close and archive files in accordance with organisational and regulatory requirements 2.9 Keep fee-earners informed of actions taken, progress, developments and problems 2.10 Adhere to organisational policies and procedures, and legal and ethical requirements when managing case files	Where possible, adherence to organisational policies and procedures, and legal and ethical requirements should be confirmed by a line manager or experienced colleague.

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:	BAB113	<ul style="list-style-type: none"> Manage 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 .