

Unit Title:	Administer legal files
OCR unit number	338
Sector unit number	H/601/7791
Level:	3
Credit value:	7
Guided learning hours:	25

Unit purpose and aim

This unit is about the skills and underpinning knowledge to open, maintain and administer legal files; review and close files; prepare final bills and store; and, arrange for files to be archived.

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
The Learner will: 1 Understand legislative and organisational procedures for administering legal files	The Learner can: 1.1 Describe the administrative services that they are responsible for 1.2 Explain the limits and scope of their responsibilities and authority in providing administrative services 1.3 Explain the organisation's policies, procedures and constraints that affect administrative services in their area of responsibility 1.4 Describe the duty of confidentiality that applies when they are dealing with client information 1.5 Describe the specialist software used by the organisation for the recording and processing of legal cases 1.6 Explain the importance of accuracy and attention to detail when dealing with information in a legal context	

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
	1.7 Explain where and when to refer matters that are beyond their authority 1.8 Explain how to prioritise work and work to other peoples' priorities	
2 Understand the type of legal work they are responsible for	2.1 Describe the type of legal work that their department is involved in (for example, conveyancing, family law, commercial, litigation) 2.2 Interpret the particular legal terminology that is associated with different types of legal work	
3 Understand how to open legal files	3.1 Explain the organisation's procedures for opening files 3.2 Describe the different checks and searches that are needed 3.3 Explain how to carry out the different checks and searches 3.4 Explain the contents and purpose of a client care letter 3.5 Explain how to prepare a client care letter	
4 Understand how to maintain and administer a legal file	4.1 Describe the organisation's house-style for the presentation of files and documents 4.2 Describe the types of documents that are required 4.3 Explain how to prepare the different types of documents that are required 4.4 Explain how to carry out research required by the fee earner 4.5 Explain how to report progress to clients 4.6 Explain how to record costs and disbursements 4.7 Explain how time spent on a matter is monitored and recorded in their	

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	<p>organisation</p> <p>4.8 Describe the range of activity and documentation that needs to be noted within a file</p> <p>4.9 Explain how and when to generate bills from the information in a file</p>	
<p>5 Understand how to close and archive a legal file</p>	<p>5.1 Explain the types of documents, knowledge or data that might need to be added to the organisation's precedent, knowledge or data bank</p> <p>5.2 Describe the organisation's procedures for closing and archiving files</p> <p>5.3 Explain how to sort a file and identify materials that do not need to be kept</p>	
<p>6 Be able to open a legal file</p>	<p>6.1 Carry out checks and searches as appropriate and report on outcomes to the fee earner</p> <p>6.2 Receive money on account from clients as instructed and process in line with organisational requirements</p> <p>6.3 Open a file and enter matter information</p> <p>6.4 Generate client care letters</p>	
<p>7 Be able to maintain and administer a legal file</p>	<p>7.1 Produce and amend correspondence and documents as instructed</p> <p>7.2 Make sure all relevant timescales and dates are entered in appropriate diaries</p> <p>7.3 Carry out research as instructed and report back to fee earner</p> <p>7.4 Report progress to clients as instructed by fee earner</p> <p>7.5 Make sure all costs and disbursements are recorded accurately</p> <p>7.6 Make sure all file management activities conform to house-style</p>	

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	<p>and organisational requirements</p> <p>7.7 Make sure all time spent on the matter is recorded accurately</p> <p>7.8 Generate bills as requested, in accordance with instructions</p>	
<p>8 Be able to close and archive a legal file</p>	<p>8.1 Review the file and identify any outstanding issues and unbilled disbursements</p> <p>8.2 Report outstanding issues to the fee earner for resolution</p> <p>8.3 Where necessary, deal with reimbursements</p> <p>8.4 Check with the fee earner whether any documents, knowledge or data needs to be added to the firm's precedent, knowledge or data bank</p> <p>8.5 Make sure the file is complete for preparation of the final bill</p> <p>8.6 If appropriate, prepare the final bill</p> <p>8.7 Complete file closing documentation</p> <p>8.8 Check that the account shows a nil balance</p> <p>8.9 Notify relevant people that the file is closing</p> <p>8.10 Sort the file, removing unnecessary material</p> <p>8.11 Check with the fee earner on the appropriate distribution of documents</p> <p>8.12 Make sure that hard copies of electronic communications are in the file</p> <p>8.13 Prepare a schedule of the file contents so that they can be readily retrieved</p> <p>8.14 Correctly label files for storage</p> <p>8.15 Amend records to show</p>	

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	that the file is closed 8.16 Make arrangements for the file to be archived	

Assessment

This unit is centre assessed and externally verified. Your assessor will use a range of assessment methods which may include:

- observation of performance in the work environment
- examination work products
- questioning the learner
- discussing with the learner
- use of others (witness testimony)
- looking at learner statements
- recognising prior learning

Evidence requirements

A range of evidence should be gathered to cover the Learning Outcomes and Assessment Criteria. Examples may include:

- Work requests
- Detail of participation in contributing to designing a system specification
- Records of training provided and support given
- Monitoring records for systems
- Monitoring records for legal and organisational requirements
- Correspondence relating to analysis and solving of problems
- Feedback on the system
- Suggestions for further system development

National Occupational Standards (NOS) mapping/signposting

This unit is based on the NOS BAB111 monitor information systems

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

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Link to functional skills standards <http://www.qcda.gov.uk/15565.aspx>

Functional Skills Standards					
English		Mathematics		ICT	
Speaking and Listening	✓	Representing		Use ICT systems	✓
Reading	✓	Analysing		Find and select information	✓
Writing	✓	Interpreting	✓	Develop, present and communicate information	✓

Resources

Access to a working environment with associated equipment and resources

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.