



Level 4 Diploma in Paralegal Studies

Qualification Specification

This document covers the following Qualification:

TITLE	Qualification Reference Number	Operational Start Date	Last Review	Next Review
NALP Level 4 Diploma in Paralegal Studies	600/7889/3	01/07/2010	01/01/2017	31/12/2021

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1. Introduction

The National Association of Licensed Paralegals (NALP) is an Awarding Organisation recognised by the Office of Qualifications and Examinations (Ofqual) to offer regulated qualifications in England and Northern Ireland respectively. We specialise in providing qualifications for persons working in or looking to work as a Paralegal.

NALP is also a training provider for NALP qualifications and also a professional association for those in the Paralegal profession.

2. Summary of the Qualifications Covered by this Specification

2.1. NALP Level 4 Diploma in Paralegal Studies

Our Level 4 Diploma in Paralegal Studies is designed to bridge the gap between an academic degree and the practical, procedural knowledge and skills necessary to be able to function effectively as a Career Paralegal.

2.2. Rules of Combination and Credit Values

All units of this qualification are mandatory in order for Learners to achieve the qualification. No credit values have been assigned to this qualification or the underlying units following the removal of this requirement in June 2016 by Ofqual.

3. Objectives of the Qualifications

The Level 4 Diploma in Paralegal Studies is designed to give Learners a sound knowledge and understanding of both the English legal System and other substantive legal areas together with Procedural law. It is the benchmark qualification that will launch a Paralegal Career and from which Learners can specialise should they decide to develop their career further.

Please note that these qualifications are specifically written with English law at their base. These qualifications are therefore best suited to those who seek to practice in the UK or abroad where the system of law is based on the English Common Law.

Learners who successfully achieve NALP Level 4 Diploma in Paralegal Studies will gain a recognised and respected professional qualification which will aid progression in their paralegal career.

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4. Entry Requirements

One of the following (or equivalent) is required:

- NALP Level 3 Certificate or Diploma in Paralegal Practice;
- Two 'A' Levels;
- 'A' Level Law;
- BTEC National Diploma (NVQ/GNVQ Level 3 or above);
- CILEX Level 3 Qualifications; or
- ILSPAs Legal Secretary Diploma
- Non-UK Equivalent Qualifications. Please contact us to confirm eligibility.

Evidence of the above must be provided on request.

Mature Students Welcome (over 25) without any of the above, however, please contact us to discuss whether this is the correct level for you.

Please Note: The NALP Level 4 Diploma in Paralegal Studies is only available in English. If your first language is not English then you must be able to provide evidence that your spoken and written command of the English Language is adequate for the qualification for which you have applied.

5. Recognition of Prior Learning (RPL)

NALP allows some exemptions for the Level 4 Diploma in Paralegal Studies up to a maximum of three units of study, for example where a Learner has attained an LLB or part of an LLB. Applications for RPL will be assessed on a case by case basis. If a Learner wishes to apply for recognition of prior learning or experience, please email: admin@Nationalparalegals.co.uk.

6. Progression for Learners

The Level 4 Diploma in Paralegal Studies will enable Learners to progress in their paralegal careers.

7. Total Qualification Time

Guided Learning Hours (GLH) is defined by Ofqual as being “The activity of a Learner in being taught or instructed by – or otherwise participating in education or training under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training” and includes “ the activity of being assessed if the assessment takes place under the Immediate Guidance or Supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training”.

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As the average Learner studying for the NALP Level 4 Diploma in Paralegal Studies will do so entirely via distance learning, there are no Guided Learning Hours which meet Ofqual's definition. All of the hours an average Learner will spend gaining a NALP Level 4 Diploma in Paralegal Studies will be from other, non-guided areas, such as self-study; completion of assignments for assessment purposes; and coursework.

The following table gives an indication of the Total Qualification Time (TQT) for each of the units underpinning the NALP Level 4 Diploma in Paralegal Studies. The TQT represents the total time an average Learner might spend studying for each unit, including the time they are likely to spend on the assignments for each unit.

Unit	Title	GLH	TQT
1	English Legal System	0	13
2	Law of Contract	0	13
3	Law of Tort	0	10
4	Criminal Law	0	10
5	Wills, Probate and Family Provision	0	7
6	Civil Litigation	0	12
7	Criminal Practice	0	9
8	Matrimonial and Civil Partnership Disputes	0	13
9	Conveyancing	0	14
10	Succession	0	8
	TOTAL HOURS	0	101

Considering the above, the total hours of study required by an average Learner for the Level 4 qualification is anticipated to be 150, however, it is worth noting that this is based on a Learner taking approximately 4 minutes to read and digest each page of the learning materials provided for each unit, plus the addition of 5 hours for each assignment to be completed for assessment. Please note that timings have been rounded to the nearest full hour. Learners may find that the actual time it takes them to complete the qualification to be more or less than the quoted total hours.

It should be noted that, whilst there is no official guided learning, tutorial support is usually available from the training provider. Learners should request details of what is available from their provider.

8. Learning Materials and Support

The NALP Level 4 Diploma in Paralegal Studies qualification is designed for Learners to study at their own pace on a distance-learning basis. Learners are provided with comprehensive course materials and assistance in interpreting materials either via email, phone or face to face. In addition, if they have any specific queries or concerns they are able to contact their training provider who will provide them with suitable support.

9. Assessment

9.1. Assessment Methodology

Assessment is continuous by assignment. Each unit is assessed by one written assignment for the learner to complete over a four- week period. Start dates for assignments will be set by the Centre in conjunction with the Learner's progress, or by the Learner themselves if they are doing the qualification by distance learning only.

9.2. Assessment Criteria

There are 10 units of study. Learners are required to successfully complete one written assignment per unit which are designed to assess the Learner's skills, knowledge and understanding of legal issues.

Assignments will be assessed as either Pass, Merit or Distinction:

Pass: (Descriptive): A Pass grade will be awarded if a Learner has basically but fully covered all criteria indicated. This will be reflected in a mark of between 45% and 64%.

Merit: (Explanatory): A Merit grade will be awarded if a Learner has shown a higher degree of aptitude, has demonstrated a thorough understanding of the topic and has presented his/her findings in a clear and accurate manner. This will be reflected in a mark of between 65% and 79%.

Distinction: (Showing implications): A Distinction will be awarded if the student has shown a mastery of the subject matter and has dealt with the questions in a professional manner. Attention will be given to spelling, grammar, layout and style and to the actual presentation of the assignment in addition to the content. This will be reflected in a mark of between 80% and 100%.

9.3. Marking the Assessment

All assessments are externally marked by NALP's independent examining team against a standard mark scheme. The examiners also carry out additional checks to ensure that the work submitted by the Learner is authentic and has been completed by that Learner.

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If a Learner wishes to appeal against an assessment decision they should refer to our Appeals Policy which can be found on our website at:

http://www.nationalparalegals.co.uk/nalp_policies_procedures

9.4. Reasonable Adjustments and Special Considerations

All requests for reasonable adjustments must be received at the time of enrolment due to the assignment based assessment. These will then be considered by the examination team prior to the assignments being assessed.

Requests for special considerations must be made at least 24 hours prior to the deadline for submission of assignments by the learner. If a special consideration requested is considered to be well founded, a new deadline for submission of the assignment will be set for the learner.

All requests for reasonable adjustments and special considerations will be considered in line with the NALP Reasonable Adjustments and Special Considerations Policy, a copy of which is available on the NALP website: <http://www.nalptraining.co.uk/reasonable-adjustments-and-special-considerations-policy>

10. Internal Verification and Moderation

As all assessments are marked externally by NALP's independent examining team (i.e. the Centres do not mark their Learners' papers), an Internal Verification and Moderation Policy covering all assessment results has been put into place. This aims to ensure that all assessments have been marked in line with the standard mark scheme, members of the examining team are fully trained and that sufficient standardisation of results is undertaken.

A copy of the Internal Verification and Moderation Policy is available on the NALP website at: http://www.nationalparalegals.co.uk/nalp_policies_procedures

11. Award and Issuing of Results

Once a learner has successfully completed all units and assignments, the qualification Certificates and transcripts will be issued within three weeks of completion. If a Learner fails to successfully complete all assignments, unit certificates will be issued for the individual units they have successfully attained.

Replacement certificates can be provided by completing the relevant form and paying the fee of £25. The form is available from the website and you can pay the fee via the website also: <http://www.nationalparalegals.co.uk/replacement-certificate-application-form>.

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12.Units for the Qualifications

Unit Number:	1	Unit Name:	English Legal System
Aim of Unit:	The aim of this unit is to provide the learner with the practical skills to be able to understand how the law is used to regulate human conduct within the State; be aware of how laws are effected, altered and repealed; be aware of the various ways in which disputes are resolve; and be aware of the different personnel involved in the enactment and interpretation of the law and the resolution of legal disputes.		
Learning Outcomes		Assessment Criteria	
1. Understand the Nature and Development of English Law	1.1 Demonstrate an understanding of the nature and functions of the Law		
	1.2 Demonstrate an understanding of the concept of legal personality		
	1.3 Clearly summarise the key points of the development of the Common Law and the Writ System		
	1.4 Explain the development of Equity and its role in the law today and the effect of the Judicature Acts 1873-75		
2. Understand the modern-day sources of Law	2.1 Clearly summarise the key points of the process of creating an Act of Parliament		
	2.2 Explain what is meant by delegated legislation including the types and controls		
3. Understand how judges interpret and apply the law	3.1 Explain the rules of Statutory interpretation		
	3.2 Demonstrate an understanding of the doctrine of Judicial Precedent		
	3.3 Demonstrate an awareness of the role of European Community Law		
4. Understand the composition and jurisdiction of the Civil and Criminal Courts	4.1 Demonstrate an understanding of the civil court structure including the jurisdiction of each court		
	4.2 Demonstrate an understanding of the Criminal court structure including the jurisdiction of each court		

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	4.3 Explain the routes of Appeal
5. Understand the types of legal personnel	5.1 Explain the roles and types of the Judiciary
	5.2 Demonstrate an understanding of the differences between Barristers, Solicitors, Chartered Legal Executives and Paralegals
6. Understand the importance of Alternative Dispute Resolution (ADR) and the options available	6.1 Explain the advantage and disadvantages of ADR
	6.2 Demonstrate an understanding of the concept of arbitration
	6.3 Explain the difference between Mediation and Conciliation
	6.4 Demonstrate an understanding of the importance of negotiation
	6.5 Demonstrate an understanding of the role of a Tribunal

Unit Number:	2	Unit Name:	Law of Contract
Aim of Unit:	The aim of this unit is to provide the learner with the practical skills to be able to understand the type of legal rule which requires persons to compensate others as a result of harm inflicted by non-compliance of their promises; be aware of those promises which the law will uphold; and be aware of the remedies that are available for a breach of contract.		
Learning Outcomes		Assessment Criteria	
1. Understand the formation of a contract		1.1 Demonstrate an understanding of the various elements that make up a valid contract including offer and acceptance;	

	Intention to create legal relationships; form; legality and contracts in restraint of trade; consideration; consensus ad idem and capacity
2. Understand the vitiating factors that could render a contract void or voidable	2.1 Demonstrate an understanding of duress
	2.2 Explain undue influence
	2.3 Demonstrate an understanding of mistake and apply to a specific scenario
	2.4 Demonstrate an understanding misrepresentation and apply to a specific scenario
3. Understand the terms of a contract	3.1 Explain the difference between express terms and implied terms
	3.2 Explain what is meant by an exclusion clause and apply to a given scenario
	3.3 Explain the difference between Conditions, Warranties and Innominate Terms
4. Understand the methods by which contractual obligations may be discharged	4.1 Explain what constitutes a discharge by performance and apply to a given scenario
	4.2 Demonstrate an understanding of discharge by Agreement and apply to a given scenario
	4.3 Explain what constitutes a discharge by Breach and apply to a given scenario
	4.4 Explain what constitutes frustration and apply to a given scenario
5. Understand the remedies for breach of contract	5.1 Explain the difference between common law and equitable remedies: damages; rescission; specific performance and injunction and apply to given scenarios

Unit Number:	3	Unit Name:	Law of Tort
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Aim of Unit:	The aim of this unit is to provide the learner with the practical skills to understand the rules requiring persons to have a duty of care towards other persons and to compensate others if there has been a breach of that duty of care. It will also provide awareness of which infringements constitute a tort in law and the remedies that are available for such infringements.
Learning Outcomes	Assessment Criteria
1. Understand the nature of liability in Tort	<p>1.1 Demonstrate an understanding of fault based liability</p> <p>1.2 Explain strict liability including the doctrine in Rylands-v-Fletcher</p> <p>1.3 Demonstrate an understanding of the concept of vicarious liability</p> <p>1.4 Demonstrate an awareness of the limitation of actions</p>
2. Understand the concept of negligence	<p>2.1 Explain what is meant by the duty and standard of care</p> <p>2.2 Explain when contributory negligence may apply</p> <p>2.3 Demonstrate an understanding of when a duty is breached and the factors to be taken into account and apply to a given scenario</p> <p>2.4 Explain the element of causation</p>
3. Understand the tort of nuisance including public nuisance, private nuisance, defences and remedies	<p>3.1 Demonstrate an understanding of the difference between public and private nuisance</p> <p>3.2 Explain the factors taken into account by the Court in each case</p> <p>3.3 Demonstrate a clear understanding of the defences available</p> <p>3.4 Explain the remedies which are available</p>
4. Understand Trespass to Land; including defences and remedies and occupiers' liability	<p>4.1 Demonstrate an understanding of the protection afforded by the Occupiers' Liability Act 1957 and apply to a given scenario</p> <p>4.2 Demonstrate an understanding of the</p>

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	protection afforded by the Occupiers Liability Act 1984 and apply to a given scenario
5. Understand the general defences which may be available in Tort	5.1 Explain what is meant by volenti non-fit injuria
	5.2 Explain what constitutes a mistake
	5.3 Demonstrate an understanding of act of God, inevitable accident, statutory authority
	5.4 Explain the defence of Novus Actus Interviens

Unit Number:	4	Unit Name:	Criminal Law
Aim of Unit:	The aim of this unit is to provide the learner with the practical skills to understand what constitutes a crime, the different categories of criminal offences, including murder and manslaughter and other lesser offences, the elements that are required to be present in order to convict an individual and the defences that may be available.		
Learning Outcomes		Assessment Criteria	
1. Understand the nature of Criminal Law.	1.1 Explain what constitutes a criminal offence		
	1.2 Demonstrate an understanding of the distinction between crimes and Tort		
	1.3 Demonstrate an understanding of what is		

	meant by the burden of proof
2. Describe the classification of offences	2.1 Explain the differences between summary, indictable, hybrid and arrestable offences
3. Analyse the elements of a crime	3.1 Demonstrate an understanding of Actus Reus
	3.2 Demonstrate an understanding of Mens Rea including basic intent and specific intent, express intent and implied intent
	3.3 Explain what is meant by Strict Liability
4. Discuss the general defences	4.1 Be able to clearly summarise the general defences available including Automatism, mistake, insanity, duress and intoxication and apply to a given scenario
5. Understand the various types of homicide and the defences available to homicide	5.1 Explain causation in law and causation in fact
	5.2 Demonstrate an understanding of Murder: including its definition, malice aforethought express and implied
	5.3 Demonstrate an understanding of manslaughter including voluntary manslaughter, involuntary manslaughter and recklessness
	5.4 Demonstrate a clear understanding of the various special defences to murder and apply to a given scenario
6. Understand other types of crime including theft, robbery, burglary, and fraud	6.1 Demonstrate an understanding of the elements of theft under the Theft Act 1968
	6.2 Demonstrate an understanding of the elements of fraud
	6.3 Demonstrate an understanding of the elements of robbery and burglary and the differences between them

Unit Number:	5	Unit Name:	Wills, Probate and Family Provision
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Aim of Unit:	The aim of this unit is to provide the learner with the practical skills to be able to Be aware of what happens to a person’s possessions and effects on their death; be aware of those in whom such possessions and effects will vest upon such death; and understand who is entitled to such possessions and effects upon such death.
Learning Outcomes	Assessment Criteria
1. Understand the concept of wills; including the formalities required, capacity and how to make additions or alterations	<p>1.1 Demonstrate an understanding of the nature of a Will</p> <p>1.2 Demonstrate an understanding of testamentary capacity</p> <p>1.3 Demonstrate an understanding of the formalities for making a valid Will including attestation and apply to a given scenario</p> <p>1.4 Demonstrate an understanding of how to make valid additions and alterations and apply to a given scenario</p> <p>1.5 Demonstrate an understanding of when informal wills will be valid</p> <p>1.6 Explain the methods in which a Will can be revoked and apply to a given scenario</p>
2. Understand the nature of legacies and devises	<p>2.1 Demonstrate an understanding of legacies, devises, bequests and gifts and apply to a given scenario</p> <p>2.2 Demonstrate an understanding of lapsing, abatement and ademption of gifts and apply to a given scenario</p>
3. Understand the rules of Intestacy	3.1 Demonstrate an understanding of rules of intestate succession and apply to a given scenario
4. Understand the basis of family provision	4.1 Demonstrate an understanding of the class of claimants and factors taken into account by the Court under the Inheritance (Provision for Family and Dependents) Act 1975
5. Understand the grants of representation and when they apply	<p>5.1 Demonstrate an understanding of when to apply for a Grant of Probate</p> <p>5.2 Demonstrate an understanding when a</p>

	Grant of Letters of Administration will apply
	5.3 Explain the powers and duties of personal representatives

Unit Number:	6	Unit Name:	Civil Litigation
Aim of Unit:	The aim of this unit is to provide the learner with the practical skills to be able to understand the general jurisdiction of the County Court and the High Court and be able to explain how to progress an action for a claim for a specified amount from inception to enforcement of Judgment in the High Court, County Court and the Small Claims Court.		
Learning Outcomes		Assessment Criteria	
1. Understand the Civil Court structure and the preliminary considerations that should be made before commencing an action		1.1 Demonstrate an understanding of the overriding objective of the Civil Procedure Rules 1998	
		1.2 Explain the various private and public funding arrangements available	
		1.3 Demonstrate an understanding of the pre-action protocols	
		1.4 Demonstrate an understanding benefits of Alternative Dispute Resolution	
2. Know how to commence proceedings and be aware of the various routes the case may take throughout the process		2.1 Demonstrate an understanding of how to commence a Part 7 Claim	
		2.2 Explain how to start proceedings including the contents of a N1 and Particulars of Claim form	
		2.3 Demonstrate an understanding of the options available to a defendant as per the response pack including time limits and procedures	
		2.4 Demonstrate an understanding of the difference between a default judgment and a summary judgment	
		2.5 Demonstrate an understanding of the allocation procedure	
		2.6 Explain the differences between the three court tracks	
3. Have an understanding of how to prepare		3.1 Demonstrate an understanding of Disclosure	

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for Trial	and discuss the various exemptions
	3.2 Demonstrate an understanding of the concept of part 36 payments into Court
	3.3 Demonstrate an awareness of possible directions and case management tools
4. Understand the procedure before, during and after the trial including the remedies available and the right to appeal	4.1 Explain the pre-trial review and how to prepare Trial Bundles
	4.2 Demonstrate an awareness of trial procedure and provide an example of how you would explain this to a client in a given scenario
	4.3 Demonstrate a clear understanding of the various remedies available and the rights of appeal
5. Know how costs are dealt with	4.1 Demonstrate an understanding of how costs are dealt with following the trial
6. Know the various enforcement options available post trial	5.1 Be able to provide an analysis of the various orders available for enforcement and apply to a given scenario

Unit Number:	7	Unit Name:	Criminal Practice
Aim of Unit:	The aim of this unit is to provide the learner with the practical skills to be able to understand the role of the courts and the prosecution in respect of an alleged breach of the criminal law; be aware of the process of a summary trial and a trial on Indictment; understand the role and the powers of the Police, Magistrates and the jury in criminal proceedings; and understand sentencing alternatives and the philosophies behind them.		
Learning Outcomes		Assessment Criteria	
1. Understand the three principle methods of commencing a prosecution	1.1 Demonstrate an understanding of the circumstances where arrest can be made without warrant and charge		
	1.2 Demonstrate an understanding of the laying of an information and issuing of a summons		
	1.3 Demonstrate an understanding of the		

	issuing of a written charge and requisition
2. Understand what occurs after arrest	2.1 Demonstrate an understanding of the Police powers of search
	2.2 Demonstrate an understanding of what rights the Police have in respect of interrogation of a suspect
	2.3 Explain the 4 check number identification procedures under Code D of the Police and Criminal Evidence Act (PACE) 1984
	2.4 Explain the rights relating to fingerprinting
	2.5 Demonstrate an understanding of Police Bail at the police station
3. Understand who can prosecute in a criminal case	3.1 Demonstrate a clear understanding of The Crown Prosecution Service (CPS) and how the decision is made to prosecute
	3.2 Demonstrate an understanding of the powers of the CPS to charge by virtue of The Criminal Justice Act 2003 (aka 'statutory charging')
	3.3 Demonstrate an awareness of other prosecutors
4. Public funding in Criminal Proceedings	4.1 Explain the levels of funding available in a criminal case
5. Understand the process at the proceedings stage of a case	5.1 Demonstrate an understanding of the Magistrates' Court process
	5.2 Demonstrate an understanding of the trial on indictment
6. Understand what happens at the end of the Court Proceedings	6.1 Demonstrate an understanding of the sentencing options on conviction
	6.2 Demonstrate an awareness of right to Appeal from the Magistrates' Court and the Crown Court

Unit Number:	8	Unit Name:	Matrimonial and Civil Partnership Disputes
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<p>Aim of Unit:</p>	<p>The aim of this unit is to provide the learner with the practical skills to be able to understand what constitutes a valid marriage and a civil partnership, understand the role of the Courts in matrimonial and civil partnership disputes; be able to explain the grounds upon which a marriage and civil partnership can be dissolved; and be able to explain how to process an undefended divorce and civil partnership from inception through to Decree Absolute.</p>
<p>Learning Outcomes</p>	<p>Assessment Criteria</p>
<p>1. Understand what constitutes valid, void and voidable marriages and civil partnerships</p>	<p>1.1 Explain the meaning of marriage and civil partnership</p> <p>1.2 Demonstrate an understanding of when a marriage may be deemed void</p> <p>1.3 Explain the circumstances when a marriage may be annulled and what makes it voidable</p> <p>1.4 Explain the requirements for a valid civil partnership</p> <p>1.5 Explain the circumstances when a civil partnership can be annulled and what makes it voidable</p>
<p>2. Understand the divorce process</p>	<p>2.1 Explain the grounds for divorce and provide an analysis of the facts that can be relied upon using cited cases for illustration and apply to a given scenario</p> <p>2.2 Demonstrate a clear understanding of how divorce proceedings will commence and apply to a given scenario</p> <p>2.3 Demonstrate an understanding of the procedure for making various applications in matrimonial and civil partnership proceedings</p>
<p>3. Understand the protection available against domestic violence and the procedure for obtaining the same</p>	<p>3.1 Demonstrate an understanding of the procedure available in the Magistrates' Court for the protection against domestic violence</p> <p>3.2 Demonstrate an understanding of the concept of a Non-Molestation Order and an Occupation Order</p>
<p>4. Demonstrate an understanding of the</p>	<p>4.1 Explain when an application for financial</p>

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financial remedies available and the procedure for obtaining them	remedies can be made
	4.2 Demonstrate an understanding of when to start proceedings for financial remedies
	4.3 Explain the procedure from filing the application to conclusion including the First Appointment, Financial Dispute Resolution (FDR) appointment and the hearing.
	4.4 Be able to clearly summarise the various orders available

Unit Number:	9	Unit Name:	Conveyancing
Aim of Unit:	The aim of this unit is to provide the learner with the practical skills to enable them to understand the different ways in which the legal estate in land can be held and explain the legal procedure by which a legal estate is transferred from one person to another and the safeguards that are incorporated into such a transaction		
Learning Outcomes		Assessment Criteria	
1. Understand what information to obtain when taking instructions and why it is required	1.1 Explain what should be included in a Client care letter and apply this to a given scenario		
	1.2 Demonstrate an understanding of what is meant by the Law Society Conveyancing Protocol		
2. Understand how to draft the Contract of sale	2.1 Demonstrate an understanding of the format and content of official copy entries		

	2.2 Be able to clearly summarise the different grades of Title
	2.3 Demonstrate an understanding of estates and interests in land
3. Understand how to obtain searches and the concept of enquiries on title	3.1 Demonstrate a clear understanding of the various types of Searches and the contents of these
	3.2 Demonstrate an understanding of the types of enquiries on title that may need to be raised
4. Understand the process which should be followed when the transaction involves a mortgage	4.1 Demonstrate an understanding of the process involved when acting for a purchaser and a lender
	4.2 Explain the procedure involved in redeeming a mortgage on a sale of a property
	4.3 Demonstrate an understanding of the effect of the mortgage deed
5. Understand the different options available for Co-Ownership	5.1 Explain the differences between Joint Tenants and Tenants in Common
6. Understand the different processes involved in unregistered property transactions and leasehold property transactions.	6.1 Demonstrate an understanding of an unregistered property transaction
	6.2 Demonstrate an understanding of a leasehold property transaction
7. Understand the meaning of exchange of contracts and the procedures to be followed	7.1 Explain the Law Society Formulas for exchange of contracts
	7.2 Demonstrate a clear understanding of how to exchange contracts
8. Understand what Pre-Completion procedures should be put into place following exchange	8.1 Provide an analysis of the appropriate pre-completion searches depending upon the type of transaction and apply to a given scenario
9. Understand what is involved in the completion process	9.1 Demonstrate an understanding of the completion process
	9.2 Demonstrate an understanding of what the process will be if completion is delayed
10. Have an understanding of the Post Completion procedures relating to mortgages, Stamp Duty Land Tax (SDLT) and registration	10.1 Explain how to discharge the mortgage and the various methods accepted by the Land Registry
	10.2 Explain the application for registration for

	both a registered and unregistered title
	10.3 Demonstrate an understanding of the procedure for submitting the appropriate SDLT form and the time limits applicable

Unit Number:	10	Unit Name:	Succession
Aim of Unit:	The aim of this unit is to provide the learner with the practical skills to be able to explain the procedure for winding up the Estate of a person who leaves a Will and be able to explain the procedure for winding up the Estate of a person who dies without leaving a will.		
Learning Outcomes		Assessment Criteria	
1. Understand the formalities for making a Will		1.1 Explain the formalities for making a will	
		1.2 Demonstrate an understanding of what constitutes capacity and intention under sections 9 and 15 of The Wills Act 1837	
		1.3 Demonstrate an understanding of the methods of altering a Will	
		1.4 Explain when Informal Wills will be valid under section 11 of Wills Act 1837	
2. Understand the nature of gifts in a will including devises and legacies and when these may fail		2.1 Explain the various devises and legacies which can be made and apply these to a given scenario	
		2.2 Demonstrate an understanding of when a gift may fail	
3. Understand how a Will may be revoked		3.1 Demonstrate an understanding of how revocation can be implied or expressed and the various methods revocation	
		3.2 Demonstrate an understanding of how a Will may be revoked or rectified	
4. Understand the rules of intestacy where a deceased died without a valid Will		4.1 Explain the current Intestacy rules and apply to a given scenario	
		4.2 Demonstrate an understanding of what happens on a partial intestacy	
5. Understand the Procedure in administering an estate		5.1 Demonstrate a clear understanding of the different types of Grants of Representation	
		5.2 Demonstrate an understanding of when a	

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	Grant of Probate is applicable
	5.3 Demonstrate an understanding of when Letters of Administration will apply
6. Understand when Inheritance Tax is payable and the procedures for submitting the appropriate tax forms	6.1 Demonstrate an understanding of Inheritance Tax Forms IHT205 and IHT400 and when these are applicable
	6.2 Demonstrate an understanding of the procedure to be followed for submitting the tax forms
7. Have an understanding of the circumstances when probate can become contentious	7.1 Explain the use of caveats and apply to a given scenario
	7.2 Demonstrate an understanding of the circumstances where a claim can be made against the estate under Inheritance (Provision for Family and Dependents) Act 1975