

Module Title:	Legal Office Skills
Language of Instruction:	English
Credits:	5
NFQ Level:	6
Module Delivered In	No Programmes
Module Aim:	The aim of this module is to develop a knowledge of how to manage and run an efficient legal office thereby facilitating optimum delivery of legal services to clients.
Learning Outcomes	
<i>On successful completion of this module the learner should be able to:</i>	
LO1	Demonstrate a knowledge and understanding of the basics of practice and procedure involved in managing an efficient legal office and the rationale behind those procedures.
LO2	Demonstrate the skills necessary to deliver a quality service to clients.
LO3	Have practical knowledge of precedents and procedure required to assist in the delivery of legal services across the main areas of a legal practice.
LO4	Apply developed knowledge to solve practical and ethical dilemmas in a legal office environment.
LO5	Demonstrate a knowledge of the procedures involved in utilizing the Services of 3rd party institutions/bodies for eg. The Land Registry, Revenue Commissioners, Banks etc.
Pre-requisite learning	
Module Recommendations <i>This is prior learning (or a practical skill) that is recommended before enrolment in this module.</i>	
No recommendations listed	
Incompatible Modules <i>These are modules which have learning outcomes that are too similar to the learning outcomes of this module.</i>	
No incompatible modules listed	
Co-requisite Modules	
No Co-requisite modules listed	
Requirements <i>This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed.</i>	
No requirements listed	

Module Content & Assessment

Indicative Content

Maintaining Records: (25%)

Daily Records, Service of documents, Document exchange-recorded delivery re deeds, Library/precedent bank File Records: • Time sheets • Expenditure record • Note of undertakings • Significance of up to date filing of all incoming correspondence Keeping a file duplicate of outgoing correspondence correctly dated (iii) Archiving: • Procedures for closing files • Storage of closed files • Disposal of files • Shredding/daily/ annual (iv) Deeds • Maintaining a deeds register • Release of deeds-scheduling and receipt Storage (iv) Wills • Maintaining a wills register • Release of wills-scheduling and receipt • Storage

Client Confidentiality & Ethics (15%)

Data protection-the clean office Conflict of Interest • Disclosure of conflict of interest • Ethics, Guide to Good Professional Practice

Undertakings (5%)

Giving, accepting and recording them.

Statutory Obligations Under Solicitors Act(& Other Statutory Obligations) (15%)

s.68 Costs letters Solicitors Accounts • Money Laundering Legislation • Employment legislation • Data Protection Legislation

Practical Succession (15%)

Execution of a will Witnessing a will • Steps in administration of estates • Ascertaining Assets • Applying for Inland Revenue Affidavit • Applying for Bond • Applying to High Court for Grant • Distribution on Inheritance, including capital taxes.

Practical Conveyancing: (10%)

Steps in a conveyancing transaction • Booking Deposits • Pre contract enquiries • Subject to Contract/Contract Denied • Execution of a contract and exchange • Objections & Requisitions on Title Completion • Stamping and E-stamping • Registration-Land registry & Registry of Deeds-Forms • Land Direct – E-conveyancing Spousal consent-independent advice

Practical Litigation (15%)

Statute of Limitations • 'Without Prejudice' • Legal privilege • Briefing Counsel, Courts, Injuries Board

Assessment Breakdown	%
Continuous Assessment	100.00%

Continuous Assessment

Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Other	2 exams comprising problem scenarios in a typical office	1,2,3,4	50.00	n/a
Other	2 exams comprising completion of standard forms from for example : revenue, land registry, loan pack, on foot of hypothetical instructions	2,3,5	50.00	n/a

No Project

No Practical

No End of Module Formal Examination

SETU Carlow Campus reserves the right to alter the nature and timings of assessment

Module Workload

Workload: Full Time		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Lecture	30 Weeks per Stage	1.50
Estimated Learner Hours	30 Weeks per Stage	1.83
Total Hours		100.00

Workload: Part Time		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Lecture	Every Week	0.75
Total Hours		0.75

