

HND Legal Services *(SCQF Level 8)*

Full-time

Where can I study?

Location	Duration	Course code
Aberdeen City Campus	2 Years	PGDL

Introduction to the course

This course offers two options. Firstly, it can be used to pursue employment in a legal office as a paralegal or legal secretary. Secondly, successful completion will allow you to progress to further legal study at university degree level. It is an excellent foundation course which will give you a good understanding of practices and procedures, different types of law and how the legal system works.

Entry requirements

Applicants should have two Higher qualifications at grade C or above, preferably in English or a literature-based subject. Alternatively, applicants should have a pass in English at National 5, Intermediate 2 or Standard Grade Credit level.

A Foundation Apprenticeship in any subject area will be considered equivalent as one unrelated Higher for entry to this course. A Foundation Apprenticeship in Accounting or Business Skills will be considered equivalent to a subject related Higher. The additional Higher required for entry does not require to be subject related.

Those who have successfully completed the NC Business course are also encouraged to apply.

What subjects will I be studying?

- Ethics and Cash Handling in the Legal Office Environment
- Legal Research Techniques
- Sheriff Court Civil Procedures
- Domestic Conveyancing
- Commercial Law
- Scottish Criminal Law
- Scots Private Law
- Business Communication
- Consumer Law
- IT in Business: Word Processing, Spreadsheets and Database An Introduction
- Individual Employment Relations: Law
- Law and the Communication Industries
- Company Law
- Estate Agency
- European Union: An Introduction
- Licensing Law

- Bankruptcy and Diligence
- Legal Services Graded Unit 1
- Legal Services Graded Unit 2
- Legal Services Graded Unit 3

Assessment methods

On this course you will be assessed continually throughout the year. You will also complete Graded Unit 1 and Graded Unit 2 exams, which are held towards the end of each session.

Course progression

Students successfully completing this course may progress towards a number of related degree programmes at one of our associate universities.

University links

North East Scotland College has links with a wide range of universities from across Scotland. Every one of our HND level courses has articulation opportunities where you could progress from your chosen course to a related university degree, subject to conditions. This is an excellent option for those who may want to come to College at an introductory level, and then work their way towards degree level study.

[Find out more about our associate universities](#)

University progression

Robert Gordon University (RGU)

- BA/BA (Hons) Law & Management year 3. Subject to conditions.

University of Aberdeen

- Single Honours — Bachelor of Laws year 1 (Formal Agreement). Subject to conditions.

University of the Highlands & Islands (UHI)

- BA (Hons) Business and Management Year 2 or 3 with bridging (Argyll College UHI, Inverness College UHI, Lews Castle College UHI, Moray College UHI, North Highland College UHI, Orkney College UHI, Perth College UHI, Shetland College UHI, West Highland College UHI). Subject to conditions.

Employment

Career opportunities upon completion of this course are available as a paralegal assistant, conveyancing assistant, legal cashier or in legal accounts.

Useful contacts

Head of Faculty:**Robert Laird**

Head of Faculty, Business, Aberdeen City Campus

Email: r.laird@nescol.ac.uk

Curriculum Manager:**Martin Moir**

Curriculum Manager, Aberdeen City Campus

Email: m.moir@nescol.ac.uk

Academic Tutor

Once you come to College you will be allocated an academic tutor, who will be your initial point of contact. You will meet your tutor at least once a term during tutor hour — they are also the person to go to for the following:

- **Induction:** You will be invited to come in the week before your course starts for your induction. Your tutor will cover key aspects of life at the College to make sure you are well prepared for your NESCol experience.
- **Initial support:** Your tutor is the first point of contact for academic, personal and social support.
- **Attendance:** Your attendance and progress while you are at college, will be monitored by your tutor.
- **Additional support needs:** If you have indicated that you have additional learning or support needs, speak to your tutor who will refer you to the Student Advice and Support team for needs assessment as soon as practically possible.
- **Transitions:** your tutor will keep you informed of the many activities and events organised by the College to support you with career choices, employability, enterprise and articulation guidance and advice.

Student Advice Centre

The Student Advice Centre is your one stop shop for all information and support during your time at NESCol. Staff based within the centre provide impartial and confidential information and advice on a range of issues including:

- Applications and course advice
- Funding and money management
- Careers, employability and enterprise
- Transitions to college and university
- Key Skills and Study Skills support
- Additional Support for Learning
- Assistive technologies
- Mental health and wellbeing advice
- Care Experienced and Corporate Parenting
- Tier 4 and international admissions

Learning Resources

My NESCol

My NESCol is the College's student web portal that will provide you with on-demand access to all of the links, news and services that you will use once you have enrolled. It's accessible via any computer, and as an Android or Apple app. It's easy to use, and you can even receive important alerts on your device!

Blackboard

Blackboard is the Virtual Learning Environment system used in the College, where you can find a host of useful information and access your courses online. It will be the main platform that your lecturers will use to make resources available to you including interactive materials, videos, assessments and feedback.

IT HelpZone

The IT HelpZones are run by students, for students, and there are helpdesks located in main social areas at the Aberdeen and Fraserburgh Campuses, and a dedicated helpline at our Altens Campus. You can drop in, email or telephone for assistance.

Library+

Each Library offers thousands of resources for study, including books, journals, e-books, e-journals and magazines — all relevant to the courses on offer at the campus in which they are situated. They also offer quiet, silent, individual, and group study facilities.

Bring Your Own Device (BYOD)

NESCol believes that your learning and teaching experience at College can be enhanced significantly by use of a mobile device, such as a tablet or a laptop. For this reason, many students are required to bring a device with them to College. This initiative is known as Bring Your Own Device (BYOD) and its aim is to provide learners with a more bespoke and student-centred learning experience.

Digital Skills Space

Located within each Library Plus facility you will find a dedicated Digital Skills Space, featuring Bring Your Own Device (BYOD)

workspaces and dedicated desktop PC work areas. These spaces are also used to deliver core IT teaching, drop-in IT support and scheduled digital skills workshops. You can also use these spaces for flexible access to PCs during Library+ opening hours.

College Calendar

Have a look at our [College Calendar](#) for further information on key dates throughout the year.

Disclaimer: Please note that the information put forward in this course specification document is subject to change at any time, and without prior notice. We have taken every care to ensure that the information provided is as accurate and up-to-date as possible, but we are not liable for the content of or any omissions on this document. This includes any inaccuracies, errors or misstatements in the information/data presented.