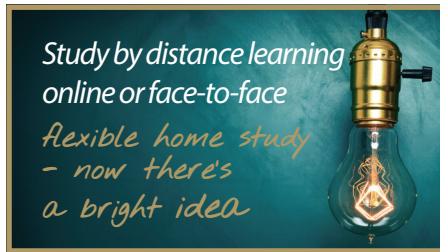


Specialist Paralegal Qualifications



CLT Scotland is the leading provider of specialist, practical qualifications for paralegals and other legal support professionals.

Join over 9000 graduates who have completed their qualification with us. There are three options to study:

- distance learning
- face-to-face training
- online

As the only paralegal qualifications supported by a university at **SCQF Level 10**, successful students will graduate at our annual awards ceremony at the University of Strathclyde.

Professionally qualified paralegals are a valuable asset, wherever they work. They make a substantial contribution to the private client legal profession, local authorities and public and private sector entities alike.

Rob Aberdeen - Partner at Aberdeen Considine

Civil Court Practice

- Sources and general principles of civil law
- Practice in the drafting of writs and summonses
- Sheriff Court and Court of Session procedure
- Small claims procedure
- Preparing and presenting a case
- The Court Reform (Scotland) Act 2014

Commercial Conveyancing

- The commercial property marketplace
- Commercial purchase and sale transactions
- Missives of lease and the common law of leases
- Assignations, sub-leases and variations of lease
- The Land Registration etc (Scotland) Act 2012 and LBTT

Company Law

- Introduction to business mediums
- Company formation, names and name changes
- Director and shareholder meetings
- Share capital and transfer of shares
- Company shares, finances and security
- Receivership, administration and liquidation

Criminal Law

- The structure of the criminal courts
- Investigation and prosecution of crime
- The role of the defence
- Mental health cases
- Crimes and offences
- The trial, evidence and defences

Debt Recovery

- Who is the debtor and credit management
- Legal persons who can be sued
- Defended litigation
- Diligence, bankruptcy and liquidation
- Trust deeds and proposals for reform
- Scotland's Debt Arrangement Scheme

Employment Law

- Status of employees
- Contracts of employment
- Unfair dismissal
- Redundancy
- Maternity rights and paternity leave
- TUPE

Family Law

- The grounds for divorce and dissolution
- Financial provision on divorce
- Separation agreements
- Parents and children
- The legal capacity of children
- Court orders relating to parental responsibilities

Licensing Law

- The Licensing (Scotland) Act 2005 as amended
- Licensing objectives, boards and forums
- Premises and personal licences
- Variations, transfers and reviews
- Conditions, offences and conduct
- The Gambling Act 2015

Local Government Law

- Development of Local Government in Scotland
- How councils work
- General powers and duties
- Audit and accountability
- Councillors' Code of Conduct
- The role of the courts

Reparation Law

- General principles of negligence
- Road traffic, public and occupiers liability claims
- The "Six Pack" regulations
- Raising the action and basic court procedure
- Quantum
- The Court Reform (Scotland) Act 2014

Residential Conveyancing

- Offering for/selling heritable property
- Examination of title
- The Land Registration etc (Scotland) Act 2012
- Law of the tenement
- Residential leases
- Insolvency and executry conveyancing

Wills, Trusts & Executries

- Requirements for making a valid will
- Procedure from death to close of executry
- Succession (Scotland) Act 2016
- Completion of Forms C1, executry account and discharge and trust accounts
- Law relating to trusts



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Glasgow