



**Law Society of Scotland Registered Paralegal Scheme**

**ADDITIONAL COMPETENCIES QUESTIONNAIRE FOR NEW LEGAL DOMAINS**

*Please refer to the Additional Competencies Questionnaire for New Legal Domains – Guidance when completing this questionnaire. The Guidance is available on the Society's website at [www.lawscot.org.uk/paralegals](http://www.lawscot.org.uk/paralegals).*

*The completed questionnaire should be sent to the Secretary of the Registered Paralegal Standing Committee, The Law Society of Scotland, 26 Drumsheugh Gardens Edinburgh EH3 7YR or by e-mail to [registeredparalegals@lawscot.org.uk](mailto:registeredparalegals@lawscot.org.uk).*

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1. What is the Legal Domain?
  
2. What are the transactions/cases/procedures a paralegal working in the Legal Domain would be involved in or expected to be able to carry out?

For each type of transaction/case/procedure a paralegal would be involved in or expected to be able to carry out, please specify the knowledge, skills, values and attitudes a paralegal would be required to demonstrate in addition to those set out in the General Competencies, or which are particular to the transaction/case/procedure.

**KNOWLEDGE AND APPLICATION**

3. what is the knowledge and/understanding and/or familiarity the Paralegal would be required to demonstrate, specifically:

3.1 of the law which underpins these transactions/cases/procedures?

3.2 of the sources (primary and/or secondary) of the relevant law?

**3.3 of internal/external policies or protocols in relation to those transactions/cases/procedures?**

**3.4 of official/internal forms and precedents relevant to the transactions/cases/?**

**3.5 of time scales/deadlines relevant to the transactions/cases/procedures?**

**3.6 of the different implications in terms of procedures, policies and law depending on which party is being acted for in the particular transaction/case/procedure?**

**3.7 of risk management/professional conduct procedures relevant to the particular transaction/case/procedure?**

**3.8 of interaction with other related/non-related areas of law and practice?**

**3.9 of procedures to be followed?**

**3.10 of procedures/protocols for dealing with non-standard transactions/cases/procedures?**

#### **ADDITIONAL SKILLS**

**4. Which skills would a Paralegal be required to demonstrate in addition to the General Competencies, or which are specific to the particular type of transaction/case/procedure:**

**4.1 additional/specific Technical Skills?**

**4.2 additional/specific Organisational Skills?**

**4.3 additional/specific Communication Skills?**

**4.4 additional/specific Inter-personal Skills?**

**4.5. Are there any other skills in addition to those in the General Competencies or specific to the particular transaction/case/procedure which a paralegal working in the Legal domain would be expected to demonstrate?**

#### **PRACTICE SKILLS**

**5. 1 Would a paralegal be expected to use Negotiation and/or Advocacy Skills in the Legal Domain, in addition to Research, Interviewing, Writing and Drafting Skills?**

**5.2 In relation to the Practice Skills, are there any specific competencies, or additional to those in the General Competencies , which a paralegal working in the Legal Domain would be expected to demonstrate?**

#### **ADDITIONAL VALUES AND ATTITUDES**

**6. What are the values and attitudes a Paralegal working in the Legal Domain would be required to demonstrate in addition to the General Competencies , or which are specific to the particular type of transaction/case/procedure:**

**6.1 additional/specific Legal and Ethical Values?**

**6.2 additional/specific Attitudes?**

**6.3 additional/specific Focus?**

**6.4 other?**

