



FOUNDATION DEGREE LEGAL ASSISTANT - LEVEL 5 EQF



Level
5 EQF (European Qualifications Frameworks)



Duration
2 years



Credits
120 ECTS



Target group
Students - people seeking employment - employees and professionals in the sector



Admission requirements
Candidates awarded a qualification certifying completion of secondary education and/or giving access to higher education



Course Structure
Full-time or work-study



Pedagogical methods
Theoretical courses, tutorials and practical work, case studies and professional situations
Individual/group projects

Foundation Year 1

- Continuous assessment
- Quiz (1h30)
- Case Study (3h)

Modern language :

- Reading (1h)

Foundation Year 2

- Quiz (1h30)
- Case Study (3h)
- Activity report and professional support (30 min)

Modern language :

- Listening (45 min)

CCE (Company Skills Certificate)

- Quiz (40 min)

The FEDE, as a certifier, is in charge of the assessment processes

- Organisation and planning of exam sessions
- Development of topics and model answers
- Ensuring compliance with examination regulations and supervision (anonymity, integrity, confidentiality)
- Assessment and marking of papers
- Reporting results, issuing diplomas, diploma supplements and certificates

www.fede.education/en/fede-quality-charter/

Legal assistants work with legal professionals (lawyers, notaries, bailiffs, etc.), SME managers and legal/HR managers. They prepare and classify legal files, assemble the necessary documents, draw up legal instruments and ensure that procedures are compliant. They can also manage banking and insurance disputes.

As a secretary, they use office automation tools to write letters, respond to requests and summarise regulatory texts. **The Foundation Degree: Legal Assistant** enables students to acquire fundamental notions of private and public law and apply them in a professional context.

LEARNING OUTCOMES

- Acquire legal vocabulary
- Learn about court procedures and alternative dispute resolution methods
- Master the fundamentals of civil, business and employment law
- Acquire basic knowledge of civil and criminal law and tax procedures
- Participate in the drafting of legal documents: contracts, bailiff's documents, lawyers' documents, etc.
- Conduct legal monitoring for company directors, legal professionals or elected representatives
- Understand and synthesise legal information

PROGRAMME

PROFESSIONAL SKILLS (650-815 HOURS)

Foundation Degree Year 1

General Introduction to the Study of Law and Concepts of Criminal Law

General law - Criminal law and procedure

Civil Law And Civil Procedure

Personal law - Law of obligations - Property law - Civil proceedings

Legal Methodology And Drafting

Foundation Degree Year 2

Civil Law

Constitutional law - Administrative law - Litigation

Business Law

Business law - Commercial or professional activity - Business assets - Safeguarding - Reorganisation - Liquidation

Social Law

Labour law - Powers of the employer and freedoms of the employee - The employment contract - Employee representative bodies and trade unions - Labour inspection - European Union social law

Professional Assignment (≤12 weeks)

Internship - Apprenticeship - Salaried employment

MODERN LANGUAGE (60-80 HOURS)

Modern language 1 - CEFR Level B1

German, English, Spanish, French, Italian, Portuguese

Modern language 2 and 3 (optional)

German, English, Arabic, Chinese, Spanish, French, Italian, Portuguese

CAREER DESTINATIONS

- Legal Advisor
- Corporate Lawyer
- Claims/Litigation Manager (Banking, Insurance, etc.)
- Clerk for a bailiff, notary or lawyer
- Employee in the legal department of a public authority or in the office of a local executive leader
- Legal Secretary

FEDE'S ASSET - EUROPEAN DEGREE

EUROPEAN CULTURE AND CITIZENSHIP (20H)

The European project: Culture and Democracy for Active Citizenship

- The importance of history (OHE - Observatory on History Teaching in Europe)
- Contemporary Europe
- Europe and the World
- Cultures and diversity in Europe European citizenship
- The workings of the European Union Importance, challenges and future of European construction
- Focus on corruption (GRECO)