

NVQ frameworks for Legal Advice at Levels 2, 3 and 4**Level 2: Supporting Legal Advice Provision**

NVQ Structure	Competence C or Knowledge (K) Unit
6 Mandatory Units	
LA1: Establish communication with clients	C
LA2: Support clients to make use of the service	C
LA5: Provide information to clients	C
LA9: Assist clients to gain access to other services	C
LA20: Evaluate and develop own practice ¹	C
LA22: Liaise with other services	C
Optional Units: 1 from:	
LA4: Provide information and advice using the telephone	C
LA18: Obtain and provide legal information	C

¹ This unit is common to all three levels

Level 3: Legal Advice

8 Units: 4 Mandatory and 4 Optional at least 1 of which must come from Group A and at least 1 from Group B

NVQ Structure	C or K
Mandatory Units	
LA3: Develop and manage interviews with clients	C
LA6: Support clients to plan, implement and review action	C
LA11: Provide legal advice to clients	C
LA20: Evaluate and develop own practice	C
Optional Group A	
LA4: Provide information and advice using the telephone	C
LA8: Enable clients to act on their own behalf	C
LA7: Provide continuing support to clients	C
LA10: Provide and receive referrals on behalf of clients	C
LA12: Manage legal advice cases	C
LA13: Act on behalf of clients in informal proceedings	C
LA14: Prepare cases for representation in formal proceedings	C
LA16: Negotiate on behalf of clients	C
LA18: Obtain and provide legal information materials	C
LA22: Liaise with other services	C
LA23: Operate within networks	C
LA30: Facilitate communication using an interpreter	C
Optional Group B	
LA12: Manage legal advice cases	C
LA32: First line disability legal advice	K
LA34: First line discrimination legal advice	K
LA36: The provision of advice to young people on their rights under the law	K
LA37: First line mental health legal advice	K
LA39: First line housing legal advice	K
LA41: First line money and debt legal advice	K
LA45: First line employment legal advice	K
LA47: First line consumer legal advice	K
LA49: First line welfare rights legal advice	K
LA51: First line health and community care legal advice	K

LA53: First line legal advice for students	K
LA55: First line education legal advice	K
LA63: First line family law advice	K

Level 4: Legal Advice

10 Units: 5 Mandatory and 5 Optional at least 1 of which must come from Group A and at least 1 from Group B

NVQ Structure	C or K
Mandatory Units	
LA12: Manage legal advice cases	C
LA19: Manage personal case load	C
LA20: Evaluate and develop own practice	C
LA27: Develop the capacity of the organisation to meet the needs of clients	C
LA28: Provide support for other practitioners	C
Optional Group A	
LA8: Enable clients to act on their own behalf	C
LA11: Provide legal advice to clients	C
LA13: Act on behalf of clients in informal proceedings	C
LA14: Prepare cases for representation in formal proceedings	C
LA15: Represent clients in formal proceedings	C
LA17: Design information materials for use in the service	C
LA21: Evaluate the quality of client service	C
LA24: Influence changes to legislation, policy or practice	C
LA25: Provide second-tier support to others	C
LA26: Set up and maintain client-referral systems	C
LA29: Provide legal advice using electronic media	C
LA30: Facilitate communication using an interpreter	C
Optional Group B	
LA33: Disability legal advice and casework	K
LA35: Discrimination legal advice and casework	K
LA36: The provision of advice to young people on their rights under the law	K
LA38: Mental health legal advice and casework	K
LA40: Housing legal advice and casework	K
LA42: Money and debt legal advice casework	K
LA43: Clinical negligence legal advice and casework**	K
LA44: Personal injury legal advice and	K

casework**	
LA46: Employment legal advice and casework	K
LA48: Consumer legal advice and casework	K
LA50: Welfare rights legal advice and casework	K
LA52: Health and community care legal advice and casework	K
LA54: Legal advice and casework for students	K
LA56: Education legal advice and casework	K
LA64: Family law advice and casework	K

**** Units recommended as CPD units for qualified lawyers/related professionals as CPD**