



Level 5 Diploma in Secretarial Studies (777) 145 Credits



Unit: Business Legal Documents	Guided Learning Hours: 220
Exam Paper No.: 4	Number of Credits: 22
Prerequisites: Basic business knowledge.	Corequisites: A pass or higher in Certificate in Business Studies or equivalence.
<p>Aim: Today, most people find it difficult to understand business documents, let alone prepare them. The Business Legal Documents unit prepare learners for jobs in today's computerised business environment. Learners gain sophisticated knowledge and develop skills in designing legal business documents, an essential potential highly regarded in the work place. On completion of the unit, learners should be able to gain employment in a variety of office and administrative support positions.</p>	
Required Materials: Recommended Learning Resources.	Supplementary Materials: Lecture notes and tutor extra reading recommendations.
Special Requirements: The unit requires a combination of lectures, demonstrations and discussions.	
<p>Intended Learning Outcomes:</p> <p>1 The different business documents for use by businesses; business letters, constitutional documents, accounting information, policies and procedures.</p> <p>2 Legal minimum requirements for setting up a limited company; information on forming a business and the administrative requirements of limited companies.</p> <p>3 A range of employment forms for employees, forms that employers may accept from employees to complete and documents available for businesses.</p>	<p>Assessment Criteria:</p> <p>1.1 Define an Agency agreement 1.2 Analyse confidentiality agreement clauses 1.3 Describe how to construction subcontract agreement 1.4 Define consultancy agreement 1.5 Describe the content and purpose of distribution agreement between supplier and distributor 1.6 Analyse business environmental practices 1.7 Describe how business incorporate social awareness and corporate ethics in their operations 1.8 Explain export agreement terms and conditions 1.9 Analyse franchise agreement 1.10 Define hire agreement terms and conditions 1.11 Analyse minimum information required on invoices 1.12 Describe Joint Venture Agreement 1.13 Define Outsourcing agreement 1.14 Analyse plant and machinery maintenance agreement 1.15 Describe Standard Terms and Conditions documents 1.16 Explain import agreement terms and conditions including the role played by the International Chamber of Commerce</p> <p>2.1 Describe Articles of Association 2.2 Analyse Limited by Guarantee companies 2.3 Explain the contents of First Directors Board minutes 2.4 Describe a company limited by shares 2.5 Define Memorandum of Association 2.6 Describe Shareholders Agreement 2.7 Analyse the different forms issued by companies house</p> <p>3.1 Describe alcohol and drug misuse policy 3.2 Evaluate the appraisal process 3.3 Explain a company's computer policy</p>

	<p>3.4 Describe diversity policy</p> <p>3.5 Describe the process of disciplinary action</p> <p>3.6 Analyse employment contract</p> <p>3.7 Describe the Health and Safety policy</p> <p>3.8 Evaluate the induction process</p> <p>3.9 Describe the difference between maternity and paternity policy</p> <p>3.10 Analyse recruitment and redundancy policy</p> <p>3.11 explain the sickness and absence policy</p> <p>3.12 Describe the adoption leave procedure and the necessary statutory forms</p>
<p>4 A broad range of legal documents for separation agreement, child and elderly care, family and financial settlements.</p>	<p>4.1 Describe the cohabitation agreement</p> <p>4.2 Outline the prenuptial agreement</p> <p>4.3 Analyse the divorce procedures</p> <p>4.4 Describe the Parental Responsibility for a Children's Act</p> <p>4.5 Analyse the Separation agreement</p> <p>4.6 Outline the legal documents related to a variety of relationships</p>
<p>5 Standard letters, engagement letter defines the legal relationship (or engagement) and documents for use in domestic situations.</p>	<p>5.1 Design a building contract</p> <p>5.2 Design a nanny agreement</p> <p>5.3 Design a complaints letter</p> <p>5.4 Design sample engagement letter</p>
<p>6 Analysing a range of agreements and documents dealing with financial arrangements.</p>	<p>6.1 Describe the acknowledgement of debt document</p> <p>6.2 Describe a deed of assignment</p> <p>6.3 Define guarantee agreement</p> <p>6.4 Evaluate, analyse and examine loan agreement</p> <p>6.5 Describe security agreement</p> <p>6.6 Define a promissory note</p>
<p>7 IT and internet-related documents used by businesses and a range of legal documents for ecommerce and information technology contracts.</p>	<p>7.1 Describe an affiliate agreement</p> <p>7.2 Describe a <i>click-wrap</i> licence</p> <p>7.3 Design the computer maintenance agreement</p> <p>7.4 Describe the purpose of a licence</p> <p>7.5 Describe the content of an ecommerce package agreement</p> <p>7.6 Analyse the mutual linking agreement</p> <p>7.7 Describe online noticeboard terms of use</p> <p>7.8 Define software licence agreement</p> <p>7.9 Describe web sales agreement and website terms of use</p>
<p>8 Partnerships and the different partnership agreement forms; broad range of legal documents for partnership agreements, confidentiality agreements and non disclosure contracts.</p>	<p>8.1 Describe the dissolution of partnership</p> <p>8.2 Define the Limited Liability Partnership (LLP) agreement</p> <p>8.3 Define Minute of Assumption and Minute of Retiral</p> <p>8.4 Analyse the partnership agreement</p> <p>8.5 Describe a salaried partner agreement document</p>
<p>9 The Power of Attorney documents; forms and guidance for making and applying to register a lasting power attorney.</p>	<p>9.1 Analyse the Deed of Revocation</p> <p>9.2 Describe Lasting Powers of Attorney</p> <p>9.3 Define Ordinary Power of Attorney</p> <p>9.4 Define a Personal Welfare Lasting Power of Attorney</p> <p>9.5 Define a Property and Affairs Lasting Power of</p>

<p>10 The property letting forms, tax return form, tenancy documents: agreements, forms, letters for landlords and agents and documents.</p> <p>11 The importance of Legal Wills; legal documents for legal wills, complaint letters, tenancy agreements, <i>prenups</i> , power of attorney and probate.</p>	<p>Attorney</p> <p>9.6 Outline how the general power of attorney document enables delegate authority to someone else</p> <p>10.1 Define an allotment tenancy agreement</p> <p>10.2 Describe long and short term commercial lease</p> <p>10.3 Analyse a holiday letting agreement</p> <p>10.4 Analyse a parking space letting agreement</p> <p>10.5 Describe the sections of a commercial lease notice</p> <p>10.6 Analyse different residential letting and tenancy agreements</p> <p>10.7 Describe the legal documents for property leases, options to buy, tenancy agreements for land and property</p> <p>11.1 Describe the Last Will and Testament for married person with children</p> <p>11.2 Describe the Last Will and Testament for unmarried person with children</p> <p>11.3 Describe the Last Will and Testament for single person with children</p> <p>11.4 Describe the Last Will and Testament for single, married or unmarried person without children</p> <p>11.5 Define a codicil document</p> <p>11.6 Describe a Living Will document</p> <p>11.7 Define an Executor; including the roles</p>
<p>Methods of Evaluation: A 2½-hour written examination paper with five essay questions, each carrying 20 marks. Candidates are required to answer all questions. Candidates also undertake project/coursework in Business Legal Documents with a weighting of 100%.</p>	

Recommended Learning Resources: Business Legal Documents

<p>Text Books</p>	<ul style="list-style-type: none"> • 80+ Business Forms, Charts, Sample Letters, Legal Documents & Business Plans by Constance Smith and Sue Vidars. ISBN-10: 0940899280 • Selected Babylonian Business and Legal Documents of the Hammurabi Period by Arthur Ungnad. ISBN-10: 0554745216 • Legal Office: Document Processing by Diane M Gilmore. ISBN-10: 0538719184
<p>Study Manuals</p> 	<p>BCE produced study packs</p>
<p>CD ROM</p> 	<p>Power-point slides</p>
<p>Software</p> 	<p>None</p>