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| **T Level Technical Qualification in Legal** | |
| **Core Component: Employer Set Project** | Level  3  Total marks  9  Controlled time  1  hour  45  minutes |
| This booklet contains material for the completion of the set task under supervised conditions.  This booklet is specific to each series and this material must only be issued to students who have been entered to undertake the task in the relevant series.  This booklet must be kept securely until the start of the timetabled assessment. |

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| **Task 5a: Create a presentation** |
| Paper Reference PXXXXXA |

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| **Instructions for Students for Task 5a** |

The task must be undertaken at the time and date specified by Pearson.

The task must be completed under supervised conditions.

You are not permitted access to the internet during this task.

Your work and any material provided must be kept securely at all times.

**Overview of Task 5a**

You have**1 hour 30 minutes**to complete this task.

This task is worth 9 marks.

You will receive an extra **15 minutes** for the Project Monitoring Record on Task 5a.

You must plan your time to complete the tasks and Project Monitoring Record.

**Student resources:** 

* PC with word processing and suitable presentation software
* Electronic version of the Project Monitoring Record.

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| **Set Task Brief for Task 5a** |

MMP Solicitors have been approached by a local college to give a careers talk to a group of students who are interested in pursuing a career in the legal profession. They are keen to give their students an insight into the work that might be undertaken by someone working within the field of contract law. The purpose of this presentation is to give students an awareness of alternative routes into a career in the legal profession.

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| **Task 5a** |

Your line manager would like you to prepare a presentation with speaker notes to deliver at this event.

Your presentation and speaker notes should cover:

* + Chartered Legal Executives
* their role
* the qualifications and membership of legal bodies they should have and how these are gained
* the benefits of Legal Executives to the legal profession and clients.

The presentation should be a maximum of 6 slides including the introduction and

should be no more than 10 minutes.

***(9 marks)***

***(This will include 3 marks for digital skills)***

Your presentation will also be marked on your ability to convey information effectively in a digital format.

**In this task you will demonstrate the following core skills:** 

* CS2a Convey information clearly to a non-legal audience.

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| **Outcomes for submission for Task 5a** |

Your presentation must be placed into the secure folder provided by your centre/provider for your evidence of achievement and titled with the file names given below.

Presentation

**Task 5a\_presentation\_[Registration number #]\_[surname]\_[first letter of first name]**

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| **Project Monitoring Record for Task 5a** |

At the end of Task 5a, you will be given **15 minutes** to fill in the Project Monitoring Record document to review how you have covered the core skills above.  You must save the information you put in the Project Monitoring Record.

Your Project Monitoring Record for Task 5a will review:

* how well you conveyed information clearly to a non-legal audience.

When you have updated the Project Monitoring Record, you must make sure you save the new information. The Project Monitoring Record will be used to support your completion of Task 6.