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| **T Level Technical Qualification in Legal** | |
| **Core Component: Employer Set Project** | Level  3  Total Marks  21  Controlled hours  2  and  30 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 3: Complete a Conflict-of-Interest form and advise on ethical situations** |
| Paper Reference PXXXXXA |

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| **Instructions for students for Task 3** |

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 3**

**You should read the complete scenario and task before attempting to answer.**

You have **2 hour and 15 minutes** to complete this task. It is suggested that you spend **30 minutes** for the Conflict-of-Interest form and **1 hour and 45 minutes** for the written document.

This task is worth 21 marks.

You will receive an extra **15 minutes** for the Project Monitoring Record on Task 3.

You must plan your time to complete the task.

**Student resources:**

* PC with word processing software
* Electronic version of the Conflict-of-Interest form
* Electronic version of the Project Monitoring Record.

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| **Set Task Brief for Task 3** |

**Project Scenario**

As part of your training programme at MMP Solicitors, the partner in charge of client services and complaints wants to be sure you understand ethical situations. In particular, you must show understanding of the procedures involved in meeting customer needs ethically.

You have recently discussed with the partner in charge of client services and complaints how to provide suitable information about some customer issues that have arisen. This includes potential conflicts of interest and insufficient information for customers. The firm wants to ensure that customer service and relations are improved, and proper procedures and documents are completed.

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| **Task 3** |

**Potential conflicts of interest**

The partner in charge of client services and complaints has asked all employees to review potential conflicts of interest and complete the Conflict-of-Interest form provided.

**Your review has revealed the following:**

One of your Line Manager’s current files involves the conducting of due diligence on a company prior to contracting. Your mother is the CEO of the company.

The law firm in which you work is renowned for its expertise in contract law.

Your friend has approached you for legal advice and support relating to a potential unfair dismissal claim against his employer. You previously worked for the employer and left due to a dispute.

You have recently helped with a contract involving the takeover of several high street stores. The client was very impressed with your work. They have offered you access to their VIP seats at the F1 Grand Prix at Silverstone.

**Task 3a – Potential conflicts of interest**

Complete the form provided (**Conflict-of-Interest form**) including:

* why the scenarios given are potential conflicts of interest (3 marks)
* what action should be taken to mitigate the conflicts (3 marks)

***(6 marks)***

**Task 3a Information regarding customers**

The manager you are currently working with specialises in commercial contracts. The manager is supported in the firm by two paralegals John and Sarah.

You are currently reviewing two of the files, regarding clients of your law firm:

* Lister Cosmetics (managed by John)
* Jessie Retail (managed by Sarah)

The firm has a long history of working with both clients and has previously provided each of them with draft privacy policies, contracts with customers and suppliers, and advice on GDPR.

You have noticed that recent emails sent to these clients by a work colleague disclosed details of each other’s customer data in error.  So far, no further communication has been sent to either of them. This error is not considered, however to be a sackable offence.

The file for Jessie Retail shows that its main supplier is a company in which the paralegal Sarah’s marital partner is a director. Sarah assisted Jessie Retail in securing this supplier in an emergency, at a time when its previous supplier had gone into liquidation.

The file for Lister Cosmetics shows that two of its customers are owned by a foreign consortium that is also a major client of your law firm. Paralegal John was involved in assisting both Lister Cosmetics and the foreign consortium. He created the contract between the two businesses. File notes show a bill of £50,000 for the work that is usually billed at approximately £10,000. This is not however considered to be a potentially criminal matter.

You have also become aware that one of the directors of Lister Cosmetics is a member of the same association as John. John and the director of Lister Cosmetics made speeches to members of the local business community at a recent association event.

Both speeches were about how Lister Cosmetics had built up its online custom base for cosmetics over the last few years.

**Task 3b - Customer Information**

You have been asked to produce a document that suggests ways to resolve the issues in the scenario and prevent it happening again.

The document should include:

* recommendations for immediate actions to resolve the issues highlighted in the information given to you in the scenario
* recommendations for procedures that could be put in place to stop these issues happening in the future
* justifications for why the actions and procedures will be effective in resolving each of the issues in the scenario

The manager reminds you that you should use English suitable for a technical person in the legal profession.

***(15 marks in total****)*

***(This includes 3 marks for English)***

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

* CS2b Convey information to a legal audience
* CS4 Apply an ethical approach to your work
* CS5 Demonstrate compliance with appropriate professional regulations

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| **Outcomes for submission** |

Your Task 3 Conflicts-of-Interest Form and written document 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.

Conflicts-of-Interest form

**Task 3\_conflicts\_of\_interest\_form\_[Registration number #]\_[surname]\_[first letter of first name]**

Written document on improvements to guidance and procedures

**Task 3\_improvements\_to\_guidance\_and\_procedures\_[Registration number#]\_[surname]\_[first letter of first name]**

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| **Project Monitoring Record for Task 3** |

At the end of Task 3, 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 3 will review:

* how well you conveyed information clearly to a legal audience
* how well you applied an ethical approach in your work
* how well you demonstrated compliance with appropriate professional regulations.

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.