

Qualification Title: New Zealand Diploma in Legal Executive Studies (Level 6)

Qualification number: 3508

Date of review: 3 December 2019

This report refers to graduates awarded this qualification prior to: **31 December 2018**

Final decision on consistency of the qualification: National consistency is confirmed

Threshold:

The threshold to determine sufficiency with the graduate profile was determined as evidence of graduates who have the practical and professional knowledge and skills in the law, and who are or intend to be employed in law firms or in other organisations to assist lawyers in meeting the law-related needs of clients and/or employers.

Graduates of the qualification will be able to:

- apply the following to work as a legal executive, under the supervision of a lawyer
- knowledge of the law, the New Zealand legal system and law office practice and
- the principles of the law, and its practices and processes relevant to legal transactions and communications.

Education Organisations with sufficient evidence

The following education organisations have been found to have sufficient evidence.

MOE number	Education Organisation	Final rating
6022	The Open Polytechnic of New Zealand	Sufficient
6025	Toi Ohomai Institute of Technology	Sufficient

Introduction

The purpose of this Level 6, 120 credit qualification is to provide New Zealand with people who have the practical and professional knowledge and skills in the law, and who are or intend to be employed in law firms or in other organisations to assist lawyers in meeting the law-related needs of clients and/or employers. Graduates of this qualification will be qualified to work as legal executives under the supervision of a practising lawyer.

Graduates of this qualification will have the skills and knowledge to be employed in:

- support roles to lawyers in law firms, government departments, and other organisations; or
- other law related or administration roles where the work that they do does not infringe the prohibitions on carrying out regulated and/or reserved work set out in the Lawyers and Conveyancers Act 2006.

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Attainment of this qualification is one of the eligibility criteria to become a registered legal executive through membership of The New Zealand Institute of Legal Executives Incorporated.

This diploma has no further direct educational pathways in New Zealand in relation to legal executive studies. However, further study may be undertaken in law, business or conveyancing.

The Open Polytechnic of New Zealand is the qualification developer and a representative attended the consistency review meeting in this capacity.

Two education organisations had reported graduates for this qualification, and representatives from each presented at the review meeting.

Evidence

The education organisations provided a range of evidence to demonstrate that their graduates met the graduate profile outcomes (GPOs).

The criteria used to judge the evaluation question were:

- The nature, quality and integrity of the evidence presented by the education organisation.
- How well the organisation has analysed, interpreted and validated the evidence, and used the understanding gained to achieve actual or improved consistency.
- The extent to which the education organisation can reasonably justify and validate claims and statements relating to the consistency of graduate outcomes, including in relation to other providers of programmes leading to the qualification.

Evidence provided for this review included:

- Confirmation that the education organisations had coherent programmes of study which ensured that learning outcomes led to the graduate profile outcomes.
- Graduate and employer surveys and interviews which confirmed that graduates had gained, and were using, the skills and knowledge outlined in the graduate profile.
- Destination data supporting that graduates were working in roles that required the application of skills and knowledge required by the graduate profile or had progressed to further study in a related discipline.

How well does the self-assessment and supporting evidence provided by the education organisation demonstrate that its graduates match the graduate outcomes at the appropriate threshold?

The education organisations submitted a range of evidence that could be triangulated to demonstrate that graduates match the graduate outcomes at the appropriate threshold. This included: moderation evidence; programme alignment; graduate and employer feedback; and destination data.

The education organisations provided good evidence related to the alignment of their approved programmes with the GPOs, and of the quality and suitability of the programmes in terms of supporting graduate consistency with the graduate outcomes.

Evidence relating to moderation was sound, demonstrating good moderation processes.

The education organisations also presented useful feedback from graduates that was linked to the GPOs. They provided positive evidence from employers that graduates were using valuable skills and knowledge consistent with the GPOs, although the numbers of employers

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were small. Confirmation that graduates were working in related roles was viewed as good evidence.

Overall, the self-assessment and supporting evidence supplied demonstrates that graduates meet the graduate outcomes at the determined threshold.

Special Focus (includes special focus on a strand or outcome)

None.

Examples of good practice

The education organisations presented well-organised, relevant, and suitably analysed evidence that included programme information, graduate destination and feedback data, and data from employers and next-level tutors. Clear and focussed evidence presented in this way provides a concise and convincing case for consistency.

Issues and concerns

None.

Recommendations to Qualification Developer

None.