



For **new** or **existing** staff

Paralegal Apprenticeship Level 3

Delivered by Gloucestershire College



This apprenticeship standard is suitable for individuals working in law firms who want to progress in their legal career. The CILEX qualification recognises achievement in law, legal practice and legal skills, which can be used to develop skills and knowledge towards a variety of paralegal roles within the legal services sector, especially to act as a fee-earner, with progression to the Level 6 Chartered Legal Executive apprenticeship.

Delivery model and duration:

Class based and blended learning, with sessions taught fact to face, as well as using webinars, synchronous and asynchronous web activities and access to online materials

Duration: Minimum 18 months

Ideal for:

- Caseworker
- Paralegal Legal Assistant
- Trainee Legal Executive
- Conveyancing Assistant
- Litigation Assistant

The apprenticeship will cover the following core areas:

- Introduction to Law
- Law of Tort
- Legal Research
- Client Care Skills
- Civil Litigation

Benefits to business

- Apprenticeships provide skilled workers for the future
- Apprenticeships increase staff loyalty and retention
- Apprenticeships increase a company's productivity
- Apprentices can revitalise a company

Qualification:

**Paralegal Apprenticeship
CILEX Level 3 Certificate in Law & Practice**

» **Completers may want to progress to**
Chartered Legal Executive Apprenticeship
CILEX Level 3 Diploma in Law & Practice,
CILEX Level 6 Diploma in Law & Practice

Entry Criteria:

- 4 GCSEs grade A-C or 9-4 including English and maths

Benefits for learners

- Develop a career in the legal services career
- Pathway to full Chartered Legal Executive status



Why work with Gloucestershire College

We will work in partnership with you to help you achieve your business objectives by providing exceptional apprenticeship programmes, a comprehensive range of staff training and skills development courses and access to an unrivalled resource of motivated and work ready employees.

☎ 01452 563400

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End Point Assessment

Comprising of a portfolio, which mirrors but not necessarily includes, the Level 3 Diploma in Legal Services, an interview and two timed assessments. The coursework for the Certificate is also included.

Components

- English and maths Functional Skills Level 2 (if apprentice doesn't have maths and English certificates they will need to sit functional skills exams)
- Ethics, professionalism and judgement
- Technical legal practice

| Unit | Overview |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Introduction to Law & Practice | Understand the structure of law, what the organs of government are, how an act of parliament is created, meaning of delegated legislation, concept of Ratio Decidendi and Obiter Dicta, Court hierarchy and doctrine of judicial precedent (Stare Decisis), alternative dispute resolution, legal personnel, magistrates and the role of laymen |
| Law of Tort | The meaning of Tortious Liability, concept of negligence, test for establishing duty of care, concept of public policy, potential breach of duty of care, factual and legal causation, meaning and effect of vicarious liability, the general defences, calculation of damages (quantum meruit) |
| Civil Litigation | Context of Civil Litigation and the over-riding objective, the meaning of just, fair and proportionate, how actions are funded, how to commence and defend actions, the trial and various protocols |
| Legal Research | How to find and read statutes, purpose and status of the statute, how to use information from a statute, purpose of a statutory instrument, interpreting their meaning to real-world scenarios. |
| Client Care Skills | Professional requirements of a client care interview, relevant professional requirements, relevant issues and rules governing the relationship with a client; the proper means of maintaining contact, the needs of confidentiality and disclosure. |

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