

Legal Services Apprenticeship Level 3

The 'Paralegal' workforce is varied and ranges from those working to support solicitors and other regulated professionals, to those working in central government and local authority or corporate organisations.

Quick Information

Qualification:

Date: On Application

Assessment: Exams and Coursework

Level: 3

Area: Business Services & Enterprise

Course Code: CWALX1

About the Course

The 'Paralegal' workforce is varied and ranges from those working to support solicitors and other regulated professionals to those working in central government and local authority or corporate organisations.

An Apprenticeship is a job with an accompanying skills development programme designed by employers in the sector. These are acquired through a mix of learning in the workplace, formal off the job training and the opportunity to practise and embed new skills in a real work context. On completion of the Apprenticeship, you must be able to undertake the full range of duties, in a range of circumstances appropriate to the job, confidently and competently to the standard set by the industry.

An apprenticeship consists of a framework (or collection), of qualifications and training which consists of 4 days in the workplace receiving on-the-job training and 1 day in College where you will complete classes to prepare you for the qualifications which make up the framework.

You are encouraged to look for your own placement but the College has many links with local solicitors and interviews can be arranged which often result in successful employment. In order to gain a place on the apprenticeship programme you will need to attend an information session at College, produce an up to date CV and work with the College staff to improve your employment prospects.

There is the potential to offer several pathways for the aspiring legal apprentice. The most popular is Civil Litigation; however other options can include Employment Practice or Property. Please speak to us regarding your preference.

Key Units

Competence qualification: CILEx Level 3 Diploma in Providing Legal Services (work-based)

Knowledge qualification: CILEx Level 3 Certificate in Civil Litigation (college-based)

Key Units:

Unit 1: Introduction to Law & Practice – *Knowledge Unit*

Unit 5: Law of Tort (Negligence) – *Knowledge Unit*

Unit 9: Civil Litigation – *Legal Practice*

Unit 16: Client Care Skills – *Professional Skills Unit*

You will also study Functional Skills (Level 2) in Maths and IT if your GCSE grades in these subjects are below a C.

Entry Requirements

Minimum of 5 GCSEs grades A* - C, including English Language and Maths.

Assessment

Exams and Coursework

Where does this Lead

On completion of the Apprenticeship, you must be able to undertake the full range of duties, in a range of circumstances appropriate to the job, confidently and competently to the standard set by the industry.

The wide range of roles includes:

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

Future Opportunities

The professional qualifications gained in the apprenticeship constitute the first rung on the pathway to the academic qualification needed to become a Chartered Legal Executive Lawyer. The knowledge component of the framework certificate gives 4 units of the 10 needed for the full Diploma in Law and Practice. The additional 6 units needed can be gained through part time study in the day or evening after completing the apprenticeship.

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Please visit www.sheffcol.ac.uk for more information and details on how to apply.

The Level 6 Professional Higher Diploma in Law & Practice is the second stage of training to become a Chartered Legal Executive Lawyer and is set and assessed at honours degree level. This can also be done through part time study.

Jobs can be found in legal practice, in the legal department of a private company or in local/national government and can include: litigation assistant; paralegal assistant/officer; legal administrator; junior paralegal. With further study you can go on to fully qualify as a Chartered Legal Executive.

Tell Me More

Extra Costs

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