

# Paralegal (BPP route).

## Level 3 Apprenticeship



### Duration

24 months



### Qualification achieved

Paralegal Level 3 Apprenticeship

Certificate of Higher Education (Law and Legal Practice), awarded by BPP University



### Entry requirements

- A minimum of three A-Levels (96 UCAS points), and
- Five GCSEs at grade C (or 4) or above, including English and mathematics (or equivalent)

Employers may set additional requirements.

You must be employed in a role relevant to this programme to be eligible to apply.



### Cost

This programme is funded by your employer, who could utilise their Apprenticeship Levy. You will not have to pay anything personally to study this programme.

### Is this for you?

As a Paralegal you will be working in the legal sector – a busy environment where quick thinking, attention to detail and accuracy are vital attributes. In your role you will learn to assist with legal matters, transactions, client requests and colleague demands. These are often connected to sensitive or complex issues. As a supporting member of the team you will also get involved in preparatory work, drafting documents and carrying out research. There are many legal specialisms including dispute resolution, commercial/corporate practice and real estate for example.

This programme combines a practical, hands-on approach with the academic balance you need to be a competent, successful Paralegal. You will learn how to provide all the support your team requires to achieve its goals and satisfy client requirements. You will develop your verbal and written communication skills so you are able to report accurately with professionalism and sensitivity.

As a qualified Paralegal you will have a wide range of career opportunities open to you. Your achievements will reflect many valuable, transferable skills and allow you to progress your career into other areas and levels within the legal profession.

Typical job roles for individuals studying this programme include Paralegal and Legal Assistant.

### What will you learn?

- Legal and regulatory requirements of your role
- Two areas of law (choice of Contract, Land or tort)
- The skills of undertaking legal research and presenting your findings
- How to assist with legal matters and transactions
- Commercial understanding
- Ethics and professionalism in a legal context
- Personal effectiveness and self-management

### Commitment from you

During this programme, 20% of your contracted working hours will be spent on learning and developing the required Knowledge, Skills and Behaviours. This development time may include learning new relevant tasks in your role, embedding your knowledge in your role, practical workplace training, spending development time with your Line Manager, attending online or face-to-face courses and time spent writing assignments/assessments or directed self-study hours:

- Study towards your Certificate of Higher Education (Legal Practice)
- Evidencing the application of your knowledge within your working day
- Independent study and research
- Shadowing colleagues and mentoring
- Technical training

## How we support you

- You will be taught by expert tutors who are qualified lawyers with experience in legal practice with a passion to share that knowledge to maximise your career potential
- You will have access to a Coach who is on hand to guide you through each stage of your learning journey, providing you with clear aims and objectives. They will keep in regular contact with you and instil the confidence that you can achieve
- You will attend face-to-face workshops to improve your knowledge and develop other skills in a variety of areas. These also provide a great opportunity to build relationships with your dynamic community of like-minded talent in the form of other learners, tutors, coaches and mentors

- You will have access to a Virtual Learning Environment with all of your qualification content, additional learning resources and all the step-by-step support you need to ensure your success

## Progression upon completion

- Solicitor Level 7 Apprenticeship
- Further career progression through work experience

## How is your programme structured?

The knowledge part of the programme is the learning content mapped to the qualification. The skills and behaviours are developed at the same time and you will need to demonstrate how you are applying these at work.

