

## **Paralegal Professional Standard Level 3**

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### **Occupational profile**

Provide legal support whilst working under supervision.

Typical activities that may be carried out, but are not exclusive to this role, include:

- Managing data/records
- Reviewing documents
- Drafting and producing legal documents and standard forms
- Assisting with the inception, progress and completion of client files
- Carrying out research
- Handling confidential and sensitive information
- Understand and utilise basic financial information
- Communicating (written and oral) with internal and external clients

### **Outcomes**

#### **Ethics, professionalism and judgement**

1. Have an understanding of legal and regulatory requirements relevant to the role.
2. Maintain sufficient competence and legal knowledge to work effectively - relevant law, research.
3. Avoid working outside their area of knowledge and competence, seek guidance and support where needed.
4. Use understanding and analysis to solve problems.

#### **Technical Legal Practice**

1. Undertake legal and factual research and present the findings accurately and clearly.
2. Use precedents and draft documents, using plain and succinct language.
3. Assist with legal matters and transactions.

### **Managing themselves and their own work**

1. Manage work activities to ensure that they are completed on time and to an appropriate standard, including:
  - a. Keep others informed of progress.
  - b. Ability to work under pressure and willingness to accept changing priorities when new jobs need to be done.
  - c. Paying appropriate attention to detail.
2. Practise good file management - prepare and collate bundles, take and file accurate notes, close and review files, maintain databases, version control.
3. Work in accordance with good business practice - maintain an understanding of the basic financial drivers, time recording and billing processes relevant to the role and firm.

### **Working with other people**

1. Communicate clearly and effectively, both orally and in writing.
2. Establish and maintain effective and professional relations with others, including an ability to work with people at all levels towards achieving internal and external clients' and team objectives.

**Duration = 18-24 months (practical period only)**

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### **Entry Requirements**

Individual employers will identify any relevant entry requirements in terms of previous qualifications or other criteria. Our recommendation of entry requirements is below:

- GCSE English and Maths - grade C or above (or equivalent).
- 2 x A Level (or equivalent) - minimum grade C

### **Qualifications**

Alongside completing the paralegal apprenticeship, we offer our apprentices the opportunity to complete the CPQ Foundation Stage (to be completed in the first 12 months on the programme). There is an additional cost for the CPQ Foundation Stage (price to be discussed with the employer). If the employer does not want the apprentice to complete the CPQ Foundation Stage, then the apprentice will attend curriculum classes to build their knowledge, however, they will not gain the qualification and will not be required to sit the exams.

### **English and Maths**

Apprentices without level 2 English and Maths will need to achieve this level prior to taking the End-point assessment. For those with an education health and care plan (EHC) plan or a legacy statement, the apprenticeship's English and Maths minimum requirement is Entry Level 3. A British Sign Language (BSL) qualification is an alternative to the English qualification for those whose primary language is BSL.