



Level 3 Paralegal Law Apprenticeships

Find out all the relevant
information on Datalaw's
paralegal apprenticeships

Created by
Datalaw

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95% Government funded training paid directly to the training provider by the Education and Skills Funding Agency (ESFA).

If you're an employer with a pay bill over £3 million each year your funding will be paid directly to the training provider from your apprenticeship levy. You will only have to pay the 5% co-funding if you have exhausted all of your levy funds.



Level 3 Paralegal Law Apprenticeship Overview

This Level 3 Paralegal qualification and Law Apprenticeship is a nationally recognised qualification for those looking to become a paralegal and those with some paralegal experience who are looking to progress their career in the legal sector. Accredited by Ofqual and apprenticeship standards you'll receive the highest standard of training that combines the academic and practical skills required to work within the legal sector. Upon completion of this course candidates will also hold a diploma from the National Association of Licensed Paralegals (NALP) and will be added to NALP's register, as well as being awarded a Level 3 in Paralegal training (equivalent to A-level in Law).

This apprenticeship provides exemptions for entrance onto the Solicitor Apprentice standard. Providing options for further career progression.

Employers will benefit from talent retention, better qualified support staff and upon completion of this course each paralegal will be an eligible fee earner. As those working in a law firm who have the Level 3 Paralegal Diploma can charge fee-earning at grade D of the Law Society's Guideline Hourly Rates.

Join Top Law Firms And Train With Us



The term apprenticeship has a bigger meaning than most people think.

Today, apprenticeships offer highly intensive training and are a great upskilling opportunity.

Our Level 3 Paralegal Apprenticeship has been developed with your occupational experience at the forefront of our curriculum.

We have pathways in several areas of law designed for both new and existing staff.

Key Information

Learn more about our Paralegal Apprenticeship

"This route is designed with the SRA's new Solicitor Qualifying Exam (SQE) in mind"

Career progression

As a recognised Level 3 course this route is designed with the SRA's new Solicitor Qualifying Exam (SQE) in mind. Upon completion of this, candidates will be eligible to progress to a Solicitor Level 7 Degree Apprenticeship (LLB) with BPP or the University of Law.

How is it funded?

The ESFA have set aside government funding in the form of the apprenticeship levy to train professionals in work to increase talent acquisition and career progression.

This funding is available to all law firms in England and as a registered provider Datalaw can take advantage of this funding on your firm's behalf to subsidise the cost of this qualification.

What is Included?

- Level 3 Apprenticeship (Foundation Year or A-level equivalent)
- NALP Level 3 Paralegal Diploma
- Registered Member of NALP
- Occupational certification for all modules undertaken
- 24 Months of Support
- 1-2-1 Coaching
- Online Classroom Sessions
- 100s of hours of online learning resources

What is the cost?

Just £400 +VAT
The full cost of this qualification is £8,000. If co-funded your firm will pay a 5% contribution, 5% of the overall cost, £400+VAT, and the ESFA will fund the rest. This is more cost effective than purchasing an NALP.

Success Stories

“



Our experience of Datalaw in taking advantage of the paralegal apprenticeship has been transformational for our first apprentice.

From the day our former trainee office administrator (formerly known as an office junior) expressed the wish to be our first junior partner here at SBB, we set about looking for a route to facilitate that. Our experience of Datalaw has been nothing but positive in the encouragement and support both to our apprentice and to the firm in our objective to provide that route.

I would unhesitatingly recommend Datalaw for this route for those who want to advance their home grown talented team members

- Andrew Horwich
Senior Partner

“



I am happy with the progress I am making with my apprenticeship and am confident in completing it for the set dates. I am provided lots of support by both Anna and Alex. I feel I am on track with my progress and aim to have my NALP part of the apprenticeship completed by November 2022.

- Madison Earl
Learner

“



Madi is doing so well and I am very proud of her achievements to date. I look forward to supporting her throughout the rest of the apprenticeship. Thank you to Alex and Datalaw for all the encouragement and training that you have given to Madi.

- Anna O'Mara
Partner

“



I am happy that I am on track, and with the mapped out timeline we have set out. I will be working towards what we have mapped out and keeping on top of this.

- Danni Simpson
Learner

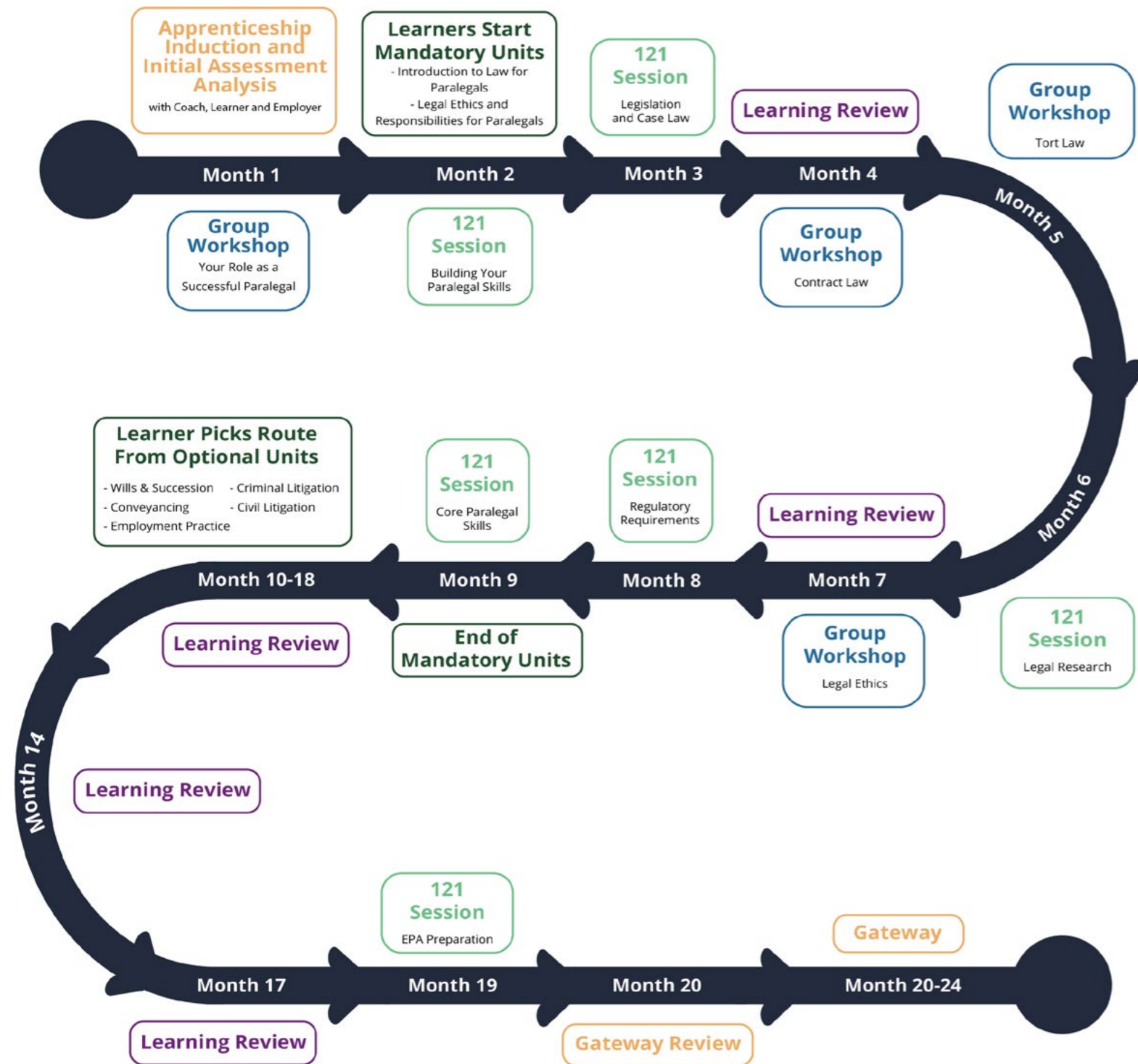
“



We are very proud of how far Danni has come so far with her course. We think this has aided her confidence in working alongside her fee earner, and developing her own skills to become a successful fee earner. It was great to hear about Danni's progress and I am very much looking forward to our next meeting.

- Robyn Murphy
Manager

Apprenticeship Roadmap



Watch Online Videos

All of our knowledge content is provided via easy to watch online modules, accessible via desktop, tablet or mobile.



Online Knowledge

Each module comes with online multiple-choice knowledge quizzes. With instant marking and solutions for all quizzes.



1-2-1 Coaching

1-2-1 online coaching sessions and reviews with our expert trainers. During the call, the trainer will be building up your paralegal portfolio.



End Point Assessment

Once you have finished your training you will take an end assessment which is two written exams and a skype interview with an assessor.

What modules are included?

Mandatory Modules

Module Title	Learning Outcomes
Introduction to Law for Paralegals	<p>In this unit of the level 3 paralegal diploma qualification, you'll gain detailed knowledge of the legal system in England and Wales and the general legal principles of Contract and Tort Law.</p> <p>You'll study the law-making process, court structure, roles of key legal personnel, and methods of dispute.</p> <p>Assessment – NALP written assessment</p>
Legal Ethics and Responsibilities for Paralegals	<p>The aim of this unit is to understand the paralegal responsibilities in relation to client care. Develop a deep understanding of methods of appropriate professional conduct and be ready to apply client care to any given situation.</p> <p>Assessment – NALP written assessment</p>
Professional Skills for Paralegals	<p>You'll study how to undertake legal and factual research and present the findings accurately and clearly. Practise good file management, prepare and collate bundles, take and file accurate notes, close and review files, maintain databases, and version control. 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. As well as effective time management.</p>

Technical Legal Knowledge – Select 4 optional modules

Module Title	Learning Outcomes
Civil Litigation for Paralegals	<p>You'll study how the process of civil litigation is conducted using the areas of debt recovery, personal injury, consumer law, and family law as illustrations.</p> <p>In understanding how civil actions are commenced, funded, and defunded, you will be able to effectively assist in civil litigation cases in practice or provide services to legal departments involved in litigation.</p> <p>Assessment – NALP written assessment</p>
Criminal Litigation for Paralegals	<p>In this unit, you'll gain detailed knowledge into the key aspects of criminal litigation and criminal litigation procedures in the Magistrates' Court and the Crown Court from arrest to trial.</p> <p>You'll be able to demonstrate the principles of professional conduct in criminal litigation, through learning key skills and being able to interpret legal language.</p> <p>Assessment – NALP written assessment</p>
Conveyancing for Paralegals	<p>In this unit you'll learn the conveyancing process in England and Wales and be able to apply the knowledge to given scenarios.</p> <p>Key practical skills you'll learn will include taking instructions from clients and matters relating to the client interview.</p> <p>Assessment – NALP written assessment</p>
Employment Practice for Paralegals	<p>You'll gain in-depth knowledge into contractual relationships and wider scope of employment law. Develop skills to apply the law in practical situations and understand where paralegals can play a role in employment practice and HR departments.</p> <p>Assessment – NALP written assessment</p>
Wills & Succession for Paralegals	<p>Through understanding the procedure and practice of Wills and Succession, you'll be able to effectively assist in Wills and Succession matters in a Solicitor's firm or Paralegal firm.</p> <p>Develop key skills in taking effective instructions.</p> <p>Assessment – NALP written assessment</p>

Meet Our Team



Alexandra Elliott Makedona

Coach/Trainer

With a PhD in Contract and Private Client Law, Alex has trained as a Solicitor at Freeths LLP (commercial property, personal injury, wills and estates and clinical negligence), worked in-house for Meritservus Ltd - a fiduciary services company (company law) and for Zambartas LLC, focusing on wills and conveyancing.



Yasmin Dad

Coach/Trainer

Yasmin completed her training course in 2000 working with Tabassum & co Solicitors and JR Jones Solicitors. Yasmin has over 15 years teaching experience delivering Law ranging from GCSE, A-level, through to undergraduate and modules on GDL and BVC programmes.



Matthew Hickling

Expert Speaker/Tutor

Matthew Hickling is an experienced legal professional and speaker who now delivers high quality training. As a former Head of a Fraud Squad before qualifying as a solicitor. Additionally, Matthew also delivers Anti-Money Laundering and Financial Crime training for the International Compliance Association to other regulated professionals in the regulated financial sectors.

Our Expert Speakers



Kathy Daniels

Expert Speaker

Kathy is a Teaching Fellow at Aston University, lecturing in employment law and employee relations. After a career in HR in the manufacturing sector, she now writes extensively on HR related topics, and specifically on employment law.



Sue Ioannou

Expert Speaker

Having been manager of the London Probate Office for 10 years (1992-2002) and Training Manager for the Probate Service for a further 5 years (2002-2007), Sue has an extensive knowledge of Probate Practice and Procedures. Sue is a member of the Society of Trust and Estate Practitioners, a training officer for the Institute of Professional Willwriters.



Katie Jackson

Expert Speaker

Katie is a consultant specialising in law firm compliance and regulation. She is a former Inspector for the Council for Licensed Conveyancers and spent a number of years working in various inspection and policy roles for the Solicitors Regulation Authority, and Legal Services Commission.



Alastair Hodge

Expert Speaker

Alastair is a practising barrister at 5 Essex Court who specialises in all aspects of Employment & Education Law. Alastair is also a Senior Advocacy Trainer for the Honourable Society of the Inner Temple.



At Datalaw, We Provide Flexible Start Dates by Accepting New Cohorts Every 3 Months Within the Year.

Register Your Interest for the Next Induction Date and Secure Your Spot Today.

Duration

The duration of this qualification will depend on the optional legal modules you choose, the number of hours you work per week and your prior legal learning/experience. However, on average this apprenticeship takes 24 months to complete and can be completed in a minimum of 12 months.

Assessments

Throughout this apprenticeship you will undertake written NALP assignments alongside building a portfolio of occupational and academic evidence of work. Nearing the end of this apprenticeship you will participate in a gateway meeting with your employer and coach to confirm you have met the required level to complete the apprenticeship. Once ready, you will be entered for your end point assessment and final grading. The end point assessment is a two part assessment. Part 1 consisting of two written assessments and Part 2 consisting of a competency based interview, where you will be asked questions regarding your portfolio of work. The Paralegal Apprenticeship is graded Fail, Pass, or Distinction and the overall grade for the EPA is based on your achievements across both the components.

Useful Internet Resources

Here are some helpful links to provide you with extra information and guidance:



Apprenticeships - Overview and guidance from the National Apprenticeship Service

www.apprenticeships.org.uk



Datalaw's Website

www.datalawonline.co.uk



Health & Safety Executive (HSE)

www.hse.gov.uk



Wages and working hours - Government guidance & legislation

www.direct.gov.uk



Why Datalaw?

We have been delivering legal training to industry professionals for over 20 years and have trained over 27,000 solicitors.

Want to Know More About Datalaw?

[Watch Our Free Demo Video](#)



Contact Us

Address

3a Bridgewater Street
Baltic Triangle
Liverpool
L1 0AR

Contact

Phone : 0151 236 2024

Website

info@datalaw.org
<https://datalawonline.co.uk>