

Apprenticeship Standard (Trailblazer)

Legal: Paralegal

Level 3

Paralegal Apprenticeship - new for 2016

This two year Paralegal Apprenticeship has been created by an employer Trailblazer group that includes leading law firms. The programme aims to ensure that businesses can recruit new talent and provide a solid foundation for working within a law firm or other legal services environment and to equip them with the skills and knowledge to perform the routine tasks of a junior paralegal.

Apprentices who undertake the Paralegal Apprenticeship will also work towards an academic award: the Level 4 Certificate of Higher Education (Legal Services) awarded by BPP University. On successful completion of the Certificate of Higher Education (Legal Services), apprentices may be able to move onto BPP University Law School's Solicitor Apprenticeship with an exemption from Year 1 provided that they have chosen Contract Law as their elective module.

Overview

Entrants will start by becoming familiar with the fundamentals of legal practice, including developing appropriate behaviours and skills, and will progress to handling files, reviewing documents and communicating with internal and/or external clients. As they progress through the apprenticeship they will have the choice of a particular area of law to study and in the context of a particular practice area. Assistance will be provided in collating material for a portfolio of evidence and in preparing for the apprenticeship end point and university assessments.

Key Information:	
Duration	Standard guideline: 24 months
Qualification	Certificate of Higher Education (Legal Services) awarded by BPP University Completing this apprenticeship and passing our University award will provide exemptions from BPP University Law School's Solicitor Apprenticeship provided that Contract Law has been studied.
Assessments	Part 1: Portfolio Part 2: Written assessments In addition, learners will complete a variety of University assessments during the programme.
Delivery	Blended learning with synchronous and asynchronous online learning supported by regular face-to-face sessions in University centre locations and individual support.
Entry requirements	From September 2016: 240 UCAS points at GCE A Level (CCC) and 5 GCSEs grades A* - C including in English and Mathematics (or equivalent). From September 2017: 96 UCAS points (CCC) and 5 GCSEs grades A* - C including English and Mathematics (or equivalent). Applicants may be able to apply with a recognised and equivalent qualification through the Accredited Prior Learning route. For any other queries about entry requirements please contact legalapps@bpp.com
Study time	A minimum of one day a week must be made available for learning off the job. Additional release may be needed around assessment periods.
Costs	Total cost £9,000

Requirements

Employer

- Provide apprentices with a contract of employment for the duration of the apprenticeship on the first day of their apprenticeship and be paid at least a wage consistent with the law for both the time they are in work and in off-the-job learning
- Employer must not ask the apprentice to contribute financially to the direct cost of learning
- Provide the apprentice with paid time to attend off-the-job training, including additional support for English and Maths, or support accessed for learning difficulties and/or disabilities
- Recognise that the apprentice must complete the apprenticeship within their working hours
- Ensure apprentice spends at least 20% of their time in off the job training
- Enter into a contract with BPP University
- Support the apprentice to gain new skills

Apprentice

- Be in full-time employment for at least 30 hours a week
- Be an employee (have a contract of employment for the duration of the apprenticeship) on the first day of their apprenticeship and be paid at least a wage consistent with the law for both the time they are in work and in off-the-job learning
- A citizen of a country within the European Economic Area (EEA) or have the right of abode in the UK, and have been ordinarily resident in the EEA for at least the previous three years on the first day of learning
- Not be enrolled on another apprenticeship at the same time
- Has the right to work in England
- Able to complete the apprenticeship in contracted working hours
- Be in a new job role (nine months or less), or in an existing job role, where significant new Knowledge and Skills are needed - employer statement of justification needed (relevant to the apprenticeship)

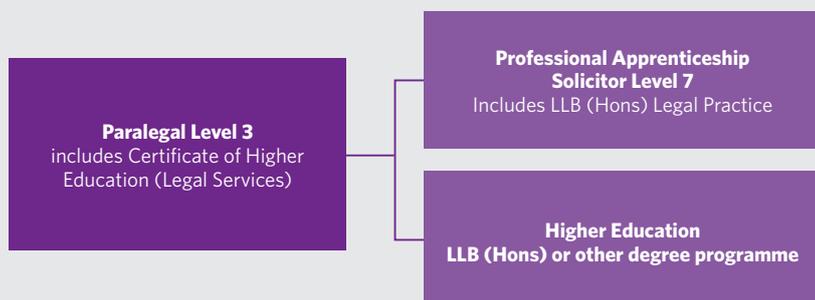
Legal Apprenticeship: Paralegal

Certificate of Higher Education (Legal Services): Year and module overview
Awarded by BPP University

	Term 1	Term 2	Term 3
Year 1	Introduction to Practice English Legal System & Research (ELSR)	ELSR (cont.) Choice of Area of Law: • Contract Law, or • Law of Tort, or • Land Law	Chosen Area of Law (cont.)
Year 2	Client Care Choice of Area of Practice: • Commercial Practice, or • Corporate Support, or • Civil Litigation & Dispute Resolution, or • Commercial Property	Assistance with preparing portfolio and for end point assessments	Assistance with preparing portfolio and for end point assessments

The apprentice will have to undertake additional assessments to be awarded the Certificate of Higher Education (Legal Services) by BPP University.

Progression Route



Competencies

- Ethics, professionalism and judgment
- Technical legal practice
- Managing themselves and their own work
- Working with other people

Role Suitability

- Paralegal
- Junior Fee Earner
- Legal Administrator
- Legal Secretary

Trailblazer Group

The employer Trailblazer group that created this Standard includes:

Addleshaw Goddard, Browne Jacobson, Burges Salmon, Clyde & Co, DAC Beachcroft, Dentons, DWF, Eversheds, Gateley, Kennedys Law, Lewis Silkin, Mayer Brown, Olswang, Simmons & Simmons, Stephenson Harwood, Withers, Solicitors Regulation Authority (SRA).

Costs and government funding

This is a government approved Apprenticeship Standard against which employers are able to draw down Apprenticeship Levy funds.

Quality Assurance

All BPP University Law School programmes go through a validation process prior to launch to ensure that they meet academic standards and provide quality learning opportunities for students.

Programmes are designed and informed by external reference points such as subject benchmark statements, professional body requirements and national qualifications frameworks, and are externally reviewed by academics and professionals in the field of law. The validation process is made up of a number of stages, including a University Approval Panel which includes an independent chair, at least two external subject experts and a student representative. University awards are subject to revalidation every five years but programmes are reviewed annually.

The Apprenticeship Standard is reviewed by the Trailblazer group every three years.

Delivered by BPP University Law School

BPP University Law School is the leading provider of vocational, professional training for aspiring lawyers in the UK. Incorporating established, highly-regarded programmes, we have combined innovative study content with real-world experience and insight from expert tutors delivering practical skills and sector knowledge to help our apprentices excel in the workplace.

Key business benefits of BPP University Law School Paralegal Apprenticeship



Attract talent:

Our innovative programme will recruit and develop ambitious school leavers or existing employees and equip them with the skills, knowledge and experience to excel in the workplace. The apprentices themselves have no tuition fees to pay.



Tuition from market leaders in legal education:

We are trusted by over 60 international and UK leading law firms who exclusively send their trainee solicitors to study with us.



Cost effective:

With government funding available, apprenticeships offer a chance to develop a talented team of individuals without expensive training. From April 2017, employers will be able to draw their Apprenticeship Levy funds to spend against this apprenticeship.



Practice-focused:

Our work based assessments and projects demonstrate how theoretical knowledge is applied to practical challenges in the workplace.



Flexible learning without compromise:

Apprentices are able to utilise BPP University Law School facilities including innovative online resources, enabling them to study alongside their existing commitments.

To incorporate apprenticeships into your business, contact our expert team:

☎ 03331 309 119

✉ legalapps@bpp.com

🌐 bpp.com/apprenticeships

