

Paralegal Apprenticeship Standard

1. Occupation

Paralegal

2. 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

3. Outcomes

Ethics, professionalism and judgement	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Manage work activities to ensure that they are completed on time and to an appropriate standard, including: <ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.
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4. Duration

24 months

5. 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 Maths & English - grade C or above (or equivalent).

2 x A Level (or equivalent) - minimum grade C

6. Qualifications

The following qualifications meet the requirements for the Trailblazer Apprenticeship for Paralegals. They do not represent an exhaustive list.

CILEx Level 3 Diploma in Providing Legal Services

Completing this standard should also provide exemptions for the Solicitor Apprentice standard and the Legal Executive standard.

7. Level

This is a Level 3 Apprenticeship.

8. Review date

This standard will be reviewed in three years.