

Apprenticeship Standard for Paralegal (Level 3) Assessment Plan

INTRODUCTION

This assessment plan has been designed by a range of law firms and legal departments with experience in employing paralegals. It has been developed with close involvement of CILEx Regulation and the Solicitors Regulation Authority (SRA) who may seek to rely on successful completion of this standard to provide exemptions from the on-programme requirements for onward qualification as either a Chartered Legal Executive (CLE) or a solicitor, subject to regulatory requirements. This apprenticeship is intended to be available from **September 2016** to enable full quality assurance and grading mechanisms to be defined, tested and developed.

It embodies the following principles:

- This apprenticeship leads to the apprentice being recognised as a paralegal in the area of practice in which they have completed their apprenticeship.
- The apprenticeship has been designed to enable the apprentice to seek some exemption from the requirements to qualify as a Chartered Legal Executive or solicitor, subject to regulatory requirements
- All the knowledge and competence requirements should be assessed to demonstrate a competent standard to complete the apprenticeship
- End point assessment methodologies have been selected on the basis that they provide a high level of validity of the relevant knowledge, skills and competencies
- End point assessment will be synoptic, take place at the end of the apprenticeship and will be independently assessed by an Assessment Organisation which has not been involved in the training of the apprentice

'Paralegal' is a general title, which can be applied to a large number of job roles operating in a wide range of areas of legal practice. The paralegal standard has identified a common core of competencies which can be applied to all paralegals. However, the knowledge requirements (law and practice) for paralegals are different, dependent on the area of legal practice in which the paralegal works. As a result, end point assessments must be contextualised on the basis of the area of practice in which the paralegal works. In order to ensure that the end point assessments can be met by all apprentices but also meet a consistent standard, the process set out in the summary below has been developed:

Assessment (summary)

ON-PROGRAMME TRAINING AND ASSESSMENT

Delivered by training provider not involved in end point assessment

1. Knowledge

- English Legal System
- Relevant area of law
- Relevant area of practice

2. Skills

- Legal Research
- Client Care

3. Competence

- see Appendix 1

PART 1 END POINT ASSESSMENT (PORTFOLIO)

Marked and graded by Assessment Organisation not involved in training

- Evidence of using knowledge and understanding of relevant law and practice to solve problems
- Evidence of undertaking appropriate legal research
- Evidence of assisting with a legal matter/transaction
- Evidence of balancing competing priorities
- Evidence of good file management
- Evidence of ability to work with others

PART 2 END POINT ASSESSMENT (SCENARIO)

Marked and graded by Assessment Organisation not involved in training

- Knowledge and understanding of law and practice
- Application of knowledge and understanding of law in relevant area of practice to solve a problem
- Ability to draft a document
- Ability to produce accurate written work
- Ability to work to deadlines

Synoptic end point assessment

Successful completion of the Paralegal Trailblazer apprenticeship at Level 3 will require the apprentice to have developed sufficient knowledge, skills and competence to be able to successfully complete the end point assessments. The Training Provider should design the end point assessments (in order to provide suitable contextualised assessments, see below) in line with guidance provided by the Assessment Organisation and this will need to be submitted to and approved by the Assessment Organisation. Once approved, the assessments will be delivered in accordance with the Assessment Organisation's requirements. On completion, the assessments will be signed by both the employer and the Training Provider to show that they believe the Apprentice has demonstrated the required level of competence and that the work to be submitted is that of the apprentice. The assessment will then be forwarded to the Assessment Organisation, who will mark the assessments and award a grade. Where there is more than one Assessment Organisation, a standardisation meeting will be held regularly (at least once a month, depending on numbers), which will be attended by sector and assessment experts from each Assessment Organisation. We are considering employer led approaches for quality assurance and governance of this process, and are working through the options with BIS. At the moment awarding organisations who wish to deliver against the standard will need to be on the SFA register of apprenticeship assessment organisations. At this meeting a final decision on marks and grades will be made. This will ensure consistency in standards across all Training Providers delivering the Paralegal Trailblazer apprenticeship and will provide employers and legal regulators with the necessary confidence in the competence of the apprentice.

The assessment will consist of 2 parts; a portfolio (Part 1) and two scenarios (Part 2). Each part will be developed and delivered by the Training Provider and assessed by the Assessment Organisation, which will be capable of demonstrating capacity to undertake the assessment and separate it from all Training Providers delivering the apprenticeship.

Each part of the end point assessment will be completed no earlier than the last 4 months of the apprenticeship and part 1 must be completed before part 2 is attempted.

Paralegals are not subject to compulsory regulation. However, they may be voluntarily regulated through membership of the Chartered Institute of Legal Executives, provided they meet the requirements of the Professional Body and independent regulator.

Upon successful completion of the apprenticeship, the apprentice may be able to apply for exemptions against qualification as a Chartered Legal Executive or exemption from the specified content of the solicitor apprenticeship as set out in APPENDIX 2, noting that even where the content of this apprenticeship has been mapped to the CLE/solicitor competence framework, this does not preclude the need for further development to ensure the apprentice can satisfy other regulatory requirements set by the relevant independent regulator as well as the end point assessments (a pre-requisite for admission as a CLE/solicitor through this route to qualification) and other regulatory requirements set by the independent regulator. It should be noted that completing

the paralegal apprenticeship will not provide exemption from the end point assessments, however completing the paralegal apprenticeship may reduce the length of training required to complete the CLE/solicitor apprenticeship.

Independence of the end point assessment arrangements

'Paralegal' is a general title, which can be applied to a large number of job roles operating in a wide range of areas of legal practice. The paralegal standard has identified a common core of competencies which can be applied to all paralegals. However, the knowledge requirements (law and practice) for paralegals are different, dependent on the area of legal practice in which the paralegal works. As a result, end point assessments must be contextualised on the basis of the area of practice in which the paralegal works. In order to ensure that the end point assessments can be met by all apprentices but also meet a consistent standard, the following process has been developed:

1. The Training Provider drafts the end point assessments, contextualised for the cohort of apprentices
2. The Training Provider forwards details of the proposed end point assessments to the Assessment Organisation for approval to ensure it is capable of satisfying the requirements for the end point assessments
3. The completed end point assessments are signed off by the employer and the Training Provider and then forwarded to the Assessment Organisation for marking and allocation of a grade
4. The Assessment Organisation marks the assessment and allocates a grade
5. Where there is more than one Assessment Organisation, a standardisation meeting is held at least once a month at which all marked assessments are reviewed and final marks and grades awarded. The meeting is attended by sector and assessment experts from each Assessment Organisation. We are considering employer led approaches for quality assurance and governance of this process, and are working through the options with BIS. At the moment awarding organisations who wish to deliver against the standard will need to be on the SFA register of apprenticeship assessment organisations

Any organisations seeking to act as an end point Assessment Organisation must be able to satisfy the quality assurance arrangements set through the Trailblazer process. These quality assurance arrangements are under development. They will be available in full prior to September 2016. However they will include the following elements that assessment organisations will be expected to fulfil:

- The criteria (which will cover the minimum requirements to demonstrate full competence in their specialist area of practice, including clear guidance as to how full competence for each outcome required from the end point assessments can be demonstrated as having been met)
- Clear grade descriptors setting out the requirements to meet the 'pass' and 'distinction' grades.
- A detailed grading matrix, setting out the number of distinctions/passes against each end point assessment (set out on p 10) required in order to achieve a 'pass'/'distinction' in the apprenticeship

- Evidence that the Assessment Organisation has the necessary infrastructure and expertise to be able to apply decision making to each apprentice both between Training Providers and over time. This would include:
 - Capacity to oversee appointment, recruitment and training of markers, who should hold appropriate qualifications in law and legal practice
 - Capacity to mark high volumes of assessments
 - Capacity to mark assessments on demand
 - Robust systems to quality assure the marking and grade allocation process
 - IT systems to aggregate marks and grades
 - IT systems that can generate certificates and manage registrations/record keeping as well as certifications
 - Expertise in assessment
 - Staff capacity to generate reports and attend meetings

Quality assurance arrangements will be applied to the end point assessments and will include requirements setting out the probity of the assessment systems so as to assure consistency of standards between candidates, across different assessment centres and over time between successive sittings; to identify areas for improvement and to monitor and review assessment standards using comparative data.

To demonstrate the application of the consistent standard (guidance for which is currently in development but will be available prior to September 2016) Assessment Organisations must be able to demonstrate that they:

- apply the 'pass' mark for the assessment at the level of demand defined (details relating to grading are in development, but will be available prior to September 2016)
- apply the standard consistently
- scrutinise the assessment materials
- mark the assessments fairly and consistently and in line with the agreed standard
- have robust systems in place for quality assuring the marking and grade allocation process
- are able to meet the demands for marking and grade allocation through sufficient resources and infrastructure
- can demonstrate robust administrative arrangements and data collection systems in order to be able to provide statistical data on the operation of the apprenticeship

End point assessment detail

Assessment type	Competencies assessed – <i>references taken from the paralegal Trailblazer standard</i>	Assessment description	Assessment conditions	Standard setting
Part 1: Portfolio	1.1, 1.4, 2.1, 2.2, 2.3, 3.1B, 3.2, 3.3, 4.1, 4.2	Portfolio of evidence compiled not more than 4 months before the end of the apprenticeship using a variety of methods to meet the competencies – including evidence from workload, 3 rd party statements/witness statements etc.	Work based: on completion, the portfolio signed off by employer and Training Provider as meeting the standards and as confirmation that it is the apprentice's own work	Marked and graded by the Assessment Organisation. Where there is more than one Assessment Organisation, a standardisation meeting is held at least once a month at which all marked assessments are reviewed against the Paralegal Trailblazer apprenticeship standard and final marks and grades awarded. The meeting is attended by sector and assessment experts from each Assessment Organisation
Part 2: Scenario	1.1, 1.4, 2.2, 3.1(B), 4.1	2 x timed scenarios; each of 1.5 hours drafted by the Training Provider. One covering drafting the other covering problem solving. The Training Provider will submit the proposed scenarios to the Assessment Organisation for approval prior to the assessment	Timed assessments: The assessment will be delivered by the Training Provider under invigilated conditions stipulated by the Assessment Organisation.	Marked and graded by the Assessment Organisation. Where there is more than one Assessment Organisation, a standardisation meeting is held at least once a month at which all marked assessments are reviewed

		being taken by the apprentice.		against the Apprenticeship standard and final marks and grades awarded. The meeting is attended by sector and assessment experts from each Assessment Organisation.
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For the Paralegal apprenticeship, the agreed standard indicated that the 2 methods of end point assessment should be a portfolio of evidence and 2 timed scenarios.

The portfolio should demonstrate the following:

- Evidence of using knowledge and understanding of relevant law and practice* to solve problems
- Evidence of undertaking appropriate legal research
- Evidence of assisting with a legal matter/transaction
- Evidence of balancing competing priorities
- Evidence of good file management
- Evidence of ability to work with others

*The law and practice demonstrated through the portfolio should cover knowledge and understanding of the English Legal System as well as knowledge and understanding of the relevant area of law and practice.

The evidence could come from a variety of sources, including: evidence taken from the apprentice's workload, third party statement etc.

The portfolio should be signed off periodically in the final 4 months of the apprenticeship, by the assessor and reviewed by an internal verifier (employed by the Training Provider). At the end of the apprenticeship, the portfolio should be signed off by the employer and Training Provider and then submitted to the Assessment Organisation for marking and allocation of a grade. Where there is more than one Assessment Organisation, a standardisation meeting is held at least once a month at which all marked assessments are reviewed against the Paralegal Trailblazer apprenticeship standard and final marks and grades awarded. The meeting is attended by sector and assessment experts from each Assessment Organisation.

Scenario

The scenario should be 2 timed assessments, each of 1.5 hours and should be drafted to demonstrate the following learning outcomes in the apprentice's area of practice:

- Knowledge and understanding of law and practice*
- Application of knowledge and understanding of law in relevant area of practice to solve a problem
- Ability to draft a document
- Ability to produce accurate written work
- Ability to work to deadlines (time management)

*The law and practice demonstrated through the portfolio should cover knowledge and understanding of the English Legal System as well as knowledge and understanding of the relevant area of law and practice.

At the end of the apprenticeship, the scenarios should be submitted to the Assessment Organisation for marking and allocation of a grade. Where there is more than one Assessment Organisation, a standardisation meeting is held at least once a month at which all marked assessments are reviewed against the Paralegal Trailblazer apprenticeship standard and final marks and grades awarded. The meeting is attended by sector and assessment experts from each Assessment Organisation and chaired by the Employer Group.

Rationale for the selection of the end point assessments

The competencies set out in the paralegal standard are as follows:

1. Ethics, professionalism and judgement
2. Technical Legal Practice
3. Managing themselves and their own work
4. Working with other people

Each of the chosen assessments (the portfolio and scenarios) assesses knowledge, skills and competence against each of these competencies identified in the paralegal standard.

The portfolio is a highly effective assessment instrument because it enables the apprentice to demonstrate that they have met each of these competencies in the workplace, using evidence from their workload to support that competence. It will also demonstrate the integrated use of legal knowledge, skills and competences in a practical setting. The portfolio will be countersigned by the employer and Training Provider (as confirmation that the content meets the required standard and is entirely the work of the apprentice), before being forwarded to the Assessment Organisation.

The scenarios will be time based assessments, undertaken in controlled conditions and will assess the ability of the apprentice to apply their legal knowledge, skills and competences to both draft a document and solve a problem. This is effective as an assessment instrument as it simulates the work likely to be asked of a paralegal, once the apprenticeship is complete using the knowledge, skills and competencies in an integrated way, so as to demonstrate full competence against the standard.

The Assessment Organisations providing the end point assessment outcomes will have to demonstrate that they have the necessary infrastructure and quality assurance processes in place to ensure that the apprenticeship standard is being consistently applied. The details of the required infrastructure and quality assurance arrangements are in development, but will be available prior to the start of this apprenticeship in September 2016

A valid assessment is one which measures that which it is designed to measure. The assessment methodology for the paralegal standard is valid as the defined outcomes for each of the end point assessments covers a range of the learning outcomes from each of the 4 competencies set out in the paralegal standard. The emphasis is on the application of the higher order knowledge skills and competencies assessed in an integrated way to ensure that the apprentice is a fully competent paralegal at the end of the apprenticeship.

A reliable assessment is one which can be applied consistently between candidates and over time. The development of a set of criteria for producing assessments to the required standard and for marking and grading assessments (currently under construction, but available before September 2016) will ensure that the assessments are reliable.

The use of Assessment Organisations which have not been involved in the training of the apprentices will ensure that the assessment of the apprentice at the end of the apprenticeship is independent.

The quality-assurance arrangements to be put into practice by Assessment Organisations are under development (but will be available by September 2016). These arrangements will ensure that the assessments meet the minimum requirements to demonstrate full competence of the paralegal apprentice.

The arrangements set out above are deliverable and practicable based on the characteristics of the paralegal.

Grading

The paralegal apprenticeship will be awarded a grade. The grades will be Fail, Pass and Distinction.

The grade will be determined on the basis of the results from the end point assessments. The detailed grade boundaries and grade matrix are under development (they will be available prior to September 2016). However the table below indicates how the grade of the apprenticeship will be awarded:

Portfolio	Scenarios	Overall grade awarded
Fail	Fail	Fail
Fail	Pass	Fail
Pass	Fail	Fail
Pass	Pass	Pass
Pass	Distinction	Pass
Distinction	Pass	Pass
Distinction	Distinction	Distinction

ANNEX 1: CRITERIA FOR THE ASSESSMENT PLAN

CRITERION	EVIDENCE
<p>1. USING A RANGE OF ASSESSMENT METHODS IN YOUR END ASSESSMENT</p>	<p>Our assessment methods have been selected to provide valid and reliable assessments of the relevant competences.</p> <p>The synoptic end-point assessment for the paralegal apprenticeship consists of two parts, both of which must be passed in order for an apprentice to demonstrate full competence as a paralegal.</p> <p>Part 1. Portfolio</p> <p>This will assess candidates' ability to utilise their knowledge, skills and competences developed throughout the apprenticeship in the workplace. The evidence included within the portfolio will be signed off by the assessor and confirmed as the apprentice's own work. It will demonstrate competencies 1.1, 1.4, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 4.1, 4.2 from the paralegal standard through demonstration of the following outcomes:</p> <ul style="list-style-type: none"> • Demonstrate ability to use knowledge and understanding of relevant law and practice to solve problems • Demonstrate ability to undertake appropriate legal research • Demonstrate evidence of assisting with a legal matter/transaction • Demonstrate ability to balance competing priorities • Demonstrate use of good file management • Demonstrate ability to work with others

	<p>Part 2. Scenario</p> <p>This element will be made up of 2x1.5 hour timed assessments</p> <p>These will assess candidates' ability to perform the technical legal competences in the context of their area of practice. They will assess knowledge, skills behaviours in an integrated way and in timed conditions.</p> <p>They will demonstrate competencies 1.1, 1.4, 2.2, 3.1(B), 4.1 from the paralegal standard through demonstration of the following outcomes:</p> <ul style="list-style-type: none"> • Knowledge and understanding of law and practice • Application of knowledge and understanding of law in relevant area of practice to solve a problem • Ability to draft a document • Ability to produce accurate written work • Ability to work to deadlines
<p>2. ENSURING INDEPENDENCE</p>	<p>Both parts of the synoptic end-point assessment will be provided through assessments devised by the Training Provider and marked by the Assessment Organisation. The Assessment Organisation will not have been involved in the training of the apprentice. This process is explained in detail within this document.</p> <p>The Assessment Organisation must be able to demonstrate procedures to</p>

	<p>ensure that its assessment functions are quality assured to the required standard (currently in development). It will be required to demonstrate the probity of the assessment systems; to assure consistency of standards between candidates, across different assessment centres and over time between successive sittings; to identify areas for improvement and to monitor and review assessment standards using comparative data.</p>
<p>3. DELIVERING CONSISTENT (RELIABLE) JUDGEMENTS</p>	<p>Mechanisms for ensuring consistency will be the responsibility of Assessment Organisations and the Employer Group and will include the following:</p> <ul style="list-style-type: none"> • providing clear guidance for Training Providers and employers on assessment requirements • approving proposed scenarios for assessment purposes • applying the 'pass' mark for the assessment at the level of demand set by the Employer Group • applying the standard consistently through external marking by the Assessment Organisation • standardisation of marking and allocation of grades across Assessment Organisations
<p>4. DELIVERING ACCURATE (VALID) JUDGEMENTS</p>	<p>Both parts of the end point assessment are required to meet the learning outcomes set out in this document to demonstrate the necessary knowledge, skills and competencies required from the Paralegal Trailblazer standard. They combine to provide real life examples and 2 scenarios based on the core activities of a Level 3 paralegal. Each of the end point assessments will be synoptic. Assessment Organisations will ensure valid judgements are made through:</p> <ul style="list-style-type: none"> • use of marking criteria based on the Paralegal Trailblazer apprenticeship standard and applied by all Assessment Organisations • external marking process free from bias • standardisation of marking and allocation of grades across Assessment

	Organisations to ensure consistency in applying the standard
5. SYNOPTIC ASSESSMENT	<p>Both parts of the assessment are synoptic.</p> <p>There is an emphasis on the higher order skills of the Paralegal Trailblazer apprenticeship, integrated into assessments to demonstrate the ability to demonstrate full competence against the standard. They combine elements of the knowledge, skills and competencies set out in the paralegal standard and identified in criterion 1.</p>
6. GRADED ASSESSMENTS	<p>Grades will be awarded on the following basis:</p> <p>There will be a pass grade which will demonstrate full competence against the standard and a distinction grade which demonstrates that the apprentice has performed at a level which requires additional recognition.</p> <p>Grading will be performed by the Assessment Organisation, using defined grade descriptors. Where more than one Assessment Organisation is involved, final grades will be awarded at a standardisation meeting attended by sector and assessment experts from each Assessment Organisation and chaired by the Employer Group. This will ensure a consistent approach to grading across all Training Providers, both between candidates and over time. The detailed guidance relating to grade descriptors and boundaries is in development by the employer group, but will be available prior to September 2016.</p>
7.AFFORDABILITY	<p>We have tested the market with several suppliers and are satisfied that these assessments are cost effective and not off putting to employers.</p> <p>Paralegal: Based on a cohort of 20 learners and excluding enquiries and appeals fees which would fall outside funding arrangements the cost per learner is £650</p>

	- £850
8.MANAGEABILITY/ FEASIBILITY	<p>The methods of assessment have been developed to ensure that all sizes of employer are able to access the paralegal apprenticeship. The on-programme and end point assessments can be delivered by all sizes of provider (including local Further Education colleges who will be able to offer the training in conjunction with small employers). There is the flexibility for the provider to tailor the training to meet their specific requirements. The requirements also ensure that a paralegal working in any area of practice will be able to access appropriate training and if they can demonstrate that they are competent in their area of practice that they can satisfy the end point assessments.</p> <p>The end-point assessments will be devised and delivered by the Training Provider. The Assessment Organisation will mark the assessments and allocate a grade. Where more than one Assessment Organisation is involved, final grades will be awarded at a standardisation meeting attended by sector and assessment experts from each Assessment Organisation and chaired by the Employer Group. These will be held at least once a month. The frequency will ensure that assessments are reviewed and final awards made within reasonable time scales and there is no build-up of assessments, leading to a back log. The Training Provider will be required to demonstrate</p> <ul style="list-style-type: none"> • An appropriate assessment strategy, which delivers the requirements of this assessment plan • Appropriate facilities for the conduct of the assessments • Robust administrative arrangements and data collection systems • Robust quality assurance systems, which deliver the requirements of this assessment plan, and appropriate reporting arrangements

	<p>The Assessment Organisation will be required to demonstrate:</p> <ul style="list-style-type: none"> • Ability to mark the assessments fairly and consistently and in line with the agreed standard • Ability to meet the demands for marking and grade allocation through sufficient resources and infrastructure • Robust administrative arrangements and data collection systems • Robust quality assurance systems, which ensure consistent delivery of the requirements of the assessment plan
<p>9. PROFESSIONAL BODY RECOGNITION</p>	<p>The end-point assessment plan has been written in conjunction with CILEx, CILEX REGULATION and the SRA. A letter from CILEx is attached confirming their approval of the plan and stating their intention to consider professional recognition for apprentices having completed the apprenticeship. A letter from CILEX REGULATION is attached confirming their approval of this plan and their agreement to consider exemptions for apprentices wanting to progress to qualification as a CLE. A letter from the SRA is attached stating that they have reviewed the suggested exemptions in the on-programme assessment plan and consider that these competences may be achieved through the paralegal apprenticeship. However, this does not preclude the need for further development to ensure the apprentice can satisfy the end point assessments (a pre-requisite for admission as a solicitor through this route to qualification)</p>

APPENDIX 1: ASSESSMENT DESIGN

On-programme learning and assessment

On-programme training and assessment should be completed by the Training Provider and should cover at least the following elements:

LEARNING OUTCOME
LEGAL KNOWLEDGE
English Legal System
<ul style="list-style-type: none">• Understand the structure of the law (classifications etc.)
<ul style="list-style-type: none">• Understand what the organs of government are
<ul style="list-style-type: none">• Understand how an Act of Parliament is created
<ul style="list-style-type: none">• Understand the meaning of delegated legislation
<ul style="list-style-type: none">• Understand how the doctrine of judicial precedent operates
<ul style="list-style-type: none">• Understand how membership of the European Union influences the law of England and Wales
<ul style="list-style-type: none">• Understand the court hierarchy
<ul style="list-style-type: none">• Understand the relevance of the European Convention on Human Rights
<ul style="list-style-type: none">• Understand how disputes can be resolved outside the court hierarchy
<ul style="list-style-type: none">• Understand the personnel of the English Legal System, their qualification routes and their roles
<ul style="list-style-type: none">• Understand the contribution made by laymen within the legal system of England and Wales
Relevant area(s) of law
<p>Each area of law has unique elements which should be covered to enable the apprentice to understand the area of law in which they work.</p> <p>Depending on the area of law this should include an understanding of the key legal concepts relevant to the area of practice.</p> <p>Possible areas of law include: contract, tort, crime, family, company, trusts, wills and succession and land.</p>

Relevant area of practice
<p>Each area of practice has unique elements which should be covered to enable the apprentice to understand the area of practice in which they work. Depending on the area of practice this should include:</p> <ul style="list-style-type: none"> • Understand where the area of practice fits within the English legal system • Understand the relevant legal terminology for the area of practice • Understand the ways in which cases may be funded in the relevant area of practice and how fees etc. will be charged • Understand the implications to the client of taking particular courses of action throughout • Understand the way matters are initiated, progressed and concluded within the area of practice • Understand the legal documentation used in the relevant area of practice • Understand the place of legal proceedings within the relevant area of practice <p>Possible areas of practice include civil litigation, criminal litigation, family practice, probate practice, practice of company law and conveyancing.</p>
LEGAL SKILLS
Legal research skills
<ul style="list-style-type: none"> • Know how to find and read statutes • Understand the purpose and status of the statute • Understand how to use sections of the statute that provide supporting guidance for the user • Understand how to use information from a statute • Understand the purpose of a statutory instrument (SI) • Understand how to use information from a statutory instrument (SI) • Understand the way in which case law works and progresses • Understand how to use information from a case report
Obligations in client care
<ul style="list-style-type: none"> • Understand the professional requirements of a client care interview • Understand the relevant professional requirements of client care communications • Understand the relevant issues and rules governing the relationship with the client, including funding, client billing, time recording, money laundering, conflicts of interest, handling client money and the prohibition of giving financial advice

COMPETENCE

- Understand the business structures operating in the legal landscape,
- Understand the particular employer's place within legal landscape, the place of the apprentice's team within the organisation and the place of the apprentice within the team
- Be able to apply relevant costs and billing requirements within the organisation
- Be able to utilise the professional conduct requirements of the legal profession including limits of competence and importance of not acting outside competence
- Be able to use Legal IT/case management systems and file management within the organisation
- Be able to demonstrate appropriate communication skills (written and oral) commensurate with the role and be able to draft documents etc. under supervision
- Be able to demonstrate effective working **relationships** with others commensurate with the role
- With guidance, be able to reflect and evaluate on work to enable self-development
- With direction, be able to utilise legal knowledge and skills to solve problems
- Be able to manage time effectively in order to meet deadlines, including balancing competing priorities

APPENDIX 2: On-programme assessment plan

The purpose of this assessment plan is to provide the following:

1. A guide to the speed at which a learner might be expected to progress through the paralegal apprenticeship. The order of progression could be changed by the provider if it does not suit the employer's requirements.
2. The 'milestones' that indicate the learner is making progress by building his or her technical knowledge in order to be able to pass the end point assessments.
3. A demonstrable connection to where apprenticeship standards link to optional professional registration (a requirement of the trailblazer scheme, if professional registration is available). The Chartered Institute for Legal Executives as an Approved Regulator under the Legal Services Act 2007 is able to provide professional registration for both paralegal apprentices working through the apprenticeship framework and once the apprenticeship has been completed. This provides both membership of a professional body and regulation by CILEx Regulation.
4. Suggested exemption against the on-programme elements required to meet the CLE/solicitor standard. NOTE: even where the content of this apprenticeship has been mapped to the CLE/solicitor competence framework, this does not preclude the need for further development to ensure the apprentice can satisfy the end point assessments (a pre-requisite for admission as a CLE/solicitor through this route to qualification).

Format

The table below indicates the subject content to be assessed in outline, how the on-programme assessment could be delivered and when.

NOTE TO PROVIDERS: The requirements set out in the framework make reference to CILEx units and qualifications, this provides the necessary accessibility for Further Education Colleges and smaller employers. There is no requirement to use these units, although where alternative on-programme assessment is devised, as it will underpin a Level 3 apprenticeship, the level of demand of these on-programme elements should be set at Level 3. The CILEx units have been used to set out required content for professional registration and regulation through CILEx. The format of alternative delivery could include modularisation or problem based learning. However, to obtain professional recognition from CILEx as a regulated paralegal and/or obtain the necessary exemptions against the Chartered Legal Executive standard, the assessment would be required to meet the CILEx exemption criteria.

Suggested timeframe for completion of on-programme knowledge development	Knowledge, skill or competence	On-programme assessment to test progress against the outcomes for the end point test?	Milestone for CILEx professional recognition/exemption from CLE	Possible exemption from on-programme learning requirements stated on the solicitor apprenticeship standard
Year 1				
Approximately three months (but could be later) into the apprenticeship	KNOWLEDGE: English Legal System and introductory legal practice matters	Provider generated closed book objective test meeting CILEx's exemption criteria or CILEx's Unit 1 test	The first unit towards completing the CILEx Level 3 certificate. This will be by exemption if set by the provider.	Possible exemption from English Legal System up to L3.
At some point after the objective test, but before the end of year 1.	SKILL: Client care: understand and apply: <ul style="list-style-type: none"> The professional requirements of client care interviews The professional requirements of client care communications The rules governing the relationship with the client 	Provider generated coursework meeting CILEx's exemption criteria or CILEx generated coursework tasks	The second unit towards completing the CILEx Level 3 certificate. This will demonstrate the acquisition of foundation level applied professional skills.	
At some point after the objective test, but before the end of year 1.	SKILL/COMPETENCY: Legal research: understand how <ul style="list-style-type: none"> To find & read statutes To discover the purpose and status of a statute To use statute guidance sections To use information from a statute To discover the purpose of a statutory instrument To use a statutory instrument Case law works 	Provider generated coursework meeting CILEx's exemption criteria or CILEx generated coursework tasks Units from L3 CILEx competence qualification: Conduct research to progress legal	The third unit towards completing the CILEx Level 3 certificate. This will demonstrate the acquisition of foundation level applied legal knowledge and understanding (excluding competence)	B2. Undertake legal research, including: <ul style="list-style-type: none"> b. Using appropriate methods and resources to undertake the research e. Recording and presenting the findings accurately and clearly.

<p>First 3-6 months of apprenticeship</p>	<ul style="list-style-type: none"> • To use case law reports <p>COMPETENCIES:</p> <ul style="list-style-type: none"> • Understand the business structures operating in the legal landscape • Understand the particular employer’s place within the legal landscape, the place of the apprentice’s team within the organisation and the place of the apprentice within the team • Be able to utilise the professional conduct requirements of the legal profession including limits of competence and the importance of not acting outside competence • In-house training in Equality and Diversity 	<p>matters</p> <p>Units from L3 CILEx competence qualification:</p> <p>Business and ethics in the legal sector</p> <p>Comply with legal, organisational and regulatory requirements in the provision of legal services</p>	<p>Not required for CILEx professional accreditation at L3 and would need to be developed to L6 standard for exemption from CLE, as this is a levelled requirement for CILEX REGULATION</p>	<p>Competence framework not currently levelled</p> <p>A1. Act honestly and with integrity, in accordance with legal and regulatory requirements and the SRA Handbook and Code of Conduct, including:</p> <p>c. Identifying the relevant SRA principles and rules of professional conduct and following them</p> <p>e. Respecting diversity and acting fairly and inclusively</p> <p>A3. Work within the limits of their competence and the supervision which they need, including:</p> <p>a. Disclosing when work is beyond their personal capability</p> <p>c. Seeking and making effective use of feedback, guidance and support where needed</p> <p>C3. Apply good business practice, including:</p>
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				a. Demonstrating an adequate understanding of the organisational and financial context in which they work and their role in it
At an appropriate point in the first year of the apprenticeship.	<p>COMPETENCIES:</p> <ul style="list-style-type: none"> • Be able to use Legal IT/case management systems and file management within the organisation • With guidance, be able to reflect and evaluate on work to enable self-development 	<p>Units from L3 CILEx competence qualification:</p> <p>Manage files for legal matters</p> <p>Receive, transmit, store and retrieve information</p> <p>Maintain and develop your own knowledge, skills and competence</p>	Not required for CILEx professional accreditation at L3 and would need to be developed to L6 standard for exemption from CLE, as this is a levelled requirement for CILEX REGULATION	<p>C2. Keep, use and maintain accurate, complete and clear records, including:</p> <p>a. Making effective use of information management systems (whether electronic or hard copy), including storing and retrieving information</p> <p>A2. Maintain the level of competence and legal knowledge needed to practise effectively, taking into account changes in their role and/or practice context and developments in the law, including:</p> <p>b. Reflecting on and learning from practice and learning from other people</p> <p>d. Maintaining an adequate and up-to-date understanding of relevant law, policy and practice</p>

Year 2:				
At an appropriate point in the second year of the apprenticeship.	KNOWLEDGE: Relevant area of law to develop key legal concepts linked to the practice area of the paralegal	Provider generated assessment meeting CILEx's exemption criteria or appropriate CILEx Unit	This assessment would confer exemption against CILEx's law unit	
At an appropriate point in the second year of the apprenticeship.	KNOWLEDGE: Relevant area of practice to develop key outcomes required for the practice area of the paralegal	Provider generated assessment meeting CILEx's exemption criteria or appropriate CILEx Unit	This assessment would confer exemption against CILEx's practice unit	
At an appropriate point in the second year of the apprenticeship.	<p>COMPETENCIES:</p> <ul style="list-style-type: none"> Be able to apply relevant costs and billing requirements within the organisation Be able to demonstrate appropriate communication skills (written and oral) commensurate with the role 	<p>Units from L3 CILEx competence qualification:</p> <p>Manage financial considerations in relation to legal matters</p> <p>Prepare for financial transactions in relation to legal matters</p> <p>Communicate effectively with people maintaining the security of information</p>	Not required for CILEx professional accreditation at L3 and would need to be developed to L6 standard for exemption from CLE, as this is a levelled requirement for CILEX REGULATION	<p>C1. Initiate, plan, prioritise and manage work activities and projects to ensure that they are completed efficiently, on time and to an appropriate standard, both in relation to their own work and work that they lead or supervise, including:</p> <p>a. Clarifying instructions so as to agree the scope and objectives of the work</p> <p>d. Monitoring, and keeping other people informed of, progress</p> <p>f. Paying appropriate attention to detail</p>

	<p>and be able to draft documents etc. under supervision</p> <ul style="list-style-type: none"> • Be able to demonstrate effective working relationships with others commensurate with the role • Be able to manage time effectively in order to meet deadlines, including balancing competing priorities • With direction, be able to utilise legal knowledge and skills to solve problems 	<p>Draft Legal Documents using precedents</p> <p>Contribute to the quality of team working</p> <p>Plan and manage your own workload</p> <p>Range of possible units dependent on area of practice – or could be developed through mock assessment</p>	<p>C3. Apply good business practice, including:</p> <p>c. Applying the rules of professional conduct on accounting and financial matters</p> <p>D1. Communicate clearly and effectively, orally and in writing, including:</p> <p>b. Responding to and addressing individual characteristics effectively and sensitively</p> <p>c. Using the most appropriate method and style of communication for the situation and the recipient(s)</p> <p>f. Maintaining the confidentiality and security of communications</p>
<p>4 months prior to end point assessments:</p>	<p>Gateway to end point assessments:</p>	<p>Satisfactory completion of above on-programme assessment - competence standard agreed by employer</p>	<p>NOTE: the detailed requirements underpinning the confirmation by the employer that the apprentice is ready to start the end point assessments are under development and will be available prior to September 2016. The requirements will set the criteria for making this decision, including: setting out who can make the decision, the criteria to be applied in making that decision and the appeals process.</p>

The apprentices may progress to the CLE apprenticeship and the solicitor apprenticeship, noting that even where the content of this apprenticeship has been mapped to the CLE/solicitor competence framework, this does not preclude the need for further development to ensure the apprentice can satisfy the end point assessments (a pre-requisite for admission as a CLE/solicitor through this route to qualification) and other regulatory requirements set by the independent regulator. It should be noted that completing the paralegal apprenticeship will not provide exemption from the end point assessments, however completing the paralegal apprenticeship may reduce the length of training required to complete the CLE/solicitor apprenticeship CILEx Regulation.

NOTE: The SRA exemptions identified in this document are subject to the outcome of the SRA consultation on the SRA Competence Framework. Therefore they may be subject to change.