



Developing Tomorrows Workforce, Today.

About Us

Basingstoke ITEC is a charity that is primarily funded through the Government Apprenticeship programmes and charitable contributions. We have been working with employers and learners successfully for over 40 years.

We think it is really important to support the community by providing a solid foundation of personal development for the corner stone of everyone's future careers. We want learners to recognise their innate characteristics and suitability for their future careers. We help employers develop tomorrow's workforce today.

Our vision is for Basingstoke ITEC to be recognised as the Digital and IT training provider who can be relied upon to provide an outstanding learning experience. Although we are based in Basingstoke, we work predominantly across the South East but have the ability to work across England.





Paralegal Level 3 Curriculum

This is an overview of the Paralegal Level 3 curriculum. We want to work with you to develop a bespoke learning plan to enable us to deliver the knowledge in a logical sequence.

We will complete an initial assessment, skill scan and math and English assessment to determine the needs of the apprentices. Our aim is for the apprenticeship programme to have a positive impact for you and for the apprentice so that they receive a great learning experience.

This plan is fully adaptable to support those with special educational needs or disabilities.

What is the Paralegal Standard?

The role of the Paralegal is to give legal advice on routine and straightforward matters. They support legal professionals and specialist attorneys on legal matters. Core skills include:

- Assist in administering procedures using most effective channels to progress caseloads
- Conduct legal research using selected sources such as legal databases.
- Organise and administer workflow such as legal files, case management and accounting systems to progress work within service level expectations.
- Apply fraud protection measures and cyber security procedures in relation to transactions, keeping up to date with approaches.
- carry out file management activities such as prepare and collate bundles, take and file accurate notes, close and review files, maintain databases and version control.

Who is this for?

The roles associated with this role can vary but typical job titles include:

- Assistant litigation executive
- Conveyancing paralegal
- Junior paralegal
- Probate paralegal

Delivery

The delivery of this apprenticeship will include:

- One to one support on a monthly basis from your Trainer.
- Monthly workshops with your trainer to develop the knowledge, skills and behaviours of the standard.
- All apprentices will have access to an e-portfolio.
- Maths and English functional skills training – If required depending on GCSE results.

Duration

- The duration of the Level 3 Paralegal Apprenticeship will typically take 24 months to complete.
- The learning phase in the first 21 months is known as being 'On Programme' this is where the Knowledge, Skills and Behaviours required for the standard will be developed.
- The final 3 months of the apprenticeship will be the completion of the 'End-Point Assessment' phase.

What is covered in Paralegal?

Core Occupation Duties

- Support provision of legal advice by other legal professional.
- Provide ethical legal services ensuring high standards of client care ensuring they are acting in the best interests of the client.
- Complete routine legal research and present information in response to requests from others under supervision.
- Assist with the initial review of documents for example witness statements, meeting notes, contract reviews, lease agreements, bundles, assignments and mergers, official government communications.
- Produce first drafts of legal documents and proofread documents under supervision using digital tools.
- Use and support the use of digital technology and tools.
- Engage with stakeholders appropriately and adapt communication styles and tools appropriately including escalating problems when appropriate in line with organisational policies and procedures.
- Manage own workload using digital management systems and undertake review of casework and case deadlines to ensure progression is maintained and any problems identified and escalated.
- Deliver paralegal activities in support of the organisation's commercial strategy or budgetary constraints such as value for money, compliance with time billing and fee structure policies.
- Assist in work with clients to provide an excellent customer service on routine casework.
- Assist in carrying out "Know Your Client" activities to ensure that the appropriate type of scale of legal service is being provided.
- Administer digital systems to create, maintain and use client and organisation data securely in line with legislation.

Gateway and End Point Assessment

Once all the duties have been completed along any maths and English exams and the portfolio is completed, the apprentice, employer and Basingstoke ITEC will make the decision to progress to the End-Point Assessment.

Apprentices will enter a period called 'Gateway' they will be prepped and supported by Basingstoke ITEC for each stage of their End-Point Assessment. Certificates will be released upon completion of the end-point assessment and the apprenticeship will then be considered achieved.

End-Point Assessment



ASSESSMENT METHOD 1

Work-based project completed over a 4 week period, with presentation and questioning



Portfolio

Full evidence of knowledge, skills and Behaviours



ASSESSMENT METHOD 2 Professional Discussion

GATEWAY

PRE GATEWAY

POST GATEWAY

Progression Opportunities

On completion of the Level 3 Paralegal, there is the opportunity for progression, depending on your job role.

What will apprentice gain upon completion?

- Level 3 Paralegal apprenticeship – Pass, Merit or Distinction grade
- Level 2 Functional Skills in Maths (if required)
- Level 2 Functional Skills in English (if required)



Learner Journey – Delivery Process



1-3

4-6

7-10

11-15

16-20

21-24

Months

Induction

Development of Knowledge, Skills and Behaviours for standard

EPA Prep

Develop showcase portfolio for assessment

End Point Assessment

Maths and English Functional Skills (If Required)

Monthly trainer sessions and workshops – face to face and remote

Feedback