

Paralegal apprenticeship standard

Eligibility

New and existing staff, including graduates, can benefit - provided there is an identified development need and the learning is materially different from prior qualifications.

Fees

All or most fees are funded by government, with additional incentives for employers of under-19s. Contact us for specific information.

Recognised qualifications

CILEx Level 3 Certificate in Law and Practice.*

Potential progression route

Chartered Legal Executive and solicitor apprenticeships.

Benefits to your business

- Attract and retain talented, ambitious new talent
- Develop and quality-assure existing non-qualified fee earners
- Widen your talent pool
- Fully/part-fund professional qualifications for your team



Paralegal apprenticeship structure and delivery

Two-year, blended learning programme. Students have a dedicated tutor who tailors the programme and provides mentoring and support via face-to-face and remote visits. Technical content is delivered by subject experts via weekly webinars and e-tutorials. Most students study five different CILEx level 3 units:

- Introduction to Law and Practice
- Client Care
- Legal Research
- The area of law most relevant to their work
- The corresponding practice area

During the final four months of the programme, the apprentice finalises their work-based portfolio showing their competence against the outcomes set out in the standard. The end-point assessment comprises submission of the portfolio and two 90-minute scenario-based tests, one covering drafting and the other problem solving, in each case related to the apprentice's area of work.

Commitment

Apprentices will need to spend a minimum of 20% of their working week on their studies.

Who is the apprenticeship for?

Prospective paralegals or unqualified fee earners who would benefit from a structured training programme leading to professional qualifications. By the end of the apprenticeship, students will:

- Understand relevant legal and regulatory requirements
- Have sufficient competence and legal knowledge for the role
- Be able to undertake legal and factual research, use precedents and draft documents and assist with matters
- Manage themselves and their work so tasks are completed on time and to an appropriate standard
- Work effectively with colleagues towards the achievement of client and team objectives

*Tailored options can be built for large employers working in specialist practice areas.

