



a professional approach for professional people

Paralegal Apprenticeship

Level 3

BOOST YOUR BUSINESS WITH APPRENTICESHIPS

The new apprenticeship standards allow you to bring new talent through the ranks and train your team with the skills they need to help your business succeed.



CHARTERED INSTITUTE
OF LEGAL EXECUTIVES
ACCREDITED STUDY CENTRE
2017-2018

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Why the Paralegal apprenticeship is good for your business

'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. The Paralegal standard 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
- All the knowledge, skills and competencies requirements are assessed to demonstrate a competent standard to complete the apprenticeship

Your apprentice will achieve:

- CILEx Level 3 Diploma in Providing Legal Services

Typical job roles include:

Conveyancing assistant, claims handler, litigation assistant, legal assistant in family or employment law departments.

What does this apprenticeship lead to:

Following achievement of the Level 3 Apprenticeship, apprentices will be able to progress to the Chartered Legal Executive (Level 6) Apprenticeship.

This approach will provide the apprentice with confidence and understanding in key areas such as:

Knowledge

- Legal and regulatory requirements relevant to their role
- Using precedents and draft documents, using plain and succinct language
- Assisting with legal matters and transactions
- Building strong relationships with clients and colleagues

Skills

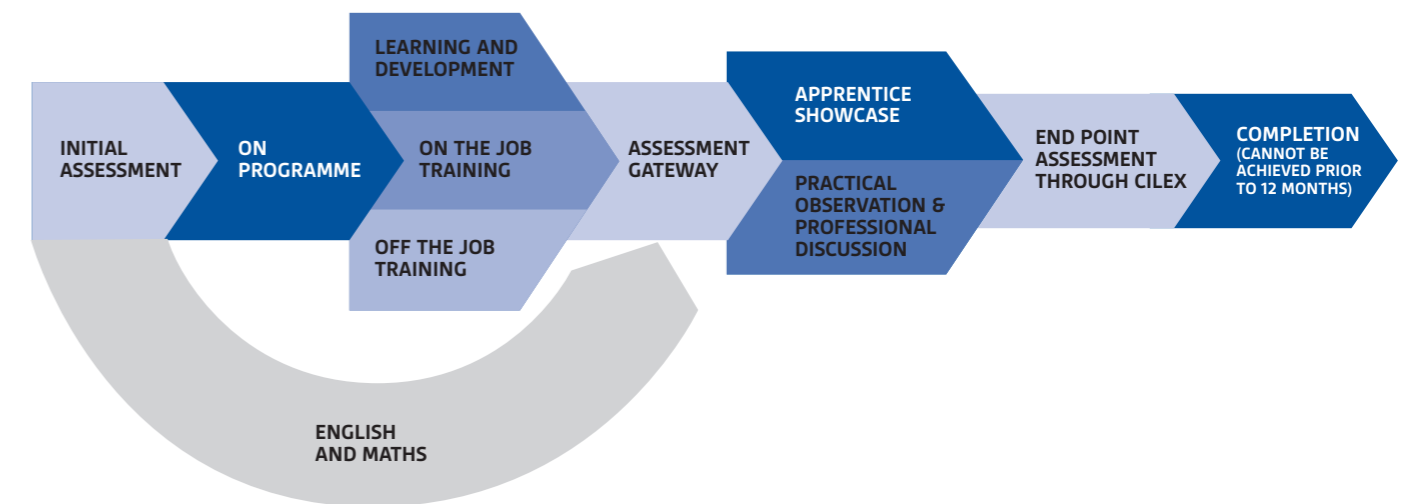
- Managing data/records
- Reviewing documents
- Drafting and producing legal documents and standard forms
- Assisting with the inception, progress and completion of client files
- Carrying out research
- Handling confidential and sensitive information
- Understand and utilise basic financial information
- Communicating (written and oral) with internal and external clients

Behaviours

- Ethics, professionalism and judgement
- Technical Legal Practice
- Managing themselves and their own work
- Working with other people

The apprenticeship

Your step by step guide to taking on a apprentice



Your apprentice must:

- Be paid at least the national minimum wage
- Be an employee
- Work with experienced staff
- Learn job-specific skills
- Study during their working week (including attending our training centre)

Hiring your apprentice

There are several steps to taking on an apprentice:

- You can identify your own apprentices
- Advertise your apprenticeship - we will do this for you through the 'recruit an apprentice' service
- Select your apprentice and make an apprenticeship agreement and commitment statement with them

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Why apprenticeships?

Here are just a few of the benefits of hiring an apprentice:

- Apprenticeships are a great way of attracting enthusiastic talent with fresh ideas
- They can be tailored to specific job roles, making them flexible to the needs of the business
- Apprenticeships provide you with the skilled people you need for the future
- Apprenticeships can help reduce staff turnover, by increasing employee satisfaction and loyalty
- Apprenticeships are a tried and tested way to recruit new staff, re-train or upskill existing staff
- The average apprenticeship improves productivity by over £10,000 per year
- When you employ an apprentice below the age of 25, you are no longer required to pay employer National Insurance contributions for them

Whatever sector you're in, there are so many benefits that apprentices can bring to your business.

Apprenticeship Funding

Levy paying employers (employers with a paybill over £3m per year) – your levy funds can be used to pay for apprenticeships.

If you are a non-levy paying employer 90% of the apprenticeship training and assessment costs will be paid by the government and you will only have to contribute the remaining 10%.

Government incentives are available if you take on apprentices between 16 – 18 years of age.



To find out more
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