

Paralegal

Paralegal apprentices provide legal support such as drafting documents, managing records and assisting with client files, whilst working under supervision.

What are the benefits of an apprenticeship?

-  Learn new practical skills and gain experience, whilst developing your knowledge of law
-  Achieve a recognised qualification
-  Provide the support your team requires to meet client requirements and goals
-  Carry out research and draft legal documents and forms
-  Improve your communication skills
-  Earn a good salary and avoid university debt



How do we help you get the most out of your apprenticeship?

Our People: With a 40 year history, we have an experienced team of coaches, technical specialists and account managers who are there to guide, challenge and support you, to not just achieve the qualification, but to have an impact on your career now and in the future.

Our Processes: After your enrolment and launch, you will be guided through carefully planned, manageable chunks of learning with one-to-one and group interaction, and additional support to prepare for your end-point assessment.

Our Systems: All of our systems are easily accessible and engaging, including OneFile to manage tasks, Profiler to help you and your employer identify further areas for improvement, Damar OpenLearning for lots of interactive learning resources and our Forums, for apprentices on the same qualification to build networks and support each other.



“I find that every day I learn something new which means that I am constantly able to challenge myself. I am able to retain information better and learn from it as I have real life examples to refer back to or apply.”

[Read full case study](#)

Natasha Brown
Paralegal Apprentice,
Kent and Medway NHS Trust



“I can’t tell you how times have changed since I walked through the door five and a half years ago - from undertaking some very basic admin tasks to having conduct of my own matters as well as obviously assisting other senior members of the team.”

[Read full case study](#)

Jack Bradford
Paralegal Apprentice,
Simpson Millar

Paralegal

Apprentices develop the skills, knowledge and behaviours required to perform a paralegal role, as well as studying specialist CILEx units. For the full apprenticeship standard, [click here](#).

Ethics, professionalism and judgement

- Have an understanding of legal requirements
- Maintain sufficient competence and legal knowledge
- Avoid working outside their area of knowledge
- Use understanding and analysis to solve problems

Technical legal practice

- Undertake legal and factual research
- Use precedents and draft documents
- Assist with legal matters and transactions

Managing themselves and their work

- Manage work activities
- Practise good file management
- Work in accordance with good business practice

Working with other people

- Communicate clearly and effectively
- Establish and maintain effective and professional relations with others



Induction and Launch
1-4 weeks

On Programme
72 weeks

Gateway
4-8 weeks

End-Point
Assessment

How is the apprenticeship delivered?

Delivery is a blend of:

- Diverse and engaging online resources to support the development of knowledge, behaviours and skills
- Group coaching and subject specialist sessions / workshops
- Review meetings with the apprentice, line manager and dedicated Damar coach

Functional skills are an important part of all apprenticeships and apprentices who don't already have maths and English at level 2 or above will undertake functional skill qualifications in these areas.

Most students study units from the CILEx level 3 qualification or CPQ Foundation (or equivalent). All of these are assessed as part of the end-point assessment:

- Legal Systems (CPQ)
- Professional Skills (CPQ)
- An additional CPQ Foundation module OR Level 3 Law/Practice units corresponding to the pathway most relevant to their work

The CILEx end-point assessment includes:

- Two 90 minute scenario-based tasks
- An interview with the examiner about their portfolio

What is the commitment?

Apprentices need to spend a minimum of 20% of their working week on the apprenticeship.

Who is eligible?

Apprenticeships are generally available for new or existing employees of all ages, including graduates, who need to develop their skills, knowledge and behaviours.

How could I progress?

The apprenticeship can be a gateway to more senior legal roles and qualifications, such as the chartered legal executive and solicitor apprenticeships.