



Why Work as a... Paralegal

A solution for your training needs and career progression

ROLE OVERVIEW

Paralegals work alongside law professionals such as solicitors and chartered legal executives. A paralegal mainly gives legal advice on routine and straightforward matters. They support other legal professionals including on regulated aspects of law. Paralegal is a profession providing legal support whilst working under supervision. It can also be a typical entry point into the legal sector.

KEY POINTS

- **Level:** 3
- **Duration:** 24 months + End Point Assessment
- **Entry requirements:** You may be required to undertake training in maths and English. See [HERE](#) for more information
- **Career progression:** Conveyancing Technician, Counter Fraud Investigator, Chartered Legal Executive and Solicitor

KNOWLEDGE REQUIREMENTS

- Fundamentals of legal and regulatory liabilities with regards to the client and organisation to ensure compliance with all professional obligations
- Approaches to legal research including the use of digital resources and research tools
- Principles of ethical and professional frameworks and their relevance for service delivery
- Approaches to drafting legal documents including clarity and precision of language
- Awareness of the commercial or economic drivers of an organisation such as time recording, billing processes and financial efficiency

SKILL REQUIREMENTS

- Conduct legal research using selected sources such as legal databases
- Present findings from legal research in line with organisational expectations
- Assist with legal matters and transactions within the organisation
- Communicate using plain English to provide clarification and explanation of the legal process and standard legal terms
- Undertake activities to ensure a clear picture of a stakeholder's needs and risks throughout legal transactions
- Apply fraud protection measures and cyber security procedures in relation to transactions, keeping up to date with approaches

BEHAVIOUR REQUIREMENTS

- Ethical and professional- adheres to professional codes of conduct in legal activities and relationships with others
- Problem solving
- Customer service mindset - provides a bespoke, productive and positive customer experience
- Growth mindset
- Collaborative and inclusive – respects diversity of thought and experience to work with stakeholders and team members

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