



# BUSINESS & PROFESSIONAL SERVICES

## Paralegal Apprenticeship Level 3



THE BEST YOUNG BUSINESS PROFESSIONALS! GET INTO CAREER MODE

### The Benefits of an Apprenticeship

Apprenticeships offer great opportunities for people of all ages; an Apprenticeship is a job with training to industry standards, enabling you to enter a recognised occupation. All Apprenticeships are employer led, and as well as providing long term earnings, they also give you the ability to progress.

- You'll earn a wage as you're learning and are entitled to paid holidays
- You can earn 10% more after studying on a Level 3 Apprenticeship than if you went straight in to work
- 90% of apprentices remain in employment, either with their current employer or another company
- 85% of employers participate in Apprenticeship programmes and consider them a good thing
- You can train to post graduate level without incurring any university fees
- By passing an independent End Point Assessment, you will join thousands of people acquiring a modern and recognised qualification.

### Apprenticeship Overview

Our Apprenticeship programmes will give you vital hands-on experience, learning from real life situations, with the guidance of industry professionals. You'll gain the skills and confidence needed to excel in your chosen career.

This Apprenticeship trains you to become an experienced Paralegal and is a great and exciting gateway into the legal profession. As a Paralegal you will support Lawyers and law firms by managing and maintaining data and records, assisting with and drafting legal documents and forms, carrying out research for legal cases, communicating with internal and external clients and assisting with the inception, progression and completion of client files.

The course is a great way to build on your skills and gain a recognised qualification whilst also earning a salary.

### What You'll Learn

You could be working for a legal partnership or a large legal firm but you will be at the forefront of providing legal support to both customers and legal representatives. Typical activities that may be carried out, but are not exclusive to this role include:

- 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
- Understanding and utilising basic financial information
- Communicating (written and oral) with internal and external clients

Most of your qualification will be gained in the workplace although you will attend sessions in College that will cover essential areas of your training.

During your Apprenticeship you will be taught and supported by experienced business law tutors. You will also have your own Work Based Tutor who will provide support and guidance during your time in the work place.

80% of your qualification will be gained in the workplace, although you may attend sessions in College that will cover the remaining essential areas of your training.

During your Apprenticeship, you will have a dedicated Work Based Tutor who will train you to industry standards; support your time in employment; and coach you to pass your End Point Assessment.

AN  
ALTERNATIVE  
ROUTE TO  
LAW

80% on-the-job  
training  
20% classroom  
learning

## Entry Requirements

You'll need enthusiasm, motivation and a keen interest in law and the legal system.

You will also require Maths and English GCSEs at grade 4 or above. Individual employers will also have their own entry requirements in addition to this.

To complete the Apprenticeship you will need an employer who is willing to support you throughout your training. If you have not found one, we can help you with your search.

## How will I be Assessed?

You'll complete a portfolio throughout your Apprenticeship, then be graded by an End Point Assessment. The End Point Assessment consists of two written and timed scenario assessments, and an interview which will be supported by your portfolio of evidence.

## Supporting Your Learning and Wellbeing

We have a range of dedicated support and wellbeing services including **FREE** travel, financial support, and impartial advice and guidance. Throughout your Apprenticeship, you'll also receive one-to-one support from your dedicated Work Based Tutor, helping you to achieve your ambitions.

## Future Opportunities

This will give you a range of additional skills and experiences, and includes masterclasses; university visits; access to industry experts; and mentoring and support with your university application, perfect for that next step into Higher Education.

On successful completion of this Apprenticeship, you could progress onto full-time employment, professional job-specific qualifications, Higher Apprenticeships or a degree programme.

Following further study you could work as:

- A Paralegal, earning up to £40,000 per year
- A Legal Secretary, earning up to £45,000 per year
- A Legal Executive, earning up to £100,000 per year

## Why Choose Us?

We're an elite College, and part of the University of Bolton Group, offering you a gateway to all of Greater Manchester's vast range of fantastic opportunities for specialist careers, university degree courses and higher Apprenticeships. We have an excellent track record of success with apprentices not only passing, but acquiring distinction grades!

We'll reward your achievements with trips to The Anderton Outdoor Activity Centre and the opportunity to apply for the prestigious Duke of Edinburgh Award.

Our £75 million campus offers a refurbished fitness suite and sports hall; Apple Mac suites; libraries, a theatre and dance studios; hair and beauty salon; and a restaurant, café and canteen.

You'll also enjoy a wide range of events, including showcases, enterprise activities and cultural celebrations.

## Open Events

Open Events are the best way to discover what life as a Bolton College student is like, giving you an insight into College life.

Open Events at our Deane Road Campus are as follows:

- **Thursday 20th October 2022, 5pm-8pm**
- **Tuesday 15th November 2022, 5pm-8pm**
- **Wednesday 7th December 2022, 5pm-8pm**
- **Wednesday 8th February 2023, 5pm-8pm**

If you'd like to attend one of these events, register by visiting [www.boltoncollege.ac.uk/register-open-events](http://www.boltoncollege.ac.uk/register-open-events)

## How to Apply

Find this Apprenticeship on our website [www.boltoncollege.ac.uk](http://www.boltoncollege.ac.uk) then click the 'Apply' button to express your interest. You'll be asked to set up a Learner Hub account, so that you can track your application.

If you have any difficulties setting up your Learner Hub account, please email [learner.hub@boltoncc.ac.uk](mailto:learner.hub@boltoncc.ac.uk)

Disclaimer: Every care has been taken to ensure that the information contained within these course information sheets was accurate at the time of publishing. Bolton College is constantly evaluating its services to meet the needs of learners; therefore programmes/courses/Apprenticeships, resources and facilities may be subject to change without prior notice.