



## Paralegal

A Paralegal will be working in a highly fast paced and extremely demanding legal environment. This will require individuals to be proactive, quick-thinking and have a high level of attention to detail and accuracy. Our Paralegal Apprenticeship supports Legal Practices to develop talent, through understanding basic drafting skills, legal researching, file management, and a plethora of technical matters across a range of legal areas and specialisms.

Self-management is also a vital part of being able to operate effectively in any highly pressurised Legal Practice. Our programme therefore develops individuals understanding and application of mental health principles, which has directly contributed to increased workplace-wellbeing and increased staff productivity.

An exceptional Paralegal not only needs to understand the law, but they need to develop advanced administrative and clerical skills. We therefore provide Coaching on Billing, Financial Management and Commercial awareness to ensure your staff understand their role within the context of the wider organisation.

### Programme Benefits and Outcomes

Your Paralegal will be able to;

- Develop a range of technical proficiencies, including but not limited to 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
- Understand how the skills fit your business and customer needs and implement these effectively
- Provide exceptional customer service and client management

### Nationally and Industry Recognised Qualifications

Alongside the programme, your employees will gain a Professionally recognised qualification to support their development, supporting your organisation in developed a high-skilled workforce.

# Continuation Courses for your Employees

## TEAM LEADING AND MANAGEMENT

Once proficient in role, with the skills, knowledge, behaviours and experience needed to thrive, our tailored pathway courses support your organisation to progress employees into leadership roles, taking on supervisory, team leading and line management responsibilities. We do this successfully through tailoring our programmes to the specific needs of your employee's leadership development, alongside the detailed requirements of your business.

Successful completion of the Paralegal programme can lead onto;

TEAM LEADING LEVEL 3

TEAM LEADING LEVEL 5

OPERATIONS MANAGER LEVEL 5

## Programme Support and Additional Services

Our programmes are developed to support your business needs in developing the talent, skills and knowledge needed to help your business grow and succeed. Our Paralegal course also includes the following components;

### 24 months programme duration

supported through industry recognised qualification

### Dedicated Account Manager

monthly meetings to satisfy all your questions, feedback and communication needs

### Personalised coach, tutor and assessor

weekly contact for your employees 20% off the job training (face-to-face, virtual and telephone)

## Training Costs

**Levy businesses can use their contributions to pay for this training. The costs will be £8,000.**

If you are not a levy paying business, there may not be a cost for this training. If the employee on this programme is under 19 and your business has less than 50 employees, there will be no cost for the training. If they are over 19 and/or your business has over 50 employees, then you will contribute 5% towards the cost of the training which would be £400.

## Contact us

With Academies throughout the UK, get in touch today to find out how your employees can begin their journey, and how we can support your organisation with your workforce education and training

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