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Level 3
Award/Certificate/Diploma in Paralegal Practice

Assignment Guide for
Distance Learning Students

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Introduction for the Award/Certificate/Diploma in Paralegal Practice

The Level 3 Award/ Certificate/Diploma in Paralegal Practice has been written by the National Association of Licensed Paralegals (NALP) which is an Ofqual Awarding Body.

These qualifications have been produced in consultation with employers to ensure that they are vocationally relevant to Paralegal roles in law firms, local authorities, private companies and for the self-employed.

The qualifications are flexible to enable learners to progress from an Award to a Certificate or Diploma if required.

These qualifications are accredited as part of the National Qualifications Framework.

Learners are required to successfully complete one written assignment per unit which are designed to assess the learner's skills, knowledge and understanding of legal issues.

The Level 3 Award in Paralegal Practice comprises one mandatory unit and one optional unit comprising of a total credit value of at least 12.

To achieve the qualification of Award in Paralegal Practice, the learner must successfully complete **one** assignment for the mandatory unit 30 and **one assignment for** optional unit.

To achieve the qualification of Certificate in Paralegal Practice, the learner must successfully complete one assignment for each of the **two** mandatory units 30 and 31 and one assignment for each of the chosen **two** optional units.

To achieve the qualification of Diploma in Paralegal Practice, the learner must successfully complete one assignment for each of the **two** mandatory units 30 and 31 and one assignment for each of the chosen **four** optional units.

UNITS	TITLE	CREDITS	GLH	Total Learning Time	Mandatory	Optional
30	Introduction to Law for Paralegals	5	40	58	For Awards, Certificate and Diploma	
31	Legal Ethics and Responsibilities for Paralegals	7	45	68	For Certificate and Diploma	For an Award
32	Wills and Probate for Paralegals	7	50	70		For Award, Certificate or Diploma
33	Civil Litigation for Paralegals	7	55	75		For Award, Certificate or Diploma
34	Criminal Litigation for Paralegals	7	55	75		For Award, Certificate or Diploma
35	Commercial Law for Paralegals	7	50	70		For Award, Certificate or Diploma
36	Conveyancing for Paralegals	7	55	70		For Award, Certificate or Diploma
37	Employment Practice for Paralegals	7	48	67		For Award, Certificate or Diploma
38	Consumer law and Advice for Paralegals	7	48	67		For Award, Certificate or Diploma

600/7889/3	LEVEL 3 AWARD IN PARALEGAL PRACTICE = 12 CREDITS
600/7693/8	LEVEL 3 CERTIFICATE IN PARALEGAL PRACTICE = 26 CREDITS
600/7694/X	LEVEL 3 DIPLOMA IN PARALEGAL PRACTICE = 40 CREDITS

Qualification Titles:
Level 3 Award in Paralegal Practice
Level 3 Certificate in Paralegal Practice
Level 3 Diploma in Paralegal Practice

Single Unit Awards:
Level 3 Award in Law for Paralegals
Level 3 Award in Legal Ethics and Responsibilities
Level 3 Award in Wills and Probate
Level 3 Award in Civil Litigation
Level 3 Award in Criminal Litigation
Level 3 Award in Commercial Law
Level 3 Award in Conveyancing
Level 3 Award in Employment Practice
Level 3 Award in Consumer Law and Advice

Assignments

Each assignment will contain its own specific guidance and this should be read in conjunction with the general guidelines that are provided below.

Each assignment will provide opportunities for learners to be assessed on a sample range of the content required for the unit. Assignments consist of several tasks.

Completion of assignments

Each assignment contains:

- learner instructions
- learning outcomes and assessment criteria for the unit

Administering the Assignments

Once a Learner has requested an assignment, NALP will email the learner the assignment. **THE DUE DATE WILL BE CLEARLY MARKED ON THE FRONT OF THE ASSIGNMENT.**

It is the responsibility of the learner to ensure that all assignments are returned for marking to NALP by the date specified.

Grading of assignments, units and overall qualification

Each assignment is graded as either pass, refer or re-sit.

Grades for each unit are then combined using the rules for combination to enable the full qualification to be awarded. For example, in the case of a certificate all 4 units must be achieved at a pass in order for the full qualification to be gained.

A pass mark of 45% must be achieved overall for each unit assignment **and all** of the learning outcomes must be achieved.

Please be aware that it is possible to gain a **higher mark** than 45% overall but not achieve a pass in all of the learning outcomes which would result in a **Refer** grade.

Time allowance for assignments

Recommended time allowances of 4 weeks from the date of receipt of the assignment have been allocated for each assignment, and form part of the marking criteria.

If a learner believes that they are unable to complete the assignment by the due date, then they must notify NALP as soon as possible and provide evidence as to

why they should be eligible for an extension. We will always consider genuine reasons for extensions and will act in the best interests of all learners undertaking the assessment. Please see the Special Considerations and Reasonable adjustments Policy on the website: <http://www.nalptraining.co.uk/easonable-adjustments-and-special-considerations-policy>

The following evidence may be appropriate:

Doctors note to confirm illness; inability to complete the specified work in the specified time; confirmation that a close family relative has died **which has** affected their ability to complete the specified work in the specified time

Solicitors note to confirm that a learner is incapacitated by events that directly affect the learners ability to undertake the specified work in the specified time

Court attendance letters

Jury Service letters

In the case of young persons, a parental discussion and signed letter by the parent and tutor to confirm exceptional extenuating circumstances may be submitted

Extra work commitments; childcare or elderly care issues of a general nature; other assessments with similar deadlines; no computer facilities at home etc are not considered as Exceptional Extenuating Circumstances.

Opportunities to repeat tasks

If a learner passes an assignment overall with 45% or more, but fails learning outcomes within a completed assignment, they may repeat the relevant question/s within the assignment to achieve a pass in all the learning outcomes. If a learner fails the same learning outcome three times, they will be deemed to have failed the assignment and will have to request and complete a new assignment.

Four weeks is allowed for re-submitted answers for the question/s and new assignment completion.

If a Learner fails to achieve an overall pass mark of 45%, the learner will have failed that assignment but will be able to request a new assignment, which should be completed within four weeks.

Learners will have the opportunity to retake assignments but if they fail for a second time, a fee will have to be paid for a new assignment and they will have a new 4 week period in which to complete it. If a Learner fails to achieve a pass mark on the third attempt, they will be deemed to have failed the assignment completely and will be unable to gain the relevant qualification.

Quality assurance of assignments

In all cases:

Assessors (Centre or NALP) must ensure that learners understand why a particular assessment decision has been reached. Where learners do not feel that the assessment decision has been fair, they should have the opportunity to access the normal appeals/complaints procedure of the centre/learning provider in the first instance, and if this does not resolve the situation, of the awarding body.

Instructions to learners

Please read the following instructions carefully before attempting your assignment.

1. Before you start an assignment, you should read it carefully and ensure that you understand what is required of you before you attempt any task. If you are uncertain, you should ask for guidance by contacting: admin@nationalparalegals.co.uk
2. Each task should be word processed on a fresh sheet of paper which is clearly headed with your unique learner number (or your name) and registration number. Please clearly state the question number that you are attempting.
3. All tasks must be completed before your work is submitted for assessment. You may use any books, notes or other materials which will assist you but **BE AWARE THAT YOUR ANSWERS SHOULD BE ORIGINAL, PLAGIARISM (COPYING FROM OTHER WORKS) WILL NOT BE ACCEPTED.** Therefore, any external document/book/information that you use should be in quotes and credited with the correct citation e.g where the information originated.
4. When you have completed all questions, please complete the front sheet of the Assignment and attach it securely to the front of your assignment before emailing it to the two email addresses detailed on your instruction sheet. All Learners must verify that all the work contained in the assignment is your own. It is particularly important that this section is completed.
5. When your work has been assessed, you will be informed of your result for that unit.

If you do not successfully complete all units for the qualification taken you will be awarded unit certificates for the credits of each unit achieved.

6. In the event of a Referral grade, where Learning Outcomes have not been achieved, you will be given the opportunity to re-do the question(s) again.
7. Assignments will be assessed according to the standard of work provided against the Learning Outcomes and the Assessment Criteria given. A grade of pass or refer will be given.

8. If an assignment has been failed (by not achieving an overall pass mark of 45%), you will be given the chance to request another assignment. Failure to be successful in the second assignment will mean that a third will have to be requested at a fee of £20 (payable via the website). There will be no further chances to complete the assignment.

Policy for appeals

In the first instance if you have cause to consider appeals or make complaints against assessments then please contact: admin@nationalparalegals.co.uk