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## **Level 7 Diploma in Paralegal Practice**

### **Assignment Guide for Distance Learning Students**

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## **Introduction to the Level 7 Diploma in Paralegal Practice**

The NALP **Level 7 Diploma in Paralegal Practice** is designed to bridge the gap between an academic degree and the practical, procedural knowledge and skills necessary to be able to function effectively as a **Professional Paralegal Practitioner**. A degree is an academic qualification, but a paralegal needs to also know procedural law and practice.

There are 6 units of study, all of which are assessed by assignment. Students must successfully complete all 6 Unit Assignments to gain the Diploma.

Assignments will be assessed as either Pass, Merit or Distinction:

**Pass:** (Descriptive): A Pass grade will be awarded if a student has basically but fully covered all criteria indicated. This will be reflected in a mark of between 45% and 64%

**Merit:** (Explanatory): A Merit grade will be awarded if a student has shown a higher degree of aptitude, has demonstrated a thorough understanding of the questions and has presented his/her findings neatly and professionally. This will be reflected in a mark of between 65% and 79%.

**Distinction:** (Showing implications): A Distinction will be awarded if the student has shown a mastery of the subject matter and has dealt with the questions in a professional manner. Attention will be particularly given to spelling, grammar, layout and style and to the actual presentation of the assignment. This will be reflected in a mark of between 80% and 100%

Comprehensive course material is provided and there should be no need to purchase legal text books in order to successfully attain the Diploma.

## LEVEL 7 DIPLOMA IN PARALEGAL PRACTICE

### Learning Outcome and Assessment Criterion

#### Civil Litigation

Unit Level: Level 7

##### Learning outcomes and Assessment Criteria

- I Assess and evaluate Civil Litigation procedure
  - I.1 Critically evaluate pre-action procedure, considerations and steps to take prior to going to Court
  - I.2 Critically evaluate the process of how to commence a claim in Court
  - I.3 Critically evaluate the process of Civil Court proceedings in relation to a claim
  - I.4 Draft and evaluate the different statements of case for a given scenario

#### Criminal Procedure

Unit Level: Level 7

##### Learning outcomes and Assessment Criteria

- I Understand the role of the Police
  - I.1 Critically evaluate and analyse the role and powers of the Police in relation to arrest, detention and search
- 2 Understand the criminal court process
  - 2.1 Critically evaluate the criminal process from commencement to resolution
  - 2.2 Critically evaluate how to advise a client in a given scenario relating to a criminal proceeding

#### Matrimonial and Civil Partnerships

Unit Level: Level 7

##### Learning outcomes and Assessment Criteria

- I Critically evaluate procedures relating to marriages and civil partnerships
  - I.1 Critically analyse the differences between valid, void and voidable marriages and civil partnerships
  - I.2 Critically assess, justify and explain the advice to be given in relation to a complex divorce or civil partnership dissolution, from inception through to dissolution
- 2 Critically review how marriages and civil partnerships can be terminated
  - 2.1 Critically analyse the grounds upon which a marriage and a civil partnership can be terminated
- 3 Critically evaluate how to process an undefended divorce and civil partnership
  - 3.1 Critically evaluate, explain, apply and justify the key stages in the process of an undefended divorce and civil partnership from inception through to dissolution

- 4 Critically evaluate ancillary relief
  - 4.1 Critically analyse what is meant by ancillary relief and how it is applied

## Residential Conveyancing

Unit Level: Level 7

### Learning outcomes and Assessment Criteria

- I Critically evaluate the procedures involved in a conveyancing transaction
  - I.1 Critically evaluate the information to determine the procedures that need to be followed in a given scenario
  - I.2 Evaluate a detailed explanation of the stages of a conveyancing transaction as they apply to the given case study
  - I.3 Evaluate and Justify their explanation showing sound analysis of land law principles

## Succession

Unit Level: Level 7

### Learning outcomes and Assessment Criteria

- I Critically evaluate the procedures relating to succession
  - I.1 Evaluate the information to determine procedures that need to be followed in a given scenario
  - I.2 Evaluate a detailed explanation of winding up an estate as applied to the given case study
  - I.3 Critically assess, explain and justify the appropriate procedures and advice given to clients at each stage of a complex case

## Corporate and Business Structures

Unit Level: Level 7

### Learning outcomes and Assessment Criteria

- I Critically evaluate complex business structures
  - I.1 Critically analyse and explain the nature and formulation of corporate and non corporate business structures including personnel
  - I.2 Critically review, assess, justify and explain financial and tax implications of corporate and non-corporate business structures

## **Assignments**

In the 'Introduction' to the course, which is found in the material that will be emailed to you on enrolment, you will find comprehensive details about the course structure and help with completing assignments. It is imperative that these notes are read carefully.

### **Completion of assignments**

There are 6 assignments to be completed throughout the course – one for each unit of the qualification. When the learner is ready to request the assignment, please contact NALP by emailing: [admin@nationalparalegals.co.uk](mailto:admin@nationalparalegals.co.uk)

Please ensure that the course material for the particular unit is read very carefully before requesting this, because there is a time limit of 4 weeks to complete and submit the assignment once it has been sent.

There is no time limit on when you can request your assignment, but there is an overall time limit of two years to complete the whole qualification. Failure to complete the course within that time will result in you having to re-enrol for the course.

### **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. Completed assignments must be emailed to both these email addresses:**

[admin@nationalparalegals.co.uk](mailto:admin@nationalparalegals.co.uk)

[assignments@nationalparalegals.co.uk](mailto:assignments@nationalparalegals.co.uk)

### **Grading of assignments, units and overall qualification**

Each assignment is graded Pass, Merit, Distinction or fail and will have a feedback sheet attached.

### **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 (see Special Considerations policy). We will always consider genuine reasons for extensions and will act in the best interests of all learners undertaking the assessment.

### **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**

Results of assignments with their percentage mark, will be returned to the learner.

If a learner fails an assignment, they will be given another new assignment to complete within a four-week period at no extra cost. A second or subsequent re-sit will incur a cost of £20. Failure to successfully complete an assignment at the third attempt will mean that the learner will fail that unit and will not be able to gain the Level 7 Diploma.

### **Quality assurance of assignments**

#### **In all cases:**

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.

Learners' work may also be subject to external verification, which may be by a visit or by post.

NALP operates a system of internally verifying its examiners marks by way of sampling from each centre.

### **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](mailto: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.**

4. When you have completed all tasks, please complete the front sheet of the Assignment and attach it securely to the front of your assignment before handing it to your tutor. You will notice that the Assessment Records require you, to 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 percentage mark for that assignment, together with a feedback sheet.

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. Assignments will be assessed according to the standard of work provided against the Learning Outcomes and the Assessment Criteria given. An overall grade for the qualification of pass, merit, distinction will be given.

### **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](mailto:admin@nationalparalegals.co.uk)