

NALP

National Association of Licensed Paralegals

Train them Retain them

Helping your people progress shows you value them. They return this by staying with your firm and by doing even better work.

The current economic environment means some industries are experiencing skill shortages and others suffering high staff turnover rates.

NALP membership and qualifications can help you with both.



Retain your staff

Helping your staff to progress their careers is a proven method to reduce staff turnover levels. Recent figures show up to 38% of employees are actively looking to change roles soon.



More knowledge and practical experience

Our qualifications provide practical, procedural knowledge as well as the academic learning. Level 3 is perfect for junior staff thinking about a legal career. Levels 3 and 4 will give legal secretaries and paralegals a sound knowledge of the English legal system.



Increase productivity and billing

Higher skill levels within your business can only be a good thing. If they are client-facing, your billable hours or billable rates can increase. If your paralegals are working on internal projects, they will be completed more effectively and efficiently.

About NALP

Formed in 1987, The National Association of Licensed Paralegals (NALP) is the longest running UK paralegal body and is the only Ofqual recognised awarding organisation specialising in paralegal qualifications. NALP qualifications are accepted by the public and private sector and solicitors' practices in England and Wales.

NALP is dedicated to raising awareness of the paralegal profession and supporting its members throughout their careers. At NALP we believe that good quality training is the key to a successful paralegal sector, allowing paralegals to get the best from their chosen career and giving confidence to those employing the services of a qualified paralegal.

QUALIFICATION	DESCRIPTION	ELIGIBILITY	STUDY TIME
L3 Award	A basic entry level qualification & introduction to the English Legal System, enabling your staff to gain knowledge of key areas of law, along with the associated skills that are applicable to their job.	They need to be over the age of 16 with a reasonable standard of written English.	4-6 months. A maximum of 12 months
L3 Certificate	Still an entry level qualification, the Level 3 Certificate in Paralegal Practice provides a broader spectrum of knowledge of Paralegal Practice for your staff.	They need to be over the age of 16 with a reasonable standard of written English.	6-8 Months/ maximum 24 months
L3 Diploma	A more extensive structure, enabling your staff to gain the key skills and competencies they will require to become an effective Paralegal. A benchmark qualification, taking you a step nearer to becoming a Professional Paralegal.	They need to be over the age of 16 with a reasonable standard of written English.	10-14 months/ maximum 24 months
L4 Diploma	Our Level 4 Diploma in Paralegal Studies will give your staff a sound knowledge and understanding of the English Legal System and Procedural law. It is the benchmark qualification and enable them to specialise and their careers further.	NALP Level 3 Certificate or Diploma in Paralegal Practice; or two A' Levels; or an A' Level Law; or BTEC National Diploma (NVQ/GNVQ Level 3 or above) or CILEX Level 3 Qualifications; or ILSPAs Legal Secretary Diploma	10-14 months/ maximum 24 months
L7 Diploma	This qualification 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	LL.B, BA LAW, or CPE/GDL completed within the last 7 years	6-8 months/ maximum 24 months

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