

NALP Level 3 Award in an Introduction to Law
for Paralegals
Qualification Specification

Qualification Reference No: 610/2785/6

National Association of Licensed Paralegals

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1. Introduction

The National Association of Licensed Paralegals (NALP) is an Awarding Organisation recognised by the Office of Qualifications and Examinations (Ofqual) to offer regulated qualifications in England respectively. NALP specialises in providing qualifications for persons working, or looking to work, as a Paralegal.

NALP is also the oldest established professional membership and self-regulatory body for paralegals in the UK, having been established in 1987. NALP advocates for its members and for full recognition of the paralegal profession as an integral part of the legal sector as a whole.

2. Summary of the NALP Level 3 Award in an Introduction to Law for Paralegals

The Level 3 Award in an Introduction to Law for Paralegals provides a strong introduction and foundation for Paralegals wishing to work in the Introduction to Law sector. It can also provide additional knowledge to Paralegals who are changing their area of expertise, wish to update their knowledge and understanding of this subject or for apprentice Paralegals who wish to take additional qualifications alongside their level 3 Paralegal apprenticeship.

3. Objectives of the Qualification

The NALP Level 3 Award in an Introduction to Law for Paralegals is designed for paralegals, and those who aspire to train to become paralegals, or those who wish to enter the legal sector and seek to develop key skills and knowledge around an Introduction to Law under the laws of England and Wales. It may also be useful to individuals working in other sectors where they may have an interest in an Introduction to Law under English Law.

Please note that these qualifications are specifically written with English law at their base. These qualifications are therefore best suited to those who seek to work in the UK or abroad where the system of law is based on English Common Law.

Learners who successfully achieve NALP Level 3 in an Introduction to Law for Paralegals will gain a recognised and respected qualification that will aid them in their career entry and progression.

The NALP Level 3 Award in an Introduction to Law for Paralegals does not, on its own, allow the learner to meet the criteria of a NALP Paralegal Technician membership level. Learners seeking to increase their level of NALP Membership will be required to undertake a NALP Level 3 Certificate qualification (or equivalent) or to have completed the Level 3 Paralegal Apprenticeship Standard in order to gain a higher NALP membership level.

4. Entry Requirements

These qualifications are designed to be offered to learners from the age of 16, although in practice the majority of learners are likely to be over 18.

NALP does not specify entry requirements other than that a reasonable standard of written English is required (e.g. Level 1-2 as a minimum). However, Centres delivering this course are required to ensure that learners who undertake these programmes have sufficient capability at the right level to be suitable to undertake a Level 3 assessment. This would normally include the learner having at least a basic understanding of the English Legal System which forms the basis of any English Law qualification.

All Learners must hold at least Affiliate Membership of NALP. One year's free Affiliate Membership is provided to all Learners who enrol on the NALP Level 3 Award in an Introduction to Law for Paralegals, but this must be renewed for those whose studies continue beyond that period at the Learner's expense.

5. Recognition of Prior Learning

Due to the size of this qualification being comprised of a single unit, recognition of prior learning is not available.

6. Progression for Learners

The NALP Level 3 Award in an Introduction to Law for Paralegals provides learners with additional skills and knowledge to increase employability for jobs that require an understanding of the English Legal System and English Common Law. It can be used under the Recognition of Prior Learning for larger qualifications, such as the NALP Level 3 Award in Paralegal Practice, the NALP Level 3 Certificate in Paralegal Practice or the NALP Level 3 Diploma in Paralegal Practice.

7. Guided Learning Hours (GLH) and Total Qualification Time (TQT)

"Guided Learning Hours" (GLH) is defined by Ofqual as being "The activity of a Learner in being taught or instructed by – or otherwise participating in education or training under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training".

The NALP Level 3 in an Introduction to Law for Paralegals is delivered by various different training institutions, called 'Centres', which can use a variety of delivery methods, e.g:

- **Distance Learning** – the learner undertakes the vast majority of their learning via self-study using the NALP workbook or e-learning packages provided by the Centre. They may request additional tutorial support which the Centre is required to provide, but this is often not on a regular basis but rather an 'on demand' service.
- **Blended Learning** – the learner attends some pre-arranged face to face teaching sessions, which can be classroom based or via a live video link with the tutor, and also conducts some self-study, the latter often being set by their teacher/tutor as a form of homework, usually using the NALP workbook.
- **Classroom Based Learning** – the learner attends regular classes for the majority of their learning, undertaking assigned homework. Again the classes can be in a physical classroom with a teacher or via a live video link. The expectation is that learners will also be given the NALP workbook by their Centre to use for the assigned homework.

It should be noted that NALP assignments are based on the content of the NALP workbooks provided so it is important that all learners have access to these and/or that the teaching is based on that content.

NALP has calculated that the GLH for the Level 3 Award in an Introduction to Law for Paralegals will equal approximately 64% of the overall study time necessary to pass the units needed to attain these qualifications for those learning in a classroom setting and has therefore set our GLH at around that figure. Please note that this is based on the 'average learner' studying in the classroom setting, which means someone who has not previously studied law in any form and so is starting from a basis of having very little previous knowledge or understanding of the subject. This is because this qualification is considered 'entry level'. Some learners may take longer to achieve the qualification than others and some, particularly those who already work in the legal sector but wish to enhance and formalise their knowledge, may well be able to achieve this qualification chosen in a shorter timeframe.

Dependent on their chosen way of learning, a learner may spend more or less time on GLH than is given in the table below. This should, therefore, only be considered a rough guide and not a strict rule as to the hours a learner is required to be taught directly. The overall TQT should be a fair approximation of the total hours it would take an average learner to complete the qualification, regardless of the method of learning chosen.

The total TQT represents the total time an average Learner might spend studying for this single unit qualification plus completing a single attempt at the assignment.

Unit	Title	GLH	Self-study and assignment	Total TQT
30	Introduction to Law for Paralegals	76	42	118

8. Learning Materials and Support

NALP provides a full Course Workbook for the above unit of study which is provided to Centres for onward provision to the learners that enrol on this Level 3 qualification. NALP also publishes full Learner Guides which provides lots of information, hints and tips regarding how to complete the assignment that is set for this unit of study. These guides are also available to download from NALP's website at <https://www.nationalparalegals.co.uk/qualifications/level-3/>. The workbooks are only available to enrolled learners via their chosen Centre.

As part of their approval process, NALP ensures that all of our approved training centres have suitably trained and experienced staff that are able to provide learners with any support they may require in order to attain their NALP qualification. Learners should therefore contact their chosen Centre in the first instance should they have any queries or concerns.

Note: NALP is unable to provide any tutorial assistance to learners. Learners should always contact their chosen Centre for any queries or requests for tutorials, etc.

9. Assessment

9.1. Assessment Methodology and Time Restrictions

As this qualification is made up of a single unit it is assessed via one written assignment for the learner to complete over a four-week period.

In order to achieve the NALP Level 3 Award in an Introduction to Law for Paralegals qualification a learner must have completed and achieved the required pass mark within 12 months of initial enrolment with a NALP approved Centre.

Whilst this the maximum timeframe, it is normal for a learner to have completed their studies within 3-6 months, studying 5-10 hours per week.

If a learner fails to pass the required assessment for this qualification within this timeframe, they will be required to re-enrol, including payment of new enrolment fees.

9.2. Availability of Sample Assessments

Sample Level 3 assignment questions can be found on the website here:
<https://www.nationalparalegals.co.uk/qualifications/level-3/>.

9.3. Marking the Assessment

Learners will submit their completed assignments to their Centres who will, in turn, submit these to NALP for marking. All submissions must be received by the deadline provided at the time the assignment was issued to the Centre. Late submissions will not be accepted.

All assessments are externally marked by NALP's examining team against a standard marking scheme. The examiners also carry out additional checks to ensure that the work submitted by the Learner is authentic and has been completed by that Learner.

Unit assignments are graded pass, refer or re-sit. A pass is achieved when a Learner gains 45% or above and has passed all the Learning Outcomes. A refer is when the Learner has gained 45% or above but has failed 1 or more Learning Outcomes. If this occurs then, the Learner will be advised which questions in the assignment will need to be re-done and will have two weeks to re-do these. Learners have two opportunities to pass a referral, after which they will be deemed to have failed the assignment and will be required to take a new paper.

If a Learner has failed to achieve 45% overall, or have failed two referral attempts, they will be required to re-sit the assessment with a new assignment and will have a further four-week period in which to do so.

9.4. Reasonable Adjustments and Special Considerations

All requests for reasonable adjustments must be received prior to the assessment taking place. These will then be considered by the examination team prior to the assignments being assessed.

Requests for special considerations may be considered at the time of the assessment but must be received before the date the assignment is due for submission.

Where such a request includes provision of additional time to complete a qualification and/or assignment(s), the maximum time allowed will not exceed 25% of the usual required time for completion of the qualification and/or assignment(s). For the avoidance of doubt, if a learner has been granted an

extension to their qualification, the maximum time they will be allowed to complete it under Reasonable Adjustments or Special Considerations is 15 months:

As all assignments are required to be completed and submitted within 4 weeks of it being sent to the learner, the maximum extension allowable under Reasonable Adjustments or Special Considerations is 1 week (7 calendar days) for any single assignment attempt.

Please note that the above are the **maximum times allowed** and learners could be granted extensions of differing lengths, dependent upon the reasons for the request, etc.

All requests for reasonable adjustments and special considerations will be considered on a case-by-case basis, in line with the NALP Reasonable Adjustments and Special Considerations Policy, a copy of which is available at the bottom of the NALP website:

<https://www.nationalparalegals.co.uk/reasonable-adjustments-and-special-considerations-policy/>.

9.5. Appeals

Should a learner disagree with an assessment decision, this will be handled under the NALP Appeals Policy, a copy of which is available at the bottom of the NALP website:

<https://www.nationalparalegals.co.uk/wp-content/uploads/2023/01/Appeals-Policy-V8-January-2023.pdf>.

Learners should note that appeals are not allowed on the sole basis of a disagreement with an academic judgment made by an assessor without additional clear justification and evidence. See policy for full details.

10. Quality Assurance and Moderation

As all assessments are set and marked externally by NALP (i.e. the Centres do not draft or mark their Learners' papers). NALP has in place a Quality Assurance and Moderation Policy covering all assessment results (copy available on request). This aims to ensure that all assessments have been marked in line with the standard mark scheme, that all members of the examining team are fully trained and that sufficient standardisation of results is undertaken. This also ensures that any learner who achieves a 'borderline' score (i.e. within 1-2% of a pass) will have their results double checked before being issued.

Because NALP assessments are externally set and marked by NALP, they are not subject to the requirements of the Centre Assessment Standards Scrutiny (CASS) conditions under Ofqual.

11. Award and Publication of Results

Once assessments have been marked and it has been confirmed the Learner has successfully attained the full qualification, a full Qualification Certificate will be issued. NALP aims to issue all results and certificates within four weeks of completion of an assignment and/or full qualification.

Replacement certificates can be provided by completing the relevant form which can be found on the bottom of the NALP website and by paying the fee of £27.50. The form is available from the website and you can pay the fee via the website also: <https://www.nationalparalegals.co.uk/replacement-certificate/>.

12. Units for the Qualifications

NALP Unit Ref:	30	Ofqual Unit Ref:	R/504/6032
Unit Name:	An Introduction to Law for Paralegals		
Aim of Unit:	<p>The aim of the unit is to provide the learner with detailed knowledge of the legal system in England and Wales and the general legal principles of Contract and Tort law. In understanding the law-making process; the court structure; the roles of key legal personnel and methods of dispute resolution, the learner will be ready to progress onto a higher level of learning in related substantive law areas. The learner will understand the roles that can be played by Paralegals in law firms; private companies; local authorities and as a freelance paralegal. In addition, it will provide legal knowledge on dispute resolution and will enable the learner to use and interpret legal language. The skills developed by the learner include: the ability to identify and use factual, procedural and theoretical understanding to complete tasks and address well defined but complex or non-routine issues; time management to include taking responsibility for initiating and completing tasks; the ability to exercise autonomy and judgement within a given scenario; the ability to use and interpret legal language.</p>		
Learning Outcomes	Assessment Criteria	Indicative Content	
1. A thorough understanding of the nature and classification of law in England and Wales	1.1 Describe in detail the nature and purpose of law	<p>E.g. Provides rules for society and a means of resolving disputes.</p> <p>Include: the main sources of law; the development of English law including the emergence of the common law and equity; the basic principles of legal liability, such as the distinction between civil and criminal liability.</p>	
	1.2 Demonstrate an understanding of the classification of law	<p>Include: The ways in which the law may be classified, including the differences between public and private law, civil and criminal law and common law and equity; Identifying differing terminology; case examples</p>	
	1.3 Understand the court hierarchy	<p>Include: Civil court hierarchy; Small claims court; County courts; High Court and its divisions; Court of Appeal; Supreme Court. Criminal Division; Magistrates court; Crown Court; Court of Appeal; Supreme Court. EU Court of Justice; EU Court of Human Rights.</p>	

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	1.4 Explain the roles of key legal personnel relevantly and accurately	Include - The role and/or training of Solicitors, Barristers, and Paralegals. Lay people to include magistrates and juries. Judges; Clerk to the court; the Lord Chancellor and the Legal Ombudsman
	1.5 Evaluate the influence of EU Law in the UK	Include: European Law influences, Sovereignty of Parliament; Treaty of Rome; European Communities Act 1972; European Court of Justice; Effect of Directives, Decisions and Regulations on National Law; Role of the EU Commission; the Great Repeal Bill; European Union (Withdrawal) Act 2018
2. A detailed knowledge of how law is made	2.1 A detailed knowledge of the role of The Executive; The Legislative and the Judiciary	Include: Judiciary interpretation of law; Executive implementation of law; Legislature making law; Sovereignty of Parliament; Separation of Powers
	2.2 Explain how an Act of Parliament is created	Include: Green Paper; White Paper; First Reading; Second Reading; Committee Stage; Report Stage; Third Reading; House of Lords; Royal Assent Delegated Legislation Enabling Act, By Laws, Orders in Council, Statutory Instruments, Controls
	2.3 A detailed knowledge of the rules of statutory interpretation	Include: The literal rule; the mischief rule; the golden rule, aids, presumptions & rules of language
	2.4 Identify and evaluate case law precedent as a source of law	Include: Binding and persuasive precedent; ratio decidendi; obiter dicta; law reports
3. Knowledge and application of understanding of the general	3.1 Apply detailed knowledge of the legal requirements for a legally binding agreement	Include: offer, acceptance, intention, consideration, capacity; illegality; counter offers; rules for a valid offer and acceptance; void and voidable contracts

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legal principles of contract and tort law	3.2 Identify and evaluate who can enforce an agreement	Include: privity of contract
	3.3 Know how terms can be incorporated expressly or impliedly into contracts and their effect	Include: express and implied terms; expressly written; implied by statute, common law or custom
	3.4 Identify and apply the remedies that are available for a breach of contract in a given scenario	Include: Compensatory and Liquidated damages; specific performance
	3.5 Explain what a Tort is and the concept of negligence	Include: the definition of a tort. The Tort of Negligence Duty of care owed to people generally
	3.6 Explain and apply knowledge of the current law and tests to establish a duty of care in a given scenario	Include: 'neighbour' test; tests of reasonableness; proximity and foreseeability
	3.7 Apply knowledge of the requirements to establish a breach of duty of care	Include: 3 part test legal duty of care is owed; breach of that duty and damage or injury caused as a result of such breach; causative link to injury or loss; neighbourhood test;
	3.8 Apply understanding of the principles of vicarious liability	Include: employer's liability for torts committed by their employees
	3.9 Identify and explain the defences for Tort	Include: Contributory negligence and Volenti non fit injuria

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4. Knowledge and ability to evaluate the methods of dispute resolution	4.1 Know and explain the methods of alternate dispute resolution	Include: Mediation; arbitration; tribunals
	4.2 Evaluate the advantages and disadvantages of the various methods of ADR in different contexts	Include: Avoiding litigation: Speed; Costs; Preservation of relationship between the parties; formality; emotional issues – context to include business disputes; family matters; employment issues