



National Association of Licensed Paralegals

Stand out from the crowd



Qualify as a Paralegal

About the NALP

The National Association of Licensed Paralegals is the leading career body for a growing sector of the legal profession in England and Wales.

It is a principled organisation that has been promoting the status of paralegals and supporting their professional development since 1987.

The NALP evolved to meet the needs of a changing market for legal services and pioneered the introduction of a modern regulatory framework for paralegals.

It offers an accessible, inclusive career structure based on rigorous qualifications for those within law firms and the private and public sectors.

Self Regulation through Licensing

In 2005, following Sir David Clementi's review of the legal profession, the Association established a benchmark for licensing paralegals.

The aim of the licensing provisions is to provide for the regulation of our members in order to bring them in line with the rest of the legal profession.

Only those who satisfy the NALP's criteria can call themselves a "Licensed Paralegal" - the gold standard for the qualified, experienced and dedicated professional.

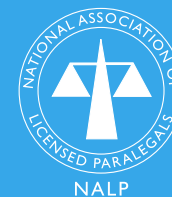
By gaining qualifications and experience, paralegals can work, through the association, towards gaining that coveted goal of becoming a licensed.

Welcome to the NALP

Whether you are a university, a law firm or an individual, we would like to welcome you to the National Association of Licensed Paralegals. We offer a wide range of courses to suit every need and help students succeed in the legal field. As a Government recognised awarding body you can rest assured that the NALP will provide qualifications and training to a high standard and that the association is dedicated to self-regulation in order to ensure the integrity of the profession.

We have seen the paralegal profession grow at an unprecedented rate due to the economic climate and the changes to the legal sector generally. The NALP continues to make great strides to ensure that it is at the forefront of all this change. We look forward to working with you, helping you to develop your potential.

Amanda Hamilton,
Chief Executive of the NALP



The National Association of Licensed Paralegals
3.08 Canterbury Court
Kennington Business Park
1-3 Brixton Road
London SW9 6DE

www.nationalparalegals.co.uk
020 3176 0900

Membership

Membership fees

Student or Affiliate Membership:
Annual subscription £40

Associate Membership (A.PLL):
Annual subscription £50

Fellowship and Graduate (F.PLL or Grad.PLL):
Annual subscription £50

Licensed Paralegal:
Annual subscription £70
(This fee includes either Associate, Graduate or Fellowship Membership fees and is not in addition to them.)

The NALP is the number one choice for all paralegal training, careers and development.

Everyone is welcome: our inclusive and accessible membership structure caters for individuals at every stage of their career – from students and graduates to Licensed Paralegals.

Anyone studying to qualify as a paralegal can join as either a Student or Affiliate member.

Those who have obtained the Level 4 Diploma in Paralegal Studies or other relevant qualifications and experience can become Associate members.

Law graduates who have a law degree or the CPE/Post Graduate Dip.Law, and have passed either a Legal Practice Course (LPC) or the Association's Level 7 Post Graduate Diploma in Paralegal Practice, can become Graduate members.

Fellowship membership is open to paralegals who have gained our Fellowship Award, and dedicated professionals who have satisfied our licensing criteria are eligible for Licensed Paralegal membership.

A licensed member has fulfilled the criteria laid down by the Association.

Joining the NALP and taking advantage of its progressive career structure gives paralegals an edge in the legal profession.

What is a paralegal?



Up to 200,000 The approximate number of staff working for solicitors in the public and private sectors who can be described as paralegals, making them the largest sector of the legal profession

£20,000 The average salary a paralegal with up to six months' experience could expect in the UK, according to a survey by recruitment agency Michael Page International

£30,000 The average salary a paralegal with four or more years' experience could expect in the UK, according to the Michael Page International survey

40 hours The approximate number of hours paralegals work each week

A paralegal is a qualified legal practitioner with knowledge of the law and its procedures who is neither a solicitor nor a barrister.

The term embraces many roles, although most paralegals work in solicitors' firms and earn fees for them using their legal skills.

Paralegals often handle their own clients and case load with minimum supervision, doing virtually the same work as solicitors.

Their duties take them to the courtroom, client conferences, law libraries and the negotiating table and include litigation in civil, criminal, family, corporate and commercial areas.

In some cases, paralegals may practise advocacy by representing a client before a District Judge or tribunal.

Paralegals also work in commerce and industry, providing expertise in financial services, retailing, export, entertainment and the media.

Their skills make them valuable to government departments, local authorities, courts, probation services and the police.



Career path

The NALP is passionately committed to professional development and provides recognition of the knowledge, skills and experience that paralegals from diverse backgrounds require to be confident in their work and achieve meaningful advancement.

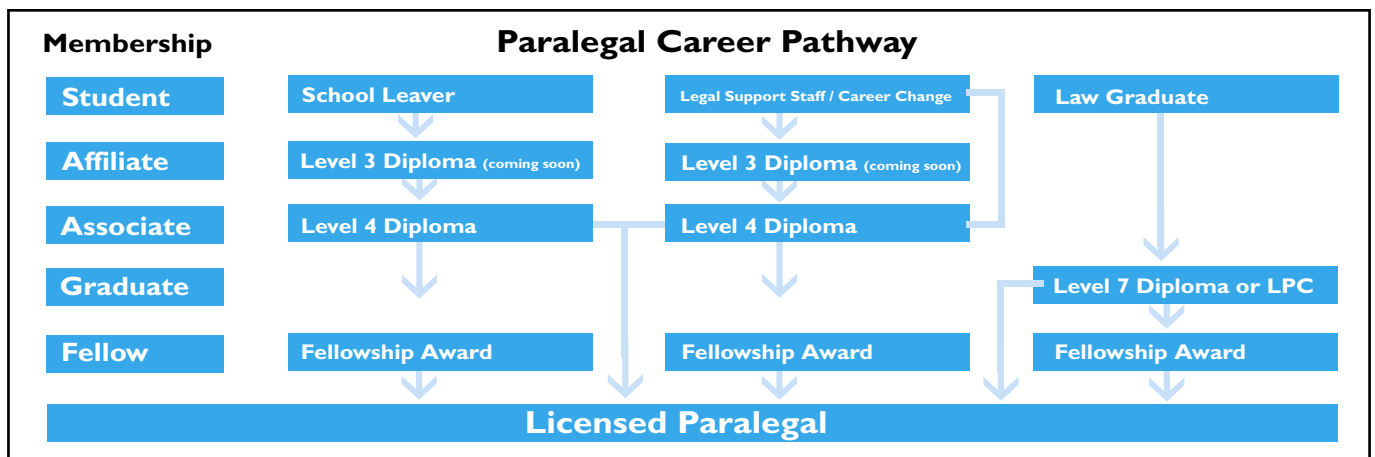
The Association offers an inclusive career path accessible to paralegals seeking qualifications at every level – from an entry-level diploma to a postgraduate diploma and further specialist awards..

We give career entrants a grounding in the English legal system, substantive law, procedure and practical skills. Our further and higher qualifications allow paralegals to specialise and offer graduates and postgraduates routes to a legal career.

These qualifications enable paralegals to apply the lessons learned from that other dimension of a successful career – experience.

Experience of interacting with clients, lawyers, court officials, judges or police officers enables paralegals to hone the interpersonal skills essential to the effective modern practice of law.

Qualifications and experience enable our members to progress towards gaining the coveted goal of becoming a Licensed Paralegal, thereby confirming their status as dedicated professionals.





Level 4 Diploma in Paralegal Studies

Our Level 4 Diploma in Paralegal Studies is an ideal course to set students on the path to a successful career.

Its modules reflect our belief that it is vital for all paralegals to have a solid grounding in the English legal system and other substantive areas of law, together with knowledge of procedural law.

Paralegals can study at home as distance learners or by class attendance. They are assessed through coursework or examinations across 10 subject areas: the English legal system; the law of contract; tort; criminal law; wills, intestacy and family provision; civil litigation; criminal practice; matrimonial and civil partnership disputes; conveyancing; and succession. These can also be studied as single units.

Paralegals who pass this course become Associate members of the NALP and can use the letters "A.PLL" after their name.

9,000 The approximate number of paralegals who have studied the NALP's Level 4 Diploma course to date.

Case study

Tia Whittaker, a litigation clerk, is the first student from the Cayman Islands to gain the Level 4 Diploma. "It takes commitment and determination to get through, but : worth it in the end," she says. "I studied as a distance learner because of my location. I would recommend the course to others, mainly because you don't have to be seated in a classroom to obtain this qualification: most people here [Cayman Islands] do not really have the time to attend classes, and most companies prefer to support a student in the area they work in."



Entry requirements

One of the following is required:

Two A Levels;
A Level Law;
BTEC National Diploma (NVQ/GNVQ Level 3 or above);
ILEX Level 2 or Level 3 Qualifications;
ILSPAs Legal Secretary Diploma;
Mature Students Welcome
Non UK: Equivalent Qualifications

A good command of written and spoken English is required. e.g. ESOL Level 2, GCSE English.

Level 7 Post Graduate Diploma in Paralegal Practice

The Post Graduate Diploma in Paralegal Practice bridges the gap between an academic degree and the practical knowledge required by a professional paralegal.

It can help law graduates (LL.B, CPE or Dip.Law) make a decision about whether to undertake the LPC at some later stage, (the vocational training programme for would-be solicitors) and then go on to find a training contract, or whether to become a career paralegal.

Students can work at home or attend classes in London and students are assessed through assignments.

They study key areas of legal practice – civil litigation; matrimonial and civil partnership law; criminal practice; conveyancing; succession; and corporate and commercial work – and explore skills paralegals need in their work: interviewing, negotiating, advocacy and drafting.

The course offers the chance to visit landmarks of “legal London”- the Royal Courts of Justice, Middle Temple and Inner Temple.



Case study

Kelly Millington, who studied the Level 7 Post Graduate Diploma in Paralegal Practice, works for the children’s social services in Surrey.

“I definitely think that taking the course has helped my career. It gave me an edge when compared to other applicants and it was also easier to picture myself working in a legal context once I had an understanding of the procedures involved in standard business practice,” she says.

“By being a qualified paralegal, I am showing any employer that not only am I capable of understanding the law, but also I have been trained to link that knowledge in with working practices.”

Entry requirements for the Level 7 Diploma:

One of the following is required:
LL.B. (Hons), BA Law, CPE/GDL

Law Degree based on Common Law
(Overseas students please note, your degree needs to include The English Legal System. If it does not, you have the option of studying the relevant General Principles of Law subjects before commencing this course)

A good command of written and spoken English is required. e.g. ESOL Level 2, GCSE English.



Voluntary and Community Sector

In keeping with NALP's principled mission, we have developed a course for those involved in regenerating towns and cities.

The voluntary sector and community groups make a significant contribution to regenerating run-down areas and therefore require essential legal knowledge and skills

More than ever, these skills will be necessary in the current economic climate.

Our Award in Paralegal Studies for the Voluntary and Community Sector provides specialised knowledge to help them overcome legal challenges.

The course covers: sources of law; the administration of justice; business constitutions; charity law; contract law; and the law of tort and civil litigation. It also looks at many of the key issues surrounding the management and administration of charities, social enterprises, and community businesses.

It has provided students with the knowledge and confidence to understand and dissect legal documents, draw up constitutions and compile Charity Commission applications. Students will gain a thorough grounding of legal knowledge and skills that will enable them to be more effective as a board member or volunteer.

Nick Haberfield, voluntary and community sector course tutor, says:

"Students not only gain a nationally recognised professional qualification but also the confidence and knowledge to address specific legal issues relevant to the 'third sector'.

"Career wise, the course has enhanced all students' profiles. Some have taken up managerial and more senior positions upon completing the course, others have said that the course has made them more effective as a board member or trustee."



Specialist Award: Fellowship

Paralegals may undertake specialised work within a legal practice, commerce, industry or the public sector.

Our Fellowship Award allows them to study their area in depth through courses in 13 subjects:

- business law and practice;
- child welfare and the Children Act;
- civil and personal injury litigation;
- commercial conveyancing;
- credit control and debt collecting;
- criminal law and practice;
- employment law and practice;
- export law;
- intellectual property law;
- landlord and tenant law and practice;
- matrimonial and civil partnership law and practice;
- residential conveyancing;
- wills, probate and administration.

Paralegals study from home and complete work-based assignments through research. Gaining this qualification leads to Fellowship of the Association (F.PLL).

Entry Requirements

One of the following is required:

Level 4 Diploma in Paralegal Studies; Level 7 Post Graduate Diploma in Paralegal Practice; ILEX Level 6 Law Degree based on Common Law (overseas students please note, your degree needs to include The English Legal System)
Other Equivalent Course (please specify)

A good command of written and spoken English is required. e.g. ESOL Level 2, GCSE English.

Case study

Sue Stedman was working as a legal secretary when she first enrolled on a NALP course. Since then, she has completed the Associate and Fellowship courses and has been a Licensed Paralegal for several years, specialising in divorce and child contact matters.

"The courses have helped me gain experience and confidence to ask questions. The clients also trust me because they know I am qualified," she says. "You also get a little more equality with barristers when you attend court as a licensed paralegal."

She would recommend NALP courses because "if people want to get on, these courses are a good first step. They give you a good grounding in law".





Training Partners

AH Paralegal Training: Practical Skills course

NALP accredits the four day practical skills course run by this company which is designed to encourage students to work as freelance paralegals. The course covers court work such as: how to take notes during trials and hearings, client care, duties involved in assisting counsel, duties involved in becoming an immigration adviser and police station representative and how to become accredited in both cases, analysing case files, and representing clients in the small claims court before a District Judge in chambers. There is also a field trip to the Royal Courts of Justice. NALP highly recommends this course for law undergraduates and graduates.

Institute of Legal Secretaries and PAs: Legal Secretaries Diploma

NALP also accredits this excellent twelve week part-time evening course which covers basic principles of law and procedure. Areas covered include English Legal System, Contract Law, Law of Tort, Land Law, Civil Litigation, Conveyancing and Succession. This course is ideal for anyone wishing to work within the legal environment as a legal secretary or any individual wishing to gain a good knowledge of core areas of law. Anyone student passing this course will be eligible to enrol on the NALP Level 4 Diploma.

Sunderland University and Anglia Ruskin University

See full details of our Joint Paralegal Diploma Scheme on the next page.



SCOTTISH PARALEGAL ASSOCIATION

Joint Degree Programme – Higher Diploma in Paralegal Practice

The NALP is delighted with the success of its venture with Sunderland University, where undergraduates can opt to take the paralegal diploma as part of their law degree course.

The Association has seen the number of Sunderland students choosing to study for the diploma rise considerably since the option was first offered in 2005.

Anglia Ruskin University is also an NALP partner running this scheme.

As part of the Bachelor of Laws degree, students are offered the opportunity to take the paralegal diploma options. At this stage, they enrol as a student member of the NALP, giving them the benefit of belonging to a body that is dedicated to promoting the status of paralegals.

Not only will they cover the core mandatory subjects as part of their Degree Course Syllabus, such as English Legal System and the Law of Contract, but as part of the Paralegal Diploma students will choose procedural law options such as civil litigation and criminal practice, succession and company law.

Students will receive on graduation, not only a law degree but also a paralegal diploma in paralegal practice that may also include commercial law options.



Case study

Steve Oliver, who studied at Sunderland University, chose to do the paralegal diploma along side his law degree because "you get two qualifications for one".

He would recommend the university course because it reduced the qualification period for the granting of a paralegal licence by the Association from five years to two, giving students a much quicker entry to independence in the workplace.

Steve intended to pursue his interest in human rights and the paralegal diploma would help him keep his career options open.

Peter Minto, a senior lecturer in law at Sunderland University, said: "It's been a very successful programme. Some students choose to do their law degree studies at Sunderland University because of the paralegal programme and past graduates have obtained interviews for jobs and LPC places because of it. This course adds value – it provides a little extra for our students. It's an additional qualification that could tip the balance in their favour at an interview."





The National Association of Licensed Paralegals
3.08 Canterbury Court
Kennington Business Park
1-3 Brixton Road
London SW9 6DE

www.nationalparalegals.co.uk
020 3176 0900
info@nationalparalegals.co.uk