



Focus Awards Level 3 Award in Paralegal Practice (RQF)

603/1537/4

Focus Awards, Silicon House, Farfield Park, Manvers,
Rotherham, S63 5DB

Qualification Summary

Key Information

Level	Sector	Qualification Type
3	Law and Legal Services	Occupational
Total Qualification Time	Credit Value	Guided Learning Hours
40	4	40
Status	Methods of Assessment	Minimum Age
Available to learners	Portfolio of evidence	18



Contents

Qualification Summary	2
Contents	3
Focus Awards Level 3 Award in Paralegal Practice (RQF).....	4
Qualification Purpose:.....	4
Age ranges	4
Geographical Coverage	4
Learner Entry Requirements	4
Assessment Methods	5
Progression Routes.....	5
Supporting Material and Useful Websites.....	5
Qualification Structure	6

Focus Awards Level 3 Award in Paralegal Practice (RQF)

QRN: 603/1537/4
GLH: 40
TQT: 40
Credit: 4

Qualification Purpose:

The Focus Awards Level 3 Award in Paralegal Practice (RQF) will provide learners with the knowledge, skills, and understanding of the UK legal system, and enable them to communicate effectively and conduct themselves professionally. The Focus Awards Level 3 Award in Paralegal Practice (RQF) is aimed at those who work in the legal profession and are looking to become a paralegal.

Age ranges

Entry is at the discretion of the centre. However, learners should be aged 18 to undertake this qualification.

Geographical Coverage

This qualification is available in England and Northern Ireland.

Learner Entry Requirements

Focus Awards does not set any other entry requirements, but additional criteria may be requested or specified by the centre.

Reasonable Adjustments

Please refer to the Focus Awards 'Reasonable Adjustments and Special Considerations Policy'. A copy is available for download from the Focus Awards website at the following url:
<https://www.focusawards.org.uk/wp-content/uploads/2016/08/Reasonable-Adjustments.pdf>



Assessment Methods

This qualification is Internally Assessed. Each learner must create a portfolio of evidence that demonstrates achievement of all the learning outcomes and assessment criteria associated with each unit.

The main pieces of evidence for the portfolio could include some or all of the following:

- Assessor observation
- Witness testimony
- Learner product
- Worksheets
- Assignments/projects/reports
- Record of oral and written questioning
- Learner and peer reports
- Recognition of prior learning (RPL)

Progression Routes

Learners who successfully achieve the Focus Awards Level 3 Award in Paralegal Practice (RQF) can progress onto similar, or higher level, qualifications such as the Level 4 Diploma in Paralegal Studies or the Level 7 Diploma in Paralegal Practice.

Supporting Material and Useful Websites

- <https://focusawards.org.uk/supportingmaterials>
- <https://ofqual.gov.uk>



Qualification Structure

Learners must complete the 3 mandatory units to achieve a total 4 credits.

Mandatory Units

Unit Title	Unit Reference	Level	Credit	Guided Learning Hours
UK Legal System	A/615/7443	3	2	20
Effective communication	F/615/7444	3	1	10
Professional Conduct and Ethics	A/615/8642	3	1	10

Staff Requirements

Requirements for Tutors/Instructors

Tutors delivering the qualification will be required to hold or be working towards a teaching qualification. This may include qualifications such as the Levels 3, 4 or 5 in Education and Training, or a Certificate in Education. Focus Awards will however; consider other teaching qualifications upon submission. Tutors must also be able to demonstrate that they are occupationally competent within the sector area.

Requirements for Assessors

Assessors will be required to hold, or be working towards a relevant assessing qualification. This includes qualifications such as:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally-Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement

Focus Awards will however; consider other relevant assessing qualifications upon submission. Assessors who only hold the Level 3 Award in Understanding the Principles and Processes of Assessment will be required to complete an additional programme of study to achieve the relevant competency units required for one of the qualifications listed above.

Trainee assessors who do not hold an assessment qualification will require their decisions to be countersigned by a suitably qualified assessor.

Assessors must also be able to show they are occupationally competent within the sector area

Requirements for Internal Quality Assurers (IQA)

Internal Quality Assurers should hold or be working towards the following an IQA qualification. This may include qualifications such as the V1 (previously D34), or the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice. Focus Awards will however; consider other relevant IQA qualifications upon submission. Trainee IQAs who do not hold an IQA qualification will require their decisions to be countersigned by a suitably qualified IQA. IQAs must be able to demonstrate occupational competence.