

Qualification Specification

Focus Awards Level 3 Award in Paralegal Practice (RQF)

603/1537/4



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Focus Awards Level 3 Award in Paralegal Practice (RQF)

Qualification Details

QRN: 603/1537/4

Credit: 4

GLH: 21

TQT: 40

Qualification Purpose

The Focus Awards Level 3 Award in Paralegal Practice (RQF) aims to provide learners with the knowledge, skills and understanding to work as a freelance paralegal.

Focus Awards Level 3 Award in Paralegal Practice (RQF) is aimed at learners currently employed in the legal profession as a paralegal. The qualification is also aimed at those learners working in the legal profession who are looking at becoming a paralegal.

Learner Entry Requirements

There are no specific entry requirements for this qualification.

Age Ranges

Entry is at the discretion of the centre; however learners should be 18 to undertake this qualification.

Geographical Coverage

This qualification has been accredited for use in England and Northern Ireland.

Reasonable Adjustments and Special Considerations

Please refer to the Focus Awards 'Reasonable Adjustments and Special Consideration Policy.'

Assessment Methods

Focus Awards have decided that all learners are required to create a Portfolio of Evidence that demonstrates all of the learning outcomes and assessment criteria have been met. This section also includes the types of evidence that are permitted to be included within the portfolio, which include:

- Assessor observation – completed observational checklists on related action plans;
- Witness testimony;
- Learner product;
- Worksheets;
- Assignments/projects/reports;
- Record of oral and written questioning;
- Learner and peer reports;
- Recognition of prior learning (RPL).

Useful websites and supporting materials

You will find useful websites and supporting materials here:

- www.focusawards.org.uk/supportingmaterials
- ofqual.gov.uk

Qualification Structure/Rules of Combination

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

Unit Title	Unit Ref	Level	GLH	Credit	TQT
Mandatory					
UK Legal System	A/615/7443	3	20	2	20
Effective communication	F/615/7444	3	10	1	10
Professional Conduct and Ethics	A/615/8642	3	10	0	10

Requirements for Tutors:

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 may include qualifications such as the Level 3 Certificate in Assessing Vocational Achievement, or the Level 3 Award in Assessing Competence in the Work Environment. Focus Awards will however; consider other relevant assessing qualifications upon submission. 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.