

Paralegal Diploma

This is a great Diploma to help you gain a Level 3 Certificate in Paralegal Practice. As well giving you an introduction to the principles of law from a Paralegal perspective, this Diploma will also give you experience of two legal specialist practice areas.



Tel: 020 7256 6668



The programme is designed for anyone wishing to pursue a rewarding career as a Paralegal. Successful completion of this Diploma will put you in great position to gain a NALP Level 3 Certificate in Paralegal Practice.



With the courses and the prestigious NALP qualification on your CV, you could work for a legal firm or even set up your own business offering a freelance Paralegal service.

We have collaborated with NALP – the National Association of Licensed Paralegals to offer this comprehensive diploma designed to give you high level, practical skills to enable you to pursue a career as a Paralegal.

Aims and Objectives

This Diploma will help you learn the skills required to work as a Paralegal, either in a legal firm or on a self-employed, freelance basis.

You'll also be well placed to gain a Level 3 Certificate in Paralegal Practice with the National Association of Licensed Paralegals.

Pre-Requisites

As this Diploma will enable you to achieve a Level 3 Paralegal Qualification, we advise that prospective students have successfully achieved Level 2 qualifications (GCSE grades A-C or equivalent). Please speak to one of our Course Advisors for further information.

Career Path

After completing this Diploma you can go on to seek out Paralegal positions within law/legal firms. If you would like to regain more flexibility over your working life, you could work on a self-employed basis offering your Paralegal expertise, giving you ultimate control over your career.

CPD Points 400

(Awarded CPD points upon successful completion).

Core Courses

There are five core courses within the diploma. Along with the ones listed below you'll have the option to study any two of the following courses: Wills and Succession for Paralegals, Civil Litigation for Paralegals, Criminal Litigation for Paralegals, Commercial Law for Paralegals, Conveyancing for Paralegals, Employment Practice for Paralegals, Consumer Law and Advice for Paralegals

Introduction to Law for Paralegals

The Introduction to Law for Paralegals training course is designed to help you learn about the legal system in England and Wales and the general legal principles of Contract and Tort Law.

Legal Ethics and Responsibilities for Paralegals

Part of our range of Paralegal training courses, this course specifically focusses on helping you to learn the responsibilities in relation to client care for a Paralegal.

Word

Our Microsoft Word course is designed to provide you with the essential skills you will need to be proficient in Word, in a work environment, in as short a time as possible.

or Word Expert

This training in Microsoft Word will propel your Word skills forward to an advanced level. Over several lessons, you'll become confident in a range of Word's more sophisticated features.

VA Essentials

If you're thinking of becoming a Virtual Assistant, our VA Essentials course will help give you a rounded overview of what is involved in running your own business as a Virtual Assistant.

Effective Business Communication

This excellent course will raise your game when it comes to business communication skills which is often top of the list of qualities demanded by employers.

Introduction to Business Structure and Law

If you have or are thinking about setting up your own business, this course will provide you with an essential grounding in the basics of business structure and law.

PowerPoint

Our PowerPoint training course will help you get to grips with this comprehensive presentation software. Flexible to study, you can choose the version of Microsoft Office you wish to study on.



Elective courses (choose two)

In addition to the core courses, you also choose two additional elective courses. Below is a list of recommended courses but there is a wider list available. Please speak to a Course Advisor for full details of how best to tailor this Diploma to your requirements.

- Speedwriting
- Health and Safety Essentials

To discuss your current skills and aspirations for the future, please speak to one of our friendly advisors.

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Guideline Learning Time

400 hours flexi study or 18 weeks full-time
(Full-time based on approx 20-30 hours a week)