

ST0245 Level 3 paralegal Assessment Plan

Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the Level 3 paralegal apprenticeship. It should be read in conjunction with the General Requirements for Apprenticeship Assessment. Where there is conflict between this AAP and the General Requirements, this AAP takes precedence. Assessment organisations must also comply with the relevant regulatory framework for apprenticeship assessment.

It is important that the assessment of apprentices is proportionate, valid, and provides reliable evidence of an apprentice's attainment of the relevant knowledge and skills. As such, assessment organisations must design assessments to ensure:

- employers have confidence that the apprentice has reached the expected performance standard
- apprentices are sufficiently secure in their knowledge and skills, so that they could demonstrate their competence in different contexts (for example, a different workplace)

Assessment Outcomes

The assessment outcomes group and summarise the knowledge and skills that must be demonstrated in assessments. All assessment outcomes must be assessed.

Knowledge and skills statements in **bold** are mandatory and must be assessed in every version of the assessment that is made available.

Assessment Outcome	Mapping
AO1: The legal landscape, legal research and legal application Demonstrates understanding of the legal landscape, conducts legal research using appropriate sources and tools, presents findings clearly, solves legal problems within remit, and supports the application of legal principles to stakeholder cases and organisational matters.	K2, K3, K4 S2, S3, S4*, S5, S6

Assessment Outcome	Mapping
<p>AO2: Legal drafting and workflow management Organises and progresses legal work by administering files, managing workflows and applying principles of legal drafting legal principles to stakeholder cases and organisational matters.</p>	<p>K7, K8, K15* S1, S8, S9*</p>
<p>AO3: Digital tools and data security Uses digital tools and technologies to carry out legal tasks and applies security measures in line with legal and organisational standards.</p>	<p>K6*, K10, K11, K17 S10*, S11*</p>
<p>AO4: Legal compliance and ethics Understands legal liabilities, ethical frameworks, and anti-money laundering regulations to ensure professional and regulatory compliance.</p>	<p>K1, K5, K14</p>
<p>AO5: Client care and risk assessment Demonstrates understanding of acting in a client's best interests, identifies stakeholder needs and risks, makes informed recommendations to support decisions and communicates clearly.</p>	<p>K13 S7*, S12*, S13*</p>
<p>AO6: Commercial awareness Demonstrates awareness of commercial drivers to support effective and sustainable legal practice.</p>	<p>K9, K12, K16</p>

(*) Knowledge and skills statements which offer opportunities to develop functional English and maths are identified with an asterisk.

Assessment requirements

Assessment organisations must set apprenticeship assessments. Assessment organisations should consider how technology and digital tools can support innovation and efficiency.

Assessment organisations must design apprenticeship assessments to include a **work-based project**.

Any additional assessment(s) must be selected from the following list of methods to ensure the assessment outcomes are met in full:

- **report**
- **presentation**
- **question and answer session**
- **professional discussion**
- **portfolio of evidence**
- **interview**
- **observation**

Apprentices may be assessed at any appropriate point during their apprenticeship programme.

Assessments may be designed to allow a centre or training provider to mark assessments. The Assessment organisation is responsible for ensuring all assessments are sufficiently reliable and valid, and for the accuracy of any centre or training provider marking.

Performance descriptors

Performance descriptors describe the level of performance required to achieve a pass or distinction grade. Assessment organisations must design assessments that align with these descriptions.

Performance Category	Pass Descriptor	Distinction Descriptor
Applied Knowledge	Demonstrates accurate application of legal knowledge, facts and procedures across routine and non-routine tasks.	Applies a thorough understanding of legal knowledge, facts and procedures to manage and resolve routine and non-routine tasks with discernment and skill.
Applied Skills	Identifies and applies appropriate legal skills, methods, and procedures to complete tasks under supervision.	Selects and integrates appropriate legal skills, methods, and procedures resourcefully to complete tasks and address challenges under supervision.
Regulatory and Procedural Awareness	Demonstrates knowledge and understanding of legal, regulatory, ethical and procedural requirements relevant to the role.	N/A

Communication and Collaboration	Participates effectively in legal team environments and demonstrates effective communication, service delivery, and client/stakeholder care skills that support daily operations, including Know Your Customer activities.	N/A
Information Use and Decision Making	Accurately interprets relevant legal information gathered from a variety of sources under supervision to support problem-solving.	Evaluates diverse and sometimes extensive legal information sources with insight, drawing informed conclusions that improve task outcomes or efficiency.
Responsibility and Autonomy	Takes responsibility for completing legal tasks within set parameters and, where relevant, contributes to guiding or supporting others.	N/A

Professional recognition

This apprenticeship aligns with the professional body recognition detailed in the occupational standard.

Please contact the relevant professional body for further information.