

ST1476 Level 5 advanced paralegal Assessment Plan

Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the Level 5 advanced 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: Professionalism and ethics Applies legal and ethical frameworks to ensure compliance with professional obligations, mitigate risks such as money laundering and cybercrime, and act in the best interests of clients.	K1, K6, K14, K15, K16, K17 S1
AO2: Legal technical specialism Communicates legal concepts to stakeholders, identifies client needs, and provides tailored advice and support by applying the principles of law relevant to an area of legal specialism.	K2, K4 S5, S7, S12

Assessment Outcome	Mapping
<p>AO3: Legal research and case strategy Designs and conducts legal research using digital and traditional sources, analyses findings, and applies them to develop case strategies and legal options for consideration by authorised persons.</p>	<p>K3, K5 S2, S4</p>
<p>AO4: Legal document drafting and case management Drafts, reviews, and manages, under direction of authorised persons, legal documents and case files using standard and bespoke formats, ensuring accuracy, clarity, and compliance with service expectations.</p>	<p>K7, K8, K9 S6, S8, S9</p>
<p>AO5: Digital tools and cybersecurity in legal practice Uses digital tools to manage legal work, conduct research, and collaborate securely, applying cybersecurity and fraud prevention measures in line with organisational policies.</p>	<p>K10, K11, K12 S10, S11</p>
<p>AO6: Professional collaboration and continuous development Collaborates with legal professionals and stakeholders, supports colleagues, and contributes to organisational capability through continuous professional development.</p>	<p>K13 S3, S13</p>

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 an **interview**.

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

- **portfolio of evidence**
- **project**
- **question and answer session**
- **professional discussion**
- **presentation**
- **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	Applies legal knowledge to propose and implement solutions in broadly defined, complex contexts, reaching sound and effective outcomes.	Consistently demonstrates refined and insightful application of legal knowledge to navigate complex contexts, producing solutions that are robust and enhance outcomes.
Applied Skills	Identifies and applies appropriate cognitive and practical methods, drawing on existing legal procedures or research to address broadly defined, complex legal matters, complete activities, and inform decisions.	Selects, adapts and applies methods with a high degree of judgment, drawing on existing legal procedures or research to address broadly defined, complex legal matters, leading to efficiencies or improvements.
Regulatory and Procedural Awareness	Navigates and applies regulatory frameworks and organisational policies confidently, ensuring compliance while adapting appropriately to complex situations to support operational effectiveness.	Demonstrates confident and nuanced interpretation of complex or overlapping legislation and regulations, balancing compliance with innovation or improvement in practice.
Communication and Collaboration	Engages effectively with internal and external stakeholders, influencing	Demonstrates strategic communication skills, influencing outcomes

	appropriately and using effective methods to support collaboration, resolve issues, and inform decision-making.	ethically and professionally, through well-judged messaging and collaboration, fostering strong stakeholder relationships.
Information Use and Decision Making	Analyses and interprets relevant information, demonstrating clear reasoning and awareness of broader professional, sectoral or ethical considerations.	Evaluates and synthesises relevant information and perspectives offering well-justified, nuanced reasoning and an awareness of different perspectives on, or approaches to, broader professional, sectoral, or ethical implications.
Responsibility and Autonomy	Plans and carries out significant tasks, taking accountability for actions and decisions within their scope of practice. Manages their own work and, where relevant, the work of others, and allocates resources while demonstrating keen awareness of risks and priorities.	Exercises strategic responsibility and autonomy, planning, supporting, and contributing to courses of action that have impact within non-reserved activities. Handles resource decisions and team coordination with clarity of purpose, demonstrating accountability through reflective evaluation and continuous improvement of outcomes.

Professional recognition

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

Please contact the relevant professional body for further information.