



## CILEx LEVEL 3 DIPLOMA IN LAW AND LEGAL SKILLS

### PURPOSE STATEMENT

#### Target group - Who the qualification is for?

The CILEx Level 3 Diploma in Law and Legal Skills qualification has been designed for learners aged 16 and over.

The CILEx Level 3 Diploma in Law and Legal Skills qualification is primarily aimed at younger people looking to work in the legal sector who have already completed GCSEs and who now want to move into a career within the legal sector.

#### What does the qualification cover?

This qualification will enable learners to gain an understanding of the law and develop the practical skills required of a Legal Assistant. Often referred to as paralegals, legal assistants work under the supervision of Solicitors and other fee earners and provide functions including drafting legal documents, performing legal research and legal problem solving.

There are six mandatory units:

- Unit 1 – Introduction to Law and the Legal System in England and Wales
- Unit 2 – Practical Legal Skills
- Unit 3 – Law of Contract
- Unit 4 – Tort Law
- Unit 5 – Law of Crime
- Unit 6 – Land and Property Law

In addition centres work with local employers to provide a Meaningful Employer Engagement for learners. This will encourage the development of the knowledge and skills through experience required to work as a Legal Assistant/Junior Paralegal or similar.

#### What could the qualification lead to?

This qualification offers several possible routes of progression for learners and these include:

**Employment** - The qualification will equip learners with the necessary skills and knowledge to undertake technical legal work within different types of legal organisation, including High Street firms, in house legal departments and Alternative Business Structures. This type of job role could be the end in itself or could provide possible career progression to Chartered Legal Executive or solicitor.

**Apprenticeship (Trailblazers)** - The qualification aligns with the Trailblazer Apprenticeship for Chartered Legal Executives and for Solicitors. Learners who wish to go on to undertake

an Apprenticeship will have already accrued some of the important knowledge and skills that will enable them to progress within the legal sector as an Apprentice.

**Further learning** - Upon successful completion of the qualification, learners will be able to apply for exemptions from the CILEx Level 3 Diploma in Law and Practice, which forms the first stage in the process of becoming a Chartered Legal Executive lawyer. Chartered Legal Executive Lawyers specialise in a particular area of the law and are able to undertake the same level of work as that of a solicitor. The Higher Education route is also an option as the CILEx Level 3 Diploma in Law and Legal Skills has UCAS points attached to it, which are a requirement for access to a wide range of University courses.

### **What are the benefits of this qualification?**

This qualification brings a range of benefits to learners including:

- The opportunity to decide if law is the right career choice. The mandatory Meaningful Employer Engagement together with the programme of study will allow learners to experience the reality of working as a legal assistant and in the legal sector generally.
- Junior Membership of CILEx, a professional body – this in itself brings a range of benefits such as the chance to be part of a professional network engaging with CILEx employers through the branches (which are run by CILEx Members)
- The chance to develop links with and insight in to the employment market through the work experience/placement and CILEx membership
- The qualification can lead to a recognised role but if the learner chooses a different path it provides important life and work skills
- Wider access to a career in law including those from disadvantaged backgrounds who may not otherwise be able to access a career in the law

### **Who Supports this Qualification?**

This qualification has been developed in collaboration with employers and other stakeholders within the legal sector.

Letters of support from employers for this qualification can be found on the CILEx website via this link - [Employer Support](#).

CILEx also has recognition from the Solicitors Regulation Authority (SRA) – the regulator of many law firms and solicitors in England and Wales and CILEx Regulation which can also be found on the CILEx website - [Professional Body recognition](#).

Recognition from Higher Education Institutions (HEI) and their letters of support are also published on the on the CILEx Website – [HEI Recognition](#).

## **FURTHER INFORMATION**

[CILEx Home](#)