



BTEC Paralegal Foundation Programmes

Subject Specific Online Distance Learning

This qualification will benefit Paralegals, Legal Assistants and;

Claims Handlers

Company and Commercial Staff

CPS Case Workers

Credit Control

Debt Recovery Staff

Legal Secretaries

Local Government Employees

Magistrates' Court Staff

Police File Managers

Solicitors returning to work or changing discipline

Will Writers

Subject Areas

- Childcare Law
- Civil Litigation
- Commercial Conveyancing
- Company
- Criminal
- Debt Recovery
- Family
- Personal Injury
- Residential Conveyancing
- Software Contracts
- Wills & Probate



www.paralegaldistancelearning.co.uk

BTEC
from Edexcel

THE QUALIFICATION

Today's competitive marketplace demands a qualification that is desirable by employers. Those that undertake a BTEC programme will not only have the opportunity to enhance their skills and knowledge in a specific area of law, but also enhance client care within their firm.

These unique subject specific paralegal programmes have been developed by CLT, the UK's leading provider of post qualification training and accreditation for professionals working in the legal sector.

WHO'S IT FOR?

These programmes are suitable for those who have little or no legal background, are new to an area of practice or may have learnt on the job and wish to 'fill in the blanks'. Offering a flexible method of study, they combine study materials with Internet learning. They are designed to be practical and user friendly, giving individuals the skills and knowledge they need to do the job and provide confidence in the workplace.

On successful completion, students will be awarded a **BTEC Advanced Diploma Level 3 in Paralegal Work**. This transferable qualification is recognised by universities, FE colleges and employers.

WHAT WILL YOU LEARN?

- The knowledge and skills to perform the core key competences within the practice area
- An understanding of legal terms and concepts
- Attain a greater appreciation of legal issues
- How to deal with clients confidently
- Develop your research skills

WHAT IS THE TIME COMMITMENT?

There are six units in each practice area complemented by two written assignments. We recommend students study one unit each month to complete the programme in **six months**.

ENTRY REQUIREMENTS

There are no formal criteria required to undertake the programme. Students will need basic computer skills in word processing, **use of the Internet and email**, as self assessment tests are taken online and assignments must be submitted via email.

HOW TO ENROL

Enrolment may take place at any time. Upon registration students will be issued with their unique student login number, which permits them access to a dedicated website and a student handbook which provides detailed guidelines on how to complete the programme.

PROGRAMME STRUCTURE

- The programme is structured in units.
- There are six units and they must be completed in numerical order.
- The self assessment questions at the end of each unit are multiple choice and allow learners to monitor their own understanding of the unit. Self assessment questions are completed online. They are not compulsory.
- Answers to the self assessment exercises are accessed online via a unique student login number.
- There are two assessed written assignments to be submitted online, one to be undertaken upon completion of unit 3, the other upon completion of unit 6.
- Tutor support is available and individual feedback will be given on each assignment submitted.

DISTANCE LEARNING MATERIALS

The learning materials comprise of core text combined with task orientated research projects. They are written in a style unique to CLT which will not only give students an enjoyable learning experience but will ensure they are able to learn quickly and effectively. The materials are an excellent ongoing reference manual.

MATERIALS UPDATE SUBSCRIPTION

After you have completed the programme, for a small annual fee of £50 you can subscribe for 12 months to have access to all ongoing updates available for a practice area.

This ensures your materials are always current and up to date and become an excellent reference tool.

PROGRAMME TUTORS

The programme tutors are all experienced trainers, assessors and practitioners. Experts in their subject area, they bring invaluable knowledge skills and support to students undertaking this programme.

Childcare Law

Programme units:

- Child law
- Local Authority: Support and Investigation
- Local Authority: Emergency Intervention
- Local Authority: Long Term Intervention
- Procedure for Care and Supervision Orders and the Role of the Guardian and Solicitors for the Child
- Adoption and the Children Act 2002

Civil Litigation

Programme units:

- Pre-action Protocols and Measures
- Limitation, Parties and Services
- Statements of Case and Case Management
- Disclosure, Applications and Part 36 Offers
- Witness Statements and Expert Evidence
- Enforcement of Judgement and Costs

Commercial Conveyancing

Programme units:

- Introduction to Commercial Conveyancing
- Investigating Commercial Leases - Part 1
- Investigating Commercial Leases - Part 2
- Security of Tenure in Business Leases
- Buying and Selling Commercial Property (Part 1)
- Buying and Selling Commercial Property (Part 2)

Company Law

Programme units:

- Forming a Company
- Understanding Company Constitution
- Roles and Responsibilities of Directors
- Rights and Responsibilities of Shareholders
- The Role of the Company Secretary and Administration Requirement
- Dissolving or Selling a Company

Criminal

Programme units:

- Introduction to Criminal Practice
- Key Criminal Offences and Defences
- A Case in the Magistrates' Court
- A Case in the Crown Court
- Sentence and Appeal
- Advanced Criminal Practice

Debt Recovery

Programme units:

- Basic Issues in Debt Recovery
- Starting a Claim for an Unpaid Debt
- Understanding How to Deal with the Debtor's Response of Fast Track to Judgement
- Preparing for Trial
- Enforcing Judgement
- Using Insolvency Procedures as an Alternative to a Claim

Family

Programme units:

- Introduction to Family law
- Nullity and Divorce
- Ancillary Relief
- Cohabitation and Domestic Abuse
- Children: Private Law Proceedings
- Children: Public Law Proceedings

Personal Injury Recognised by APIL

Programme units:

- Introduction to Personal Injury
- Personal Injury Procedure/Preparation Part I
- Personal Injury Procedure/Preparation Part II
- Accidents at work - Employers' Liability
- Slipping and Tripping/Occupiers' and Public Liability
- Road Traffic Accidents/Motorist Liability

Residential Conveyancing

Programme units:

- Residential Conveyancing – An Introduction
- Pre-contract Enquiries and Action for the Sellers and Lawyers
- Pre-contract Procedures and Actions for the Buyers Conveyancer
- Legal Commitment – the Exchange of Contracts
- Exchange to Completion: Action for the Purchasers Conveyancer
- The Completion Process and Post Completion Formulation – Seller and Buyer

The Council of Licensed Conveyancers (CLC) will accept the BTEC Residential Conveyancing programme as an exemption to their current Foundation Introduction to Licenced Conveyancing qualification.

Software Contracts

Programme units:

- Overview of General Contract Principles
- On line Contract, IP Law and Other IT Contract Concepts
- Software Licence and Support Agreements
- Software Development and System Integration Agreement
- Outsourcing Contracts (Part 1)
- Outsourcing Contracts (Part 2)



Wills & Probate

Programme units:

- Taking Instructions and Drafting a Basic Will
- The Procedure on Death and the Intestacy Rules
- Obtaining a Grant of Representation in Non-Contentious Cases
- The Inheritance Tax requirements of HMRC when a Death Occurs
- Administering the Estate
- Completing the Administration of the Estate

For additional information about the programme units and the tutors visit our website at www.paralegaldistancelearning.co.uk

The Next Level

UNIVERSITY OF THE WEST OF ENGLAND (UWE) PARALEGAL ADVANCED QUALIFICATIONS

The BTEC Paralegal Foundation Programme is ideal preparation for the UWE Paralegal Advanced Qualification. This specialist paralegal practitioner qualification provides those already working within a broad legal environment with the opportunity to achieve academic recognition and to further their career within their chosen area of law. For further information email: englishparalegal@centlaw.com or tel: 0141 225 6700.

The English Legal System Online Manual

This manual is designed to give a basic guide to the English Legal System. Visit www.paralegaldistancelearning.co.uk for further details.

What previous students have said about the Paralegal Programmes:

“My job has started to change direction in that I now assist my boss with the work. I also go out to see clients who are unable to attend at our offices to take instructions for Wills and Enduring Powers of Attorney. The course has given me the confidence and the knowledge to do this”

Jo Hudson, Subject area studied: Wills & Probate

“The materials you are provided with on the course are excellent, as is the feedback you are given in respect of the assignments. I keep the file of materials and notes on my desk and I use them as an every day reference resource”

Victoria Brooks, Subject area studied: Civil Litigation

“I am a 28 year old Conveyancing Manager based within a firm of four offices and ninety staff. I have worked in Conveyancing for the last ten years and started out as an office junior. I passed a higher single subject diploma in Conveyancing in 2006, and decided to enrol on another course. I found the course very useful and the study format supplied very clear and structured and would recommend this course to any person who wants to gain a certificate in an area of law. I found the course was straightforward and was pleased that I managed to complete it within a six-month period as working full time I have very limited time to study”

Michelle Kingshott, Subject area studied: Residential Conveyancing

“I would highly recommend the course to my colleagues, and currently another member of the company is progressing through the course. Since completing the course I have been promoted to Wills Manager and our team are now producing Wills nationally for a very well-known company. I am sure the course played a part in this!”

Liz Cottle, Subject area studied: Wills & Probate



Registration Form:



| | | | |
|---------------------------------------|------------------------------------|--|---|
| Title: | First name: | Surname: | Date of Birth: |
| Job Title (please tick): | <input type="checkbox"/> Paralegal | <input type="checkbox"/> Legal Assistant | <input type="checkbox"/> Other (please state) |
| Firm/Company name: | | | |
| Firm/Company address: | | | Postcode: |
| DX No: | | | Email*: |
| Tel No: | | | Fax No: |
| Please deliver my study materials to: | | | |

* Please note: An email address is a compulsory requirement. Booking forms will not be processed without this information.

| | | | |
|-------------------------------------|-------------------------|--------------------------|---|
| Please enrol me onto: (please tick) | | | |
| <input type="checkbox"/> | Childcare Law | <input type="checkbox"/> | Debt Recovery |
| <input type="checkbox"/> | Civil Litigation | <input type="checkbox"/> | Family |
| <input type="checkbox"/> | Commercial Conveyancing | <input type="checkbox"/> | Personal Injury |
| <input type="checkbox"/> | Company | <input type="checkbox"/> | Residential Conveyancing |
| <input type="checkbox"/> | Criminal | <input type="checkbox"/> | Software Contracts |
| <input type="checkbox"/> | | <input type="checkbox"/> | Wills and Probate |
| <input type="checkbox"/> | | <input type="checkbox"/> | 12 Months Materials Update Subscription |
| <input type="checkbox"/> | | <input type="checkbox"/> | English Legal System Manual |

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|--------------------------|--|---------------------------------|--|
| Fees: (please tick) | | Method of Payment (please tick) | |
| <input type="checkbox"/> | £595 + VAT Subscription Members | <input type="checkbox"/> | a) Cheque made payable to Central Law Training |
| <input type="checkbox"/> | £695 + VAT Non Subscribers | <input type="checkbox"/> | b) Credit/debit card payment |
| <input type="checkbox"/> | 12 Months Materials Update Subscription £49 + VAT Subscribers and Non Subscribers | <input type="checkbox"/> | c) Instalment Plan |
| <input type="checkbox"/> | £19.99 English Legal System Subscribers and Non Subscribers | | |

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|--|---|
| Programme Instalment Plan (please tick) | |
| <input type="checkbox"/> | Credit Card (enter details below) |
| <input type="checkbox"/> | Post dated cheques (submit with your application) |
| The instalment plan commences from enrolment onto the programme and consists of the following: Subscribers £295 + VAT (payable with application form) £150 + VAT (2 consecutive payments in the following 2 months) Non Subscribers £395 + VAT (payable with application form) £150 + VAT (2 consecutive payments in the following 2 months) | |

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|---------------------------|--|------------|-------------|--|-------------|----------------|--|--------|--|--|----------|--|--|
| Credit/Debit Card Payment | | | | | | | | | | | | | |
| Card type: | | Mastercard | | | Visa Delta | | | Switch | | | Electron | | |
| | | Maestro | | | Visa Credit | | | Solo | | | | | |
| Name on card: | | | | | | Security code: | | | | | | | |
| Card number: | | | | | | | | | | | | | |
| Issue number: | | | Valid from: | | | Expiry date: | | | | | | | |

NB Please be advised that we do not accept American Express.

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| How did you learn about our Paralegal Programmes? | | | | | | | | | | | |
| <input type="checkbox"/> | CLT Main Website | <input type="checkbox"/> | Email Marketing | <input type="checkbox"/> | Direct Mail | <input type="checkbox"/> | Search Engine | <input type="checkbox"/> | Other | <input type="checkbox"/> | |

- CLT reserves the right to vary the delivery of the programme, reserving the right to change tutor or course material where the occasion necessitates.
- Full fees are payable upon enrolment unless the instalment option is chosen.
- Instalment plan option: If for any reason a student fails to meet the payment requirements detailed above they may forfeit a place on the course programme. As such they will not have access to their materials until any outstanding fees are paid in full (if you experience any difficulties you should contact the programme co-ordinator immediately).
- Refunds cannot be given once students have enrolled on the programme.
- Assessments: Students must complete all units and must successfully complete all assignments. In the event that the student is unsuccessful on their first attempt, they will be permitted to submit a further assignment on one occasion only. Resubmission of an assignment will be at the cost of £50 + VAT per assignment. In the event that the student fails the second attempt, they will be able to retake the whole of the course at a reduced price of £395 + VAT. CLT will endeavour to despatch assignment feedback within 30 working days. Students are supported for 6 months from enrolment.
- Provided there are extenuating circumstances, students may apply for an extension to complete the programme prior to the end of the six month period (applications outside of this period will not be considered). Extensions are given for a period of up to one month and applications should be made in writing. Students will be charged an administration fee of £50. Deferrals are not permitted.
- Copyright: The copyright of all course materials remains that of CLT. Such materials may not be reproduced whether in whole or in part, by any method whatsoever, without prior permission having been given in writing by CLT. Once supplied the materials become the personal property of the student to whom they are issued and may not be used by any other person.
- This booking form constitutes a legally binding contract. The delegate and the firm (if your employer is funding your study) are jointly and severally liable for payment of all fees due to CLT.
- Data Protection: Central Law Training may periodically contact you with details of programmes and services that may be of interest to you and may pass your details to other companies within the CLT Group and selected clients. Please write to Client Services if you do not wish to be included in this activity.
- CLT will only provide details of a student's progress to the student's employer (or other third party listed) if the student has consented to this by signing the relevant box on the booking form.
I consent to my employer/named third party being able to receive an update of my progress on this programme should they so request it.
Sign here:

DECLARATION

I the undersigned agree to the terms and conditions set out above. I confirm that, to the best of my knowledge the information given in this form is current and complete.

Signature:

Please print name:

Date:

Please return to:

Central Law Training, Wrens Court, 52 - 54 Victoria Road,
Sutton Coldfield, Birmingham, B72 1SX
paralegalregistrar@centlaw.com

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