

a route to success



Paralegal Qualifications

Develop your staff leaving you time to develop your business

Priceless Paralegals

- Professionally qualified paralegals are a valuable asset. They make a substantial contribution to the legal profession, local authorities, and public and private sector entities alike. Institutions all over the country rely upon them for the important part they play in the legal process.
- It is widely acknowledged by firms, regulators and professional bodies alike, that the efficiency and productivity of a firm can be greatly increased through the utilisation of professionally qualified, experienced paralegal staff.

"Paralegal staff, properly qualified, enable solicitors to concentrate on the more complex cases and they also increase the productivity of the firm." - The Law Society

Key Features

- Fully satisfies the educational standards of the Institute of Paralegals
- Flexible, distance learning
- Practical focus
- Subject specific enabling specialisation
- Specialist tutor support
- No formal academic requirements
- Can be delivered in-house
- Comprehensive course materials which can be used in the workplace

"The course notes flow in useful, practical order. They allowed you a sound understanding of how the law has evolved. My notes continue to act as an essential reference tool." - SPQ Graduate



Details of Paralegal Home Study

- The flexible, distance learning format is fully supported by expert tutors who provide feedback and assistance throughout, to ensure that all delegates successfully achieve qualification.
- All of the tutors are experienced practitioners, who have many years training and assessment experience.
- Delegates study at times convenient to them, their employers and their family and social commitments.
- Delegates study at their own pace and can qualify any time within the maximum time period for completion.

"The method of study allowed me to fit in 'real life' commitments and was complimented by excellent tutor support - the result has enabled me to embrace a new career challenge." - SPQ Graduate

In-House Delivery

For groups of 3 or more, delivery of either of the paralegal qualifications can be done at your firm's place of business. This is a cost effective way to train at times convenient to the firm. In addition, we can tailor the training to take into consideration your own unique processes and procedures. Organisations who have trained their support staff in-house have found it to be highly effective and have made significant cost savings.

"Easy to arrange, tailored to suit our needs, course content and speaker excellent, enjoyed by all staff." - In-House Firm

Benefits to Individuals

- Automatic membership of the Institute of Paralegals
- Study at times convenient to you and your employer
- Increased confidence in the workplace
- Consolidates experience
- Specialisation in a chosen area of law
- Enhanced career prospects
- Provides identifiable professional status

"Great course, very good value for money, underpinned by the University of the West of England and a qualification at the end of it - why wouldn't you choose it?!"

- SPQ Graduate



Advantages to Firms

- Staff trained to highest standard recognised by the Institute of Paralegals
- Increased fee earning potential of staff
- Increased skills and knowledge within the organisation
- Reduces risk from untrained staff
- Incentivises and motivates staff
- Enhanced client care
- Aids staff retention
- Meets the requirements of Rule Five of the Solicitors Code of Conduct

Who should apply?

BTEC Level 3: Foundation

The BTEC qualification validated by EDEXCEL is ideally suitable for those who are new to, or intend to work within the legal sector.

UWE Specialist Paralegal Qualification

The UWE Specialist Paralegal Qualification in association with the Bristol Law School, the University of the West of England, is ideally suitable for those who have already had the opportunity to gain some experience in a legal environment and want to achieve full professional recognition at the highest level available in the UK.

Many of the 6,000 past graduates from the programmes come from the following sectors:

- Private practice
- Public authorities
- Commerce
- Industry
- Banking and finance
- Government bodies
- Human resources
- Police service
- Business management
- Social work
- Property
- Education
- Etc.

Route to Qualification – The Paralegal Profession and How to Access It



The Institute of Paralegals (IoP), the UK's leading government approved paralegal professional body recognises paralegal training provided through CLT as integral to its nationwide Route to Qualification.

The IoP recognises the **UWE Specialist Paralegal Qualification** from CLT in association with the Bristol Law School, the University of the West of England as the highest level of paralegal training currently available in the UK.

Successful completion of the **UWE Specialist Paralegal Qualification** entitles graduates to membership of the Institute of Paralegals at their highest level (*Qualified Paralegal**) and to use the designation **F. Inst. Pa** (*Fellow of the Institute of Paralegals*) after their name in recognition of their achievement.

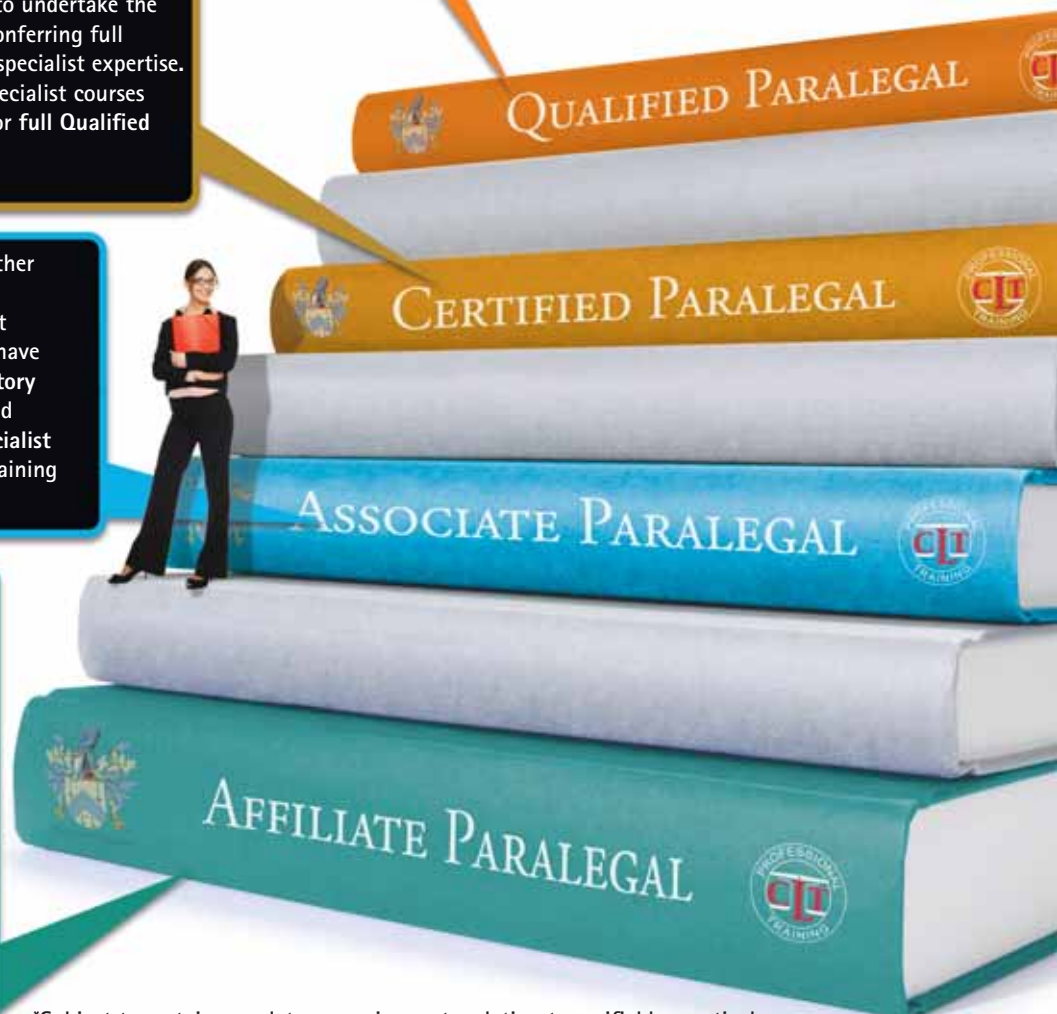
Complimentary Affiliate Paralegal status (Affiliate of the Institute of Paralegals) is awarded on enrolment to any CLT paralegal course.

Qualified paralegal status is the highest level of professional paralegal qualification currently available throughout the UK, available only after successful completion of the UWE Specialist Paralegal Qualification and the accumulation of 4 years practical experience*. Practical experience refers to experience gained in a legal environment before, during or after the UWE Specialist Paralegal Qualification is undertaken.

Certified paralegal status encompasses those who (a) have considerable practical experience of working within a legal environment but with no formal legal training; or (b) have attained academic recognition in a law related subject. Candidates at this level are ideally suited to undertake the UWE Specialist Paralegal Qualification, conferring full academic and professional recognition of specialist expertise. On successful completion of one of the specialist courses candidates will then be eligible to apply for full Qualified Paralegal* status.

Associate paralegal status encompasses either those (a) who are currently working in a supporting role within a legal environment with no formal legal training; or (b) who have successfully completed the BTEC introductory course. Either background provides a sound foundation for undertaking the UWE Specialist Paralegal Qualification and ultimately attaining full Qualified Paralegal* status.

Affiliate Paralegal status (effectively the student grade) is for those interested in a career as a professional paralegal but with little or no previous experience of working within a legal environment. The BTEC introductory course provides an ideal first step on the 'Route to Qualification'. However, the UWE Specialist Paralegal Qualification which leads to full recognition as a Qualified Paralegal*, can be undertaken as a stand-alone course with no barriers to entry. *Complimentary Affiliate Paralegal status is awarded on enrolment to any CLT paralegal course.*



*Subject to certain mandatory requirements relating to verifiable practical experience and fast-track options for individuals who have successfully completed relevant qualifications. For full details, see www.instituteofparalegals.org

The UWE Specialist Paralegal Qualification is a "stand-alone" qualification with no barriers to entry leading to full Qualified



**THE SPECIALIST
PARALEGAL QUALIFICATION**
In association with
THE BRISTOL LAW SCHOOL
The University of
the West of England

Programme Structure

- Study is by distance learning.
- Comprehensive course materials are provided at the start of the course, which contain sample assignment questions and answers to provide an overview of how answers should be submitted.
- The programme is structured into a series of modules and corresponding written assignments which must be completed in numerical order.
- Assignments are submitted to the course tutor either via email or in pre-paid envelopes provided.
- Once all assignments are successfully completed, delegates will undertake a final written exam, normally in their own offices or alternatively in biannual exam diets in London or Birmingham.
- The course registration is for 18 months. There is no minimum time for completion so if delegates have the time to commit to the course they can complete it and be fully qualified in as little as two months.
- On successful completion of the qualification, students will receive a Specialist Paralegal Practitioner award at a graduation ceremony held annually at the prestigious Bristol Cathedral.

The fees for the course are:

- £1,050 + VAT for CLT Members
- £1,150 + VAT for Non CLT Members

Except for Residential Conveyancing and Wills, Probate & Administration Practice which cost:

- £1,450 + VAT for CLT Members
- £1,550 + VAT for Non CLT Members

Civil Litigation Practice

- Fundamental Principles – The Law and its Sources
- Preliminary Considerations
- Costs / Funding
- Progressing the Claim, Interviews and Preaction Procedures / Protocols
- Dispute Resolution – ADR/Litigation
- Commencement of Proceedings/Drafting
- Interim Applications
- Case Management
- Evidence and Disclosure
- Factual and Expert Evidence, Negotiating Settlement and Part 36
- The Trial

Commercial Property

- The Characteristics of the Commercial Property Market
- Site Acquisition and Enquiries Required
- Contractual arrangements
- Funding Options
- The Importance of the Institutions Lease
- Landlord's and Tenant's Concerns
- Lease Content, drafting and amendment
- Disposal of Leasehold Premises
- Alterations
- Change of Use
- Security of Tenure
- Lease v Licence / Tenancy at will
- Renewal
- Landlord's Grounds of Opposition
- The New Lease

Company Law Practice

- Different forms of business mediums
- General partnerships and Limited Liability Partnerships
- Formation and Constitution of a Private Limited Company
- Resolutions and Company Meetings
- Shares and shareholders – allotment and transfer
- Company Directors – role, duties and disqualification
- Company Secretary – role and duties
- Company registers, accounts and the annual return
- Company auditors
- Minority shareholder protection
- Insider dealing and market abuse regulations
- Company finance, facilities and security Administration, liquidation and receivership

Debt Recovery Practice

- Developing a Credit Policy and Outlining Credit Control Procedures
- Identifying debtors by "type"
- Raising court proceedings, drafting the Claim Form and Particulars of Claim
- Reviewing the options available to the Claimant and defendant
- Allocation of cases to "Track", Small Claims Track, Fast Track and Multi Track
- Explanation of the types of judgement and Methods of Enforcement available
- Using third parties i.e. private investigators, credit reference agencies and debt collectors
- Data Protection issues in Debt Recovery
- Outline of Consumer Credit
- What's in the pipeline: an overview of forthcoming changes to debt recovery and related laws

Employment Law Practice

- Employee Status and other working relationships
- Contracts of employment
- Unfair dismissal
- Disciplinary Hearings
- Redundancy
- Termination of the employment relationship
- Employment Tribunal procedure
- Discrimination (sex, race, disability, sexual orientation, religion and belief)
- Family Friendly Provisions
- Trade Unions
- Transfer of Undertakings (Protection of Employment) Regulations

Family Law and Practice

- The first interview and funding divorce proceedings
- Advising the client on divorce law and procedure
- Preparing the petition and supporting documents
- The matrimonial home on marriage breakdown
- Advising the client, finance/property/ marriage breakdown
- Preparation and conduct of the ancillary relief application
- Mediation, settlement and consent orders
- Welfare benefits and supporting children
- Advising the client in children disputes
- Preparing the application for a children order
- Advising the client on relief from molestation
- Preparing an application for occupation/non-molestation orders
- The unmarried family – recent developments

Personal Injury Practice

- Introduction to personal injury actions
- Types of action
- Liability / negligence
- Progressing the claim
- Fact gathering and analysis
- ADR-Mediation
- Conditional fee arrangements
- Pre commencement protocols
- Preparing the particulars of claims
- Instructing experts and counsel
- Part 36 offers
- Step by step case management/preparation for trial
- Quantification of damages

Residential Conveyancing Practice

- Drafting the contracts and deducing title
- Non-disclosure and misrepresentation
- Impact of home information packs
- Investigation of title/Pre-contract searches and enquiries
- Trusts of land and beneficial interests
- Easements and covenants
- Adverse possession
- New builds
- Flat leases: an overview
- Right to buy
- Assured tenancies and grounds of possession
- Powers of attorney
- Exchange of contracts
- Mortgages: powers of sale and borrower's covenants
- Execution of deeds/Pre-completion and completion procedures
- Remedies
- Land registration
- Acquisition of a business
- Commercial leases: security of tenure and tenant covenants

Wills, Probate and Administration

- Taking instructions, conflicts and disputes
- Costs and the client
- Client care, good practice and client information
- Financial services and Markets Act Issues
- Tax implications and tax planning
- Drafting the will/practical drafting points / checklists
- Advising on entitlement, tax liability and obtaining the grant following death
- Practical probate, step by step, obtaining the grant/administering the estate
- Dealing with problems/missing beneficiaries/the difficult client
- Accounting and distributing
- Potential claims form dependents
- Avoiding complaints and claims



The Institute of Paralegals

The BTEC course can be undertaken as an introduction *if required* prior to undertaking the UWE Specialist Paralegal Qualification



THE BTEC INTRODUCTORY PROGRAMME
Validated by EDEXCEL

Programme Structure

- The programme is structured into six units, which 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. Tutor support is available and individual feedback will be given on each assignment submitted.

The fees for the course are:

- £595 + VAT for CLT Members
- £695 + VAT for Non CLT Members

The CLT Foundation Paralegal Programme is currently available in the following areas of Law:

Childcare Law

- 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

- 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

- Introduction of 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

- 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

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

Debt Recovery

- 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

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

Personal Injury

- 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/Motorists Liability

Residential Conveyancing

- Residential Conveyancing: An Introduction
- Pre-contract Enquiries and Actions for the Sellers and Lawyers
- Pre-contract Procedures and Actions for the Buyers and 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
- **NB** The Council of Licensed Conveyers will accept this BTEC programme as an exemption to their current Foundation Introduction to Licensed Conveyancing Qualification

Software Contracts

- 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 I)
- Outsourcing Contracts (Part 2)


Wills & Probate


- 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

REGISTRATION FORM (BLOCK CAPITALS PLEASE)

Title*:	First Name*:	Surname*:
E-mail Address*:		
Employer's Name (if applicable)*:		
Employer's / Home Address (delete as applicable)*:		
		Postcode*:
DX No:	Tel No*:	Fax No:
Please select a programme*:	BTEC Introductory Course	UWE Specialist Paralegal Qualification
Course Subject*:		

*Compulsory field which must be entered for booking to be processed. **NB Complimentary Affiliate Membership to the Institute of Paralegals will be awarded to all students on enrolment for the duration of their course. Please tick this box if you do not want to receive Complimentary Affiliate Membership of the IOP**

 BOOKING DETAILS – UWE SPECIALIST PARALEGAL QUALIFICATION	
Please tick preferred method of payment and return to: Paralegal Training Coordinator, Central Law Training (Scotland) Ltd, 5th Floor, 80 St Vincent Street, Glasgow, G2 5UB Tel: 0121 225 6705 Fax: 0141 225 6701 DX: GW179 Glasgow englishparalegal@centlaw.com	
A £100 deposit must be paid at the time of booking. This deposit is refundable against the cost of your course. If paying by standing order a maximum period of six months, interest free, is permitted. All course fees must be paid in full by the final examination date.	
<input type="checkbox"/>	Cheque: Enclosed is a cheque payable to Central Law Training for £ (including VAT)
<input type="checkbox"/>	Payment by installments: Enclosed is a cheque payable to Central Law Training for £100
<input type="checkbox"/>	Credit / Debit Card Payments (please complete details below)
TERMS AND CONDITIONS	
1. CLT reserves the right to vary delivery of the programme, reserving the right to change tutor or course material where the occasion necessitates. 2. Refunds cannot be given once students have enrolled on the programme. 3. Assessments: Students must successfully complete all assignments. CLT will endeavour to despatch feedback within 20 working days. 4. Should a student not attain the competency threshold for individual assignments they may resubmit said assignments at no extra cost. 5. Should a student not attain the competency threshold for their final exam, they may re-sit the exam at an additional cost of £50 + VAT. 6. 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. 7. This booking form constitutes a legally binding contract. The delegate and the firm are jointly and severally liable for payment of all fees due to CLT. 8. Data Protection: CLT 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 the Client Care Team if you do not wish to be included in this activity.	

 BOOKING DETAILS – BTEC INTRODUCTORY PROGRAMME	
Please tick preferred method of payment and return to: Paralegal Registrar, Central Law Training, Wrens Court, 52 - 54 Victoria Road, Sutton Coldfield, Birmingham, B72 1SX Tel: 0121 362 7526 Fax: 0121 240 1088 DX: 708700 Sutton Coldfield paralegalregistrar@centlaw.com	
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) Installation Plan
<input type="checkbox"/> £19.99 English Legal System Subscribers and Non Subscribers (Updates)	
Programme Instalment Plan (please tick)	
<input type="checkbox"/> Credit Card (enter details below)	<input type="checkbox"/> Post dated cheques (submit with your application)
The installment 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)	
<input type="checkbox"/>	Cheque: Enclosed is a cheque payable to: Central Law Training for £ (including VAT)
<input type="checkbox"/>	Credit / Debit Card Payments (please complete details below)
TERMS AND CONDITIONS	
1. CLT reserves the right to vary the delivery of the programme, reserving the right to change tutor or course material where the occasion necessitates. 2. Full fees are payable upon enrolment unless the instalment option is chosen. 3. 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). 4. Refunds cannot be given once students have enrolled on the programme. 5. 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. 6. 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. 7. 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. 8. 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. 9. 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. 10. 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.	

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
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Credit / Debit Card Payment:

Card type:	Mastercard	Visa Delta	Electron	Visa Credit
(please tick)	JCB	Switch	Maestro	Solo
Name on Card:	Security Code:	Issue Number:		
Card Number:	Valid From:		Expiry Date:	

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:
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Paralegal Training

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Tel: 0141 225 6700 | Fax: 0141 225 6701 | DX: GW179 Glasgow | Email: englishparalegal@centlaw.com

www.paralegaldistancelearning.co.uk