

## **BTEC Paralegal Programmes Frequently Asked Questions**

### **1. What does the programme aim to provide?**

The programme' aims to provide you with:

- The knowledge and skills to perform the core competences within the practice area
- An understanding of legal terms and concepts
- A greater appreciation of legal issues
- More certainty and confidence in the work place
- An opportunity to develop research skills.

### **2. BTEC what is it?**

BTEC qualifications from Edexcel are industry recognised, flexible skills based on vocational qualifications. The vocational and practical nature of BTEC qualifications provides this understanding. They offer a transferable qualification and are also recognised by universities allowing progression into higher education.

### **3. How is the programme structured?**

Each of the programmes has six units. These should be completed in order. As you progress through each unit you are required to carry out tasks. These will help build your knowledge and give you an opportunity to test your skills. Following each unit there will be a series of Multiple Choice Questions on-line, allowing you to check your understanding of the areas covered. The multiple choice questions are not compulsory, however we do recommend learners complete them for there own assessment purposes. There are also two assignments, which follow units three and six. These will be assessed and feedback given to you by the assessors.

### **4. How much time do you recommend to study for the programme?**

Each unit takes approximately 40 hours to complete. It is envisaged that learners complete one unit per month.

### **5. How long can I take to complete the programme?**

Both tutor support and your login will be active for six months from commencing on the programme.

### **6. Are there any eligibility requirements to take the programme?**

There are no formal criteria required to undertake the programme. You will need basic computer skills in word processing and have access to the Internet and email as all the tests are taken on-line and assignments must be submitted via email.

### **7. Can I telephone CLT to book onto the course?**

There is a booking form attached to the brochure. The booking form shows the terms and conditions of booking and asks for all the details we require to enable us to process your booking correctly. You may contact the Programme coordinator via telephone to express an interest in the programme and discuss any questions you may have.

### **8. Do I have to make a payment to secure a place on the programme?**

Yes, full fees are payable upon enrolment.

**9. This programme appeals to me but I cannot afford to fund it all at once. What payment options do you offer?**

Due to the volume of materials you receive access to upon registration we do not offer any installment plans.

**10. Who do I contact for details about the Programme?**

The Programme Co-Ordinator can be contacted by telephone on 0121 362 7526 or by email – [paralegalregistrar@centlaw.com](mailto:paralegalregistrar@centlaw.com).

**11. What do the materials consist of?**

The units comprise of on-line distance learning materials that incorporate tasks, allowing you to build an ongoing reference file. The materials are written in a style to give you a unique learning experience that will help you to learn quickly and effectively. Via a unique login you will have access to the materials, and at the end of each unit to a series of On-line Multiple Choice Questions to help you assess your own progress. Answers to the questions are given, along with explanations to the incorrect answers upon completion. Assignment questions can also be viewed on-line.

**12. How do I obtain my login?**

Your login will be activated when you enrol and all the information you need will be detailed in your registration letter.

**13. When are the enrolment dates for the programme?**

There are no specific dates for enrolment on the programme allowing you to enrol at anytime.

**14. How do I access my materials?**

Distance learning materials and assignments are available on the website. Learners will be provided with a login which will enable them access to the materials.

**15. I am new to the subject area. Will I find it difficult to complete the programme?**

The programme is designed to offer you support throughout by guiding you through practical tasks and you can check your understanding of each unit by attempting the online Multiple Choice Questions. When you have completed your Multiple Choice Questions, you will be given instant feedback as to whether the questions were answered correctly or not. For those questions answered incorrectly, further guidance will be given. The Multiple Choice Questions can be visited as many times as you like to enable you to check your understanding of each unit.

**16. Where can I find the syllabus?**

The syllabus for each subject area can be found on the website.

**17. Am I required to go on any courses to support my learning?**

The distance learning materials you will receive provide all the information you need to enable you to complete the programme. You will be asked to carry out tasks to support

your learning and these may require you to visit websites and collate information to assist you in your learning. If these tasks are carried out, there will be no need to attend any other courses to help you complete the programme.

### **18. What qualification do I get once I have completed the programme?**

BTEC Level 3 Paralegal Advanced Diploma in Paralegal Work (subject area) e.g. Wills & Probate

### **19. Who are the programme tutors?**

The programme tutors are all experienced trainers, assessors and practitioners. Being experts in their field allows you to draw on their invaluable knowledge and skills.

### **20. Can I talk to the assessors direct?**

Although the programme does offer student support, this will be via email. The assessors used on the programme are keen to help you and answer any questions you may have. Email is used to ensure the assessors address your questions fully and clearly, allowing you to refer back to the comments made as and when necessary. All queries are to be forwarded to the Programme Co-Ordinator directly who will liaise between the student and the assessor.

### **21. Can I access sample assignments?**

We do not provide sample assignments as all the answers can be found within the course materials.

### **22. How long should an assignment be?**

The maximum length for assignments is 20 pages of A4 paper. All answers should be typed using font size 12 and using 1.5 line spacing.

### **23. What standard do I need to reach to pass my assessments?**

The standard to be attained in assignment one and two is that you must demonstrate: -

- Knowledge and understanding of the topics covered in units 1 to 3 and 4 to 6.
- The ability to apply your knowledge and skill to the problems presented this can be demonstrated by reference to:
  1. The correct law;
  2. Reference to the relevant form(s), procedures; and
  3. Quoting the relevant professional rules.

If all of the above are demonstrated, then you will be assessed as competent. If you fail in any of the areas the likely assessment outcome will be 'not yet ready' and feedback will be given on the areas where you need to improve.

### **24. Where do I get the form that I need to send with my assignment?**

When you submit an assignment, the assignment submission form must accompany it. This can be found on the secure student site. To access this you will need to visit [www.paralegaltraining.org.uk](http://www.paralegaltraining.org.uk) and log in using your unique login.

**25. How do I receive the feedback for my assignment?**

To complete the programme you must complete two assignments. The first assignment asks you to draw on the knowledge and skills you have gained by completing units one to three. The result and any feedback will be given via email within 30 working days. The second and final assignment calls for you to use the knowledge and skills you have acquired from units four to six. The result and any feedback will be given via letter within 30 working days. Your file will then be passed to Edexcel for verification and issue of certificate.

**26. How long will I need to wait before I receive feedback from my assignments?**

The result and any feedback for your assignments will be given to you within 20 working days.

**27. What happens if I fail an assignment?**

If you follow the programme and carry out the necessary tasks you should have no difficulty in reaching the required competence. If you do not meet the required level of competence in both assignments you will be marked as 'not yet ready' and be given feedback from the assessor. Learners are given one further opportunity to resubmit both assignments at a cost of £50 + VAT.

**28. Can I retake the programme?**

Should you wish to retake the programme you may register to do so. You will be required to pay a repeater fee, which is 50% of the full fee.

**29. Can I do more than one subject area? If so, do I get a discount?**

If you would like to take any other title in the BTEC Paralegal Programme, you will be entitled to a 10% discount.

**30. If I experience any problems with the programme, whom do I contact?**

If you experience any problems, please contact the Programme Co-Ordinator on 0121 362 7526 or email [paralegalregistrar@centlaw.com](mailto:paralegalregistrar@centlaw.com) who will be happy to help you.