

## T Level Legal, Finance and Accounting: Legal Services - Legal Services Assistant Crime, Criminal Justice and Social Welfare

Location	Altrincham Campus
Course Type	College 16-18
Department	T Level
Start Date	Monday 2nd September 2024
Course Code	AFP-BU3T-1200

### Course Overview

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This T Level in Legal Services is a new two-year technical study programme, designed with employers (PS, Bank House Chambers, Brown Jacobson LLP and Council for Licensed Conveyancers) to give young people the skills that the Legal profession needs. The T Level Legal Services will provide a mixture of technical knowledge and skills as well as a relevant industry placement.

### Course Requirements

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5 GCSE's at grade 4 or above including maths and English Language.

## What You Will Learn

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Students who study a T Level in Legal Services with us will:

Develop Technical core skills, behaviours and knowledge to work in legal practice and with industry policy and procedures through class based learning to achieve a technical qualification that is the equivalent to 3 A Levels.

Be able to apply skills and knowledge of legal procedures in an industrial placement and work with partnership employers who will support employer based project work.

Further develop their English, Maths and Digital Skills throughout the two year course.

Develop their own research and analytical skills, use of variety of sources of information, problem solve and investigate to make reasoned conclusions, communicate those conclusions and become solutions focused.

Work independently and collaborate with others.

## Assessment

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Assessment is externally set in the form of 2 written exam papers at the end of the course (synoptic in nature). Successful completion of an employer led project and demonstration of specialist technical Legal skills/knowledge will also form part of the assessment to achieve this course.

## Progression

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On completion, students will be able to choose between moving into a skilled occupation such as a Paralegal or Legal Secretary or to go into further and higher professional or academic study, for example, a higher degree level Paralegal Apprenticeship, or higher-level technical study including higher education.

## Career Options

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Paralegal

Legal Secretary

## Mandatory Units

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Students will develop an understanding of a broad range of issues relevant to the sector, including:

- The business environment
- Careers within the legal profession
- Regulation
- Professionalism and ethics
- Security and risk
- Equality, diversity and inclusion requirements
- Third party professional services
- The fundamentals of law
- The fundamentals of financial accounting
- An awareness of digital and emerging technology, digital transformation and digital tools
- Data driven innovation, analytics and design thinking
- Research skills
- Project and change management approaches in legal contexts

## Contact Details

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For further information please contact T: 0161 886 7070 or E: [info@trafford.ac.uk](mailto:info@trafford.ac.uk)

## Disclaimer

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Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.