



T Level Legal, Finance and Accounting: Legal Services Assistant Business, Finance and Employment

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| Location | Marple College |
| Course Type | College 16-18 |
| Department | Business & Law |
| Start Date | Monday 1st September 2025 |
| Course Code | MFP-BU3T-1300 |

Course Overview

T Levels are new two-year, Level 3 study programmes that will follow the study of GCSEs and Technical Awards at Key Stage 4 and offer an attractive alternative to A Levels and Apprenticeships. T Levels will combine classroom theory, practical learning and a minimum 315 hours of industry placement with an employer to make sure students have real experience of the workplace.

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

There are 2 externally assessed examination and in core skills will be assessment through an employer set project.

The Legal Services T Level consists of Legal Assistant occupational specialism:

- legal services assistant - business, finance and employment

Course Requirements

5 GCSE's grade 4 and above including maths & English

What You Will Learn

Students will learn about the following topics:

- the business environment
- careers within the legal professions
- regulation
- professionalism and ethics/equality, diversity and inclusion
- security and risk
- professional services
- fundamentals of law (1)
- fundamentals of financial accounting
- technology
- data driven innovation/analytics and design thinking
- research skills
- project/change management and administration
- fundamentals of law (2) (pathway content)
- the legal services sector (pathway content)

Assessment

Externally assessed exams

Externally assessed controlled assessment

Progression

Students who complete a T Level Technical Qualification in Legal Services will be able to choose between moving into a skilled occupation or further study, including higher education; for example a higher or degree level Apprenticeship, or higher-level technical study. Therefore, it was essential that the qualification was developed in close collaboration with experts from professional bodies, businesses, and universities, and with the Providers who will be delivering the qualification.

Career Options

Students undertaking this Technical Qualification will be 16-19 years old and in full-time education. They will have chosen a T Level as an alternative to A Levels, Applied Generals, or an Apprenticeship. The typical student will likely have:

- a clear idea as to the industry sector they wish to pursue a career in
- an idea of the type of job role they'd like to explore as a career
- taken an active choice not to pursue an Apprenticeship or needs a Level 3 qualification to pursue a higher apprenticeship.

This Technical Qualification aligns to the Paralegal Level 3 Apprenticeships and, therefore, supports progression to entry-level job opportunities in legal services. Job roles could include:

- paralegal
- legal secretary
- usher

Mandatory Units

The Core Skills are assessed through the Employer Set Project. The Core Skills for this Core Component are:

- Research and analyse an area of law and legal principles and apply to a legal situation
- Convey information clearly to lay and professional people
- Work collaboratively as a member of a team
- Apply an ethical approach to your work
- Demonstrate compliance with appropriate professional regulations.

Contact Details

For further information please contact T: 0161 886 7070 or E: info@trafford.ac.uk

Disclaimer

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.