

# Job title: Paralegal



<b>Job title: Drone Pilot</b>	Paralegals carry out research, prepare legal documents and give legal advice to clients.
<b>Entry requirements:</b>	<p>You could study for a foundation degree, higher national diploma or degree in law, legal studies or paralegal practice. There's a lot of competition for places on law degrees, so you'll need good grades in your entry qualifications.</p> <p><b>Entry requirements</b> You'll usually need:</p> <ul style="list-style-type: none"> <li>• 1 or 2 A levels for a foundation degree or higher national diploma</li> <li>• 2 to 3 A levels for a degree</li> </ul> <p>You could take a college course before you look for work. Courses include:</p> <ul style="list-style-type: none"> <li>• Level 2 Diploma in Legal Studies</li> <li>• CILEx Level 3 Certificate in Law and Practice</li> <li>• Level 3 Legal Secretaries Diploma</li> </ul> <p><b>Entry requirements</b> You may need:</p> <ul style="list-style-type: none"> <li>• 2 or more GCSEs at grades 9 to 3 (A* to D) for a level 2 course</li> <li>• 4 or 5 GCSEs at grades 9 to 4 (A* to C) for a level 3 course</li> </ul> <p>You could take a paralegal advanced apprenticeship.</p> <p><b>Entry requirements</b> You'll usually need: 5 GCSEs at grades 9 to 4 (A* to C), usually including English and maths, for an advanced apprenticeship</p>
<b>Skills required:</b>	<p>You'll need:</p> <ul style="list-style-type: none"> <li>• to be thorough and pay attention to detail</li> <li>• knowledge of English language</li> <li>• excellent verbal communication skills</li> <li>• excellent written communication skills</li> <li>• administration skills</li> <li>• the ability to work well with others</li> <li>• legal knowledge including court procedures and government regulations</li> <li>• the ability to accept criticism and work well under pressure</li> <li>• to be able to use a computer and the main software packages competently</li> </ul>
<b>What you'll do:</b>	<p>In this role you could be:</p> <ul style="list-style-type: none"> <li>• researching and preparing legal documents</li> <li>• handling confidential information</li> <li>• interviewing clients and witnesses</li> <li>• giving clients legal information</li> <li>• going to court</li> <li>• handling a caseload of clients</li> <li>• following instructions</li> <li>• general office tasks</li> </ul>
<b>What you'll earn:</b>	<ul style="list-style-type: none"> <li>• Starter: £14,000</li> <li>• Experienced: £40,000</li> </ul> <p><i>These figures are a guide.</i></p>
<b>Working hours, patterns and environment:</b>	<ul style="list-style-type: none"> <li>• You could work in an office, in a court or at a police station.</li> <li>• 37 to 40 hours a week, Monday to Friday, 9am to 5pm with occasional evenings</li> </ul>
<b>Career path and progression:</b>	With further study, you could qualify as a legal executive or solicitor.