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## **Level 4 Diploma in Paralegal Studies**

### **Assignment Guide for Distance Learning Students**

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## Introduction to the Level 4 Diploma in Paralegal Studies

Our **Level 4 Diploma in Paralegal Studies** will give you a sound knowledge and understanding of both the English legal System and other substantive legal areas together with Procedural law. It is the benchmark qualification that will launch your Paralegal Career and from which you can specialise should you decide to develop your career further.

There are 10 units of study divided into two modules. The first module is General principles of Law and the second is Procedural Law.

Learners are required to successfully complete one written assignment per unit which are designed to assess the learner's skills, knowledge and understanding of legal issues.

Assignments will be assessed as either Pass, Merit or Distinction:

**Pass:** (Descriptive): A Pass grade will be awarded if a student has basically but fully covered all criteria indicated. This will be reflected in a mark of between 45% and 64%

**Merit:** (Explanatory): A Merit grade will be awarded if a student has shown a higher degree of aptitude, has demonstrated a thorough understanding of the questions and has presented his/her findings neatly and professionally. This will be reflected in a mark of between 65% and 79%.

**Distinction:** (Showing implications): A Distinction will be awarded if the student has shown a mastery of the subject matter and has dealt with the questions in a professional manner. Attention will be particularly given to spelling, grammar, layout and style and to the actual presentation of the assignment. This will be reflected in a mark of between 80% and 100%

Comprehensive course material is provided and there should be no need to purchase legal text books in order to successfully attain the Diploma.

## LEVEL 4 DIPLOMA IN PARALEGAL STUDIES

### Learning Outcome and Assessment Criterion

#### Module 1 General Principles of Law

##### Unit 1: The English Legal System

Unit Level: Level 4

###### Learning outcome and assessment Criteria

1. Understand the nature and development of English law
  - 1.1 Analyse the development of Equity and its role in the law today
  - 1.2 Explain the key features of modern day sources of Law
  - 1.3 Evaluate the court structure, personnel and alternative methods of resolving disputes

##### Unit 2: The Law of Contract

Unit Level: Level 4

###### Learning outcomes and Assessment Criteria

- 1 Understand how to differentiate between those obligations which the law will enforce and those which it will not
  - 1.1 Explain the requirements of a valid contract
- 2 Understand the terms within a contract and the consequences of a breach of those terms
  - 2.1 Discuss the different terms within a contract and how they can be included
  - 2.2 Evaluate, from given information, the circumstances which constitute a breach of contract and the consequences, and whether this will be enforced by the law
- 3 Understand what remedies are available for a breach of contract
  - 3.1 Critically review given information and propose the most appropriate remedy for a breach of contract
  - 3.2 Analyse the effects of disclaimers in relation to Contracts and whether they affect the remedies available

##### Unit 3: The Law of Tort

Unit Level: Level 4

## **Learning outcomes and Assessment Criteria**

- 1 Understand the nature of a tort and tortious liability
  - 1.1 Explain the rules relating to legal obligations between individuals
- 2 Understand the essential features of a range of Torts
  - 2.1 Explain the essential features of two specific Torts
- 3 Understand the general defences in Tort and remedies available
  - 3.1 Explain the circumstances for which each defence is applicable
  - 3.2 Explain what remedies are available and apply them to a specific tortious action

## **Unit 4: Criminal Law**

Unit Level: Level 4

## **Learning outcomes and Assessment Criteria**

- 1 Understand what constitutes a crime
  - 1.1 Analyse the key features of the nature of Criminal Law including:
    - the nature of a crime
    - the elements of a crime
    - the distinction between crimes and Tort
    - burden of proof
- 2 Understand the essential features of a range of crimes
  - 2.1 Explain the essential features of two specific crimes
- 3 Understand the range of defences that can be applied in Criminal cases
  - 3.1 Examine and explain the key general defences for a criminal action
  - 3.2 Explain the specific defences to murder

## **Unit 5: Wills, Intestacy and Family Provision**

Unit Level: Level 4

## **Learning outcomes and Assessment Criteria**

- 1 Understand what happens to a person's possessions and assets on their death if a Will has been made
  - 1.1 Explain the key features of a Will including the criteria required for a valid Will

- 1.2 Evaluate the different types of gift that can be included in a Will
- 2 Understand what happens to a person's possessions and assets on their death if a Will has not been made
  - 2.1 Explain the consequences of Intestacy including the rules of intestate succession
- 3 Understand the key features of family provision
  - 3.1 Analyse the key features of Family provision and the consequence of the Inheritance (Provision for Family and Dependants) Act 1975

## **Module 2: Procedural Law:**

### **Unit 6: Civil Litigation**

Unit Level: Level 5

#### **Learning outcomes and Assessment Criteria**

- 1 Understand the Civil Litigation procedure
  - 1.1 Explain pre-action procedure, considerations and steps to take prior to going to Court
  - 1.2 Critically review the process of how to commence a claim in Court
  - 1.3 Critically review the process of Civil Court proceedings in relation to a claim
  - 1.4 Draft the different statements of case for a given scenario, explaining their reasons for drafting

### **Unit 7: Criminal Procedure**

Unit Level: Level 5

#### **Learning outcomes and Assessment Criteria**

- 1 Understand the role of the Police
  - 1.1 Analyse the role and powers of the Police in relation to arrest, detention and search
- 2 Understand the criminal court process
  - 2.1 Critically review the criminal process from commencement to resolution
  - 2.2 Explain and justify how they would advise a client in a given scenario relating to a criminal proceeding

### **Unit 8: Matrimonial and Civil Partnerships**

Unit Level: Level 5

#### **Learning outcomes and Assessment Criteria**

- 1 Understand procedures relating to marriages and civil partnerships
  - 1.1 Analyse the differences between valid, void and voidable marriages and civil partnerships
- 2 Understand how marriages and civil partnerships can be terminated
  - 2.1 Critically review the grounds upon which a marriage and a civil partnership can be terminated
- 3 Understand how to process an undefended divorce and civil partnership
  - 3.1 Explain, apply and justify the key stages in the process of an undefended divorce and civil partnership from inception through to dissolution
- 4 Understand ancillary relief
  - 4.1 Explain what is meant by ancillary relief and how it is applied

## Unit 9: Residential Conveyancing

Unit Level: Level 5

### Learning outcomes and Assessment Criteria

- 1 Understand the principles of land law and the stages of a conveyancing transaction
  - 1.1 Use a given case study and evaluate the information to determine the procedures that need to be followed
  - 1.2 Provide a detailed explanation of the stages of a conveyancing transaction as they apply to the given case study
  - 1.3 Justify their explanation showing sound analysis of land law principles

## Unit 10: Succession

Unit Level: Level 5

### Learning outcomes and Assessment Criteria

- 1 Understand the procedures for the winding up of estates
  - 1.1 Use a given case study and evaluate the information to determine the procedures that need to be followed
  - 1.2 Provide a detailed explanation of winding up an estate as applied to the given case study
  - 1.3 Justify their explanation showing sound analysis of winding up procedure

## Assignments

In the 'Introduction' to the course, which is found in the material that will be emailed to you on enrolment, you will find comprehensive details about the course structure and help with completing assignments. It is imperative that these notes are read carefully.

### Completion of assignments

There are 10 assignments to be completed throughout the course – one for each unit of the qualification. When the learner is ready to request the assignment, please contact NALP by emailing: [admin@nationalparalegals.co.uk](mailto:admin@nationalparalegals.co.uk)

Please ensure that the course material for the particular unit is read very carefully before requesting this, because there is a time limit of 4 weeks to complete and submit it.

There is no time limit on when you can request your assignment, but there is an overall time limit of two years to complete the whole qualification. Failure to complete the course within that time will result in you having to re-enrol for the course.

### Administering the Assignments

Once a Learner has requested an assignment, NALP will email the learner the assignment. **THE DUE DATE WILL BE CLEARLY MARKED ON THE FRONT OF THE ASSIGNMENT.**

**It is the responsibility of the learner to ensure that all assignments are returned for marking to NALP by the date specified. Completed assignments must be emailed to both these email addresses:**

[admin@nationalparalegals.co.uk](mailto:admin@nationalparalegals.co.uk)

[assignments@nationalparalegals.co.uk](mailto:assignments@nationalparalegals.co.uk)

### Grading of assignments, units and overall qualification

Each assignment is graded Pass, Merit, Distinction or fail and will have a feedback sheet attached.

### Time allowance for assignments

Recommended time allowances of 4 weeks from the date of receipt of the assignment have been allocated for each assignment, and form part of the marking criteria.

If a learner believes that they are unable to complete the assignment by the due date, then they must notify NALP as soon as possible and provide evidence as to why they should be eligible for an extension (see Special Considerations policy). We



will always consider genuine reasons for extensions and will act in the best interests of all learners undertaking the assessment.

**The following evidence may be appropriate:**

Doctors note to confirm illness; inability to complete the specified work in the specified time; confirmation that a close family relative has died **which has** affected their ability to complete the specified work in the specified time

Solicitors note to confirm that a learner is incapacitated by events that directly affect the learners ability to undertake the specified work in the specified time

Court attendance letters

Jury Service letters

In the case of young persons, a parental discussion and signed letter by the parent and tutor to confirm exceptional extenuating circumstances may be submitted

Extra work commitments; childcare or elderly care issues of a general nature; other assessments with similar deadlines; no computer facilities at home etc are not considered as Exceptional Extenuating Circumstances.

**Opportunities to repeat tasks**

Results of assignments with their percentage mark, will be returned to the learner.

If a learner fails an assignment, they will be given another new assignment to complete within a four-week period at no extra cost. A second or subsequent re-sit will incur a cost of £20.

**Quality assurance of assignments**

**In all cases:**

Where learners do not feel that the assessment decision has been fair, they should have the opportunity to access the normal appeals/complaints procedure of the centre/learning provider in the first instance, and if this does not resolve the situation, of the awarding body.

Learners' work may also be subject to external verification, which may be by a visit or by post.

NALP operates a system of internally verifying its examiners marks by way of sampling from each centre.

## **Instructions to learners**

Please read the following instructions carefully before attempting your assignment.

1. Before you start an assignment, you should read it carefully and ensure that you understand what is required of you before you attempt any task. If you are uncertain, you should ask for guidance by contacting: [admin@nationalparalegals.co.uk](mailto:admin@nationalparalegals.co.uk)
  2. Each task should be word processed on a fresh sheet of paper which is clearly headed with your unique learner number (or your name) and registration number. Please clearly state the question number that you are attempting.
  3. All tasks must be completed before your work is submitted for assessment. You may use any books, notes or other materials which will assist you but **BE AWARE THAT YOUR ANSWERS SHOULD BE ORIGINAL, PLAGIARISM (COPYING FROM OTHER WORKS) WILL NOT BE ACCEPTED.**
  4. When you have completed all tasks, please complete the front sheet of the Assignment and attach it securely to the front of your assignment before handing it to your tutor. You will notice that the Assessment Records require you, to verify that all the work contained in the assignment is your own. It is particularly important that this section is completed.
  5. When your work has been assessed, you will be informed of your percentage mark for that assignment, together with a feedback sheet.
- If you do not successfully complete all units for the qualification taken you will be awarded unit certificates for the credits of each unit achieved.
6. Assignments will be assessed according to the standard of work provided against the Learning Outcomes and the Assessment Criteria given. An overall grade for the qualification of pass, merit, distinction will be given.

## **Policy for appeals**

In the first instance if you have cause to consider appeals or make complaints against assessments then please contact: [admin@nationalparalegals.co.uk](mailto:admin@nationalparalegals.co.uk)