



Certificate/Diploma in Vocational Paralegal Studies Level 2/3

7461-02, -03

Assignment guide
Contains guidance for assessors and candidates
(V1.2)

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Contains guidance for assessors and candidates
Version A

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Introduction to the Certificate/Diploma in Vocational Paralegal Studies

The Level 2/3 Certificate/Diploma in Vocational Paralegal Studies are Vocationally Related Qualifications (VRQs). They have been designed by the Institute of Legal Executives (ILEX) to meet customers' needs for more modern, up-to-date and flexible qualifications. These qualifications are accredited as part of the National Qualifications Framework. The emphasis is on 'learning by doing' and for this reason candidates are required to complete a number of assignments. These show candidates' attainment of practical skills, which imply their understanding of the knowledge required.

The Level 2 Certificate in Vocational Paralegal Studies comprises two core units and six choice units. For the award of the full Level 2 Certificate in Vocational Paralegal Studies candidates must successfully complete the assessments for all core units and one of the choice units.

The Level 3 Diploma in Vocational Paralegal Studies comprises three core blocks, each core block is made up of three core units. For the award of the full Level 3 Diploma in Vocational Paralegal Studies candidates must successfully complete the assessments for all core units for their chosen core block.

Additionally for Level 2 there is an externally set and marked multiple choice test. Full details of dates, times and deadlines for entering the external multiple choice test can be found in the Directory of Vocational Awards which is published on our website www.cityandquilds.com

Level 2 Certificate in Vocational Paralegal Studies

Units		Assessment components required	
Unit 201	The Legal Environment	7461-02-201	2 assignments
Unit 202	General Legal Principles	7461-02-202	2 assignments
Units 201-202	The Legal Environment and General Legal Principles – multiple choice test	7461-02-515	Online multiple choice test
Unit 203 Choice Unit	Retail and Consumer Matters	7461-02-203	2 assignments
Unit 204 Choice Unit	The Nature and Role of the Criminal Law and Practice	7461-02-204	2 assignments
Unit 205 Choice Unit	Employment Issues	7461-02-205	2 assignments
Unit 206 Choice Unit	The Work of the Magistrates' Court	7461-02-206	2 assignments
Unit 207 Choice Unit	Buying and Selling Property	7461-02-207	2 assignments
Unit 208 Choice Unit	The Civil Litigation Process	7461-02-208	2 assignments

Level 3 Diploma in Vocational Paralegal Studies

Units		Assessment components required	
Core block: Welfare Benefits and Citizens' Advice			
Unit 301	Finance and the Family	7461-03-301	2 assignments
Unit 302	Law and Marriage	7461-03-302	2 assignments
Unit 303	Housing, Wills and Succession	7461-03-303	2 assignments
Core block: Employment matters			
Unit 304	Commencement of Employment	7461-03-304	2 assignments
Unit 305	Health and Safety in the Legal Environment	7461-03-305	2 assignments
Unit 306	The Termination of Employment	7461-03-306	2 assignments
Core block: Civil Litigation Practice			
Unit 307	Principles of Tort Recovery: Personal Injury	7461-03-307	2 assignments
Unit 308	Civil Procedure and Practice for Personal Injury	7461-03-308	2 assignments
Unit 309	Civil Procedure and Practice for Debt Recovery and Personal Injury: Case Study	7461-03-309	2 assignments
Core block: Buying and Selling Property			
Unit 310	Introduction to Land Law	7461-03-310	2 assignments
Unit 311	Practice and Procedure of Buying and Selling Property	7461-03-311	2 assignments
Unit 312	Leases	7461-03-312	2 assignments

Centre/scheme approval

Centres wishing to offer City & Guilds qualifications must gain prior approval.

New centres must apply for centre and scheme approval.

Existing City & Guilds centres will need to get specific scheme approval to run these awards.

Existing ILEX centres which are also approved City & Guilds centres will be able to gain fast track scheme approval.

Full details of the process for both centre and scheme approval are given in *Providing City & Guilds qualifications – a guide to centre and scheme approval* which is available from City & Guilds regional offices or on our website www.cityandguilds.com

City & Guilds reserves the right to suspend an approved centre, or withdraw approval from an approved centre to conduct a particular City & Guilds scheme or schemes, for reasons of debt, malpractice, or for any reason that may be detrimental to the maintenance of authentic, reliable and valid qualifications, or that may prejudice the name of City & Guilds.

Assignments

This guidance should be read in conjunction with specific guidance in each assignment.

Each assignment will provide opportunities for candidates to be assessed on a sample range of the content required for the unit. Assignments consist of several tasks. Assessors are required to administer and mark assignments to the criteria set. Evidence generated should be available to the external verifier for scrutiny, as part of the normal visit or as requested.

Assessors should ensure that candidates are aware of the standard they have to reach to achieve a pass.

Completion of assignments

Assessors will decide when each candidate should complete an assignment and will be expected to organise the assignments according to the requirements of the candidates and the course.

Each assignment contains:

- candidate instructions
- assessment record, including performance criteria and evidence indicators

Candidates can expect a reasonable amount of guidance on how to organise themselves in order to:

- accomplish tasks
- check that the evidence of the required underpinning knowledge has been produced.

Assessors are strongly advised to check and familiarise themselves with the requirements and feasibility of each assignment before it is issued to candidates.

Appendices A and B are examples of documents that assessors may use to record the assignments the candidate has completed. The tracking document in Appendix B is an example and may be used within your internal quality assurance process. It is an example only and you may wish to alter it to suit your existing documentation. It can also be used as a tracking document regarding internal verification/quality assurance checking. The IV/QAC can initial and date next to those candidates he/she has sampled in red.

You may also consider developing a similar document to track all units on one form. Whatever method you use to ensure quality checks are taking place, please send a copy of your proposed system to your external verifier.

Grading of assignments, units and overall qualification

Each assignment is graded as either resit, refer, pass, merit, distinction in accordance with the grading criteria for the assignment – Appendix C.

Grades for each unit are then combined using the rules for combining grades on assignments detailed in Appendix D to give an overall grade for the unit.

Unit grades are then combined according to the rules for combining unit grades in Appendix D to give an overall grade for the qualification.

Time allowance for assignments

Recommended time allowances have been allocated for each assignment, and form part of the marking criteria. Should assessors find that the recommended time for an assignment is considerably at a variance with the time taken by candidates, they should contact their external verifier in the first instance, who will advise accordingly and feed this information back to City & Guilds where appropriate.

Opportunities to repeat tasks

If a candidate fails a task(s) they may repeat it (see assignment specific instructions). Assessors should ensure that the candidate receives appropriate support before the candidate is allowed to retake the task(s). Assessors should allow seven days before any task(s) is retaken.

Within a completed Assignment, if the candidate does not meet the required standard within the classification for only **one** task but, has successfully completed the other tasks in the assignment, they may re-present that task one more time in order to achieve a merit or distinction. **However this does not apply to candidates who fail more than one task where an overall pass only, can be awarded on re-presentation of those tasks.**

Health and safety

The importance of safe working practices must always be stressed. Candidates have responsibilities for the safety of others as well as themselves. Anyone behaving in an unsafe manner must be stopped and suitable warnings given. A candidate should not be allowed to continue working on an assignment if they have contravened these requirements.

Data protection, security

The centre should have available a copy of the Data Protection Act and bring its contents to the attention of candidates.

Centres should themselves ensure that all evidence produced by candidates is kept secure and that assignments are kept locked safely away until their use. It is the responsibility of the centre/assessor to ensure that the candidate taking an assignment/test is the correct person.

Ideally, centres should produce a written strategy outlining their procedures for ensuring the above takes place.

Keeping records

The candidate records that the centre must hold as required for regulatory compliance purposes must include:

- candidate name
- date of birth
- particular assessment requirements
- organisation
- assessor(s) name
- quality assurance co-ordinator/scheme co-ordinator's name
- date of registration
- candidate enrolment number
- award title and level
- progress records, including unit accreditation and award completion dates.

The assessment records that the centre must hold for three years as required for regulatory compliance purposes include:

- name of the candidate
- units/components assessed, types of evidence submitted, assessment methods used
- names of each assessor involved with the units/components
- dates on which the assessments took place
- assessment locations
- assessment decisions made
- assessment plans, review and feedback records, assessment judgements.

For more detailed information on keeping records please refer to the City & Guilds document, *Ensuring quality – policy and practice for externally verified assessment*, July 2001, Edition 01 and 03.

Types of evidence

Assignments are written in a way to encourage candidates to produce different types of evidence.

It is important that candidates ensure their name and enrolment number is on all items of evidence handed in.

Quality assurance of assignments

These qualifications are Vocationally Related Qualifications (VRQs) and do not imply occupational competence. Centres are required to establish a system of internal verification/scheme co-ordination to monitor assessors' decisions. This means that the work of assessors involved in the qualification(s) must be monitored by a quality assurance co-ordinator, to ensure that assessors are applying the standards consistently throughout assessment activities. Quality assurance co-ordinators/scheme co-ordinators and external verifiers will sample candidates' work to ascertain whether the evidence for an assignment is complete, and to ensure that the allocation of grades by assessors has been fair and beyond dispute. It is for this reason that the signature of both the assessor and the candidate is required on the assignment mark sheet.

Assessors must ensure that candidates understand why a particular assessment decision has been reached. Where candidates 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.

The use of grading for the assessment of practical work makes it possible for verifiers to use a system of sampling, but when doing so they have to be sure that the evidence is complete and that the allocation of marks and grades has been fair and beyond dispute. It is for this reason that both the assessor's signature and that of the candidate is required on the final mark sheet. Quality assurance co-ordinators need to be sure candidates understand why the relevant grade has been allocated for the award.

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

There will normally be one external verification activity per centre, per year.

Guidance on qualifications/experience for trainers/learning providers

Trainers/learning providers should be technically competent in the areas, for which they are delivering training and should also have experience of providing training. This will be looked for at the approval stage and will be monitored by the external verification process.

Assessors should have recent relevant experience in the specific area they will be assessing.

Assessors need to have a greater level of experience and understanding than those they are assessing.

In addition, assessors must demonstrate the ability to mark assignments using externally set criteria.

While the A/V units are valued as a qualification they are **not** currently a requirement for assessors of these qualifications.

If a candidate's work is selected for external verification, samples of work must be available to the appointed external verifier.

An external verifier will visit the centre/learning provider and their role includes the following:

- ensuring that quality assurance co-ordinators are undertaking their duties satisfactorily
- monitoring internal quality assurance systems and sampling assessment activities, methods and records
- acting as a source of advice and support
- promoting best practice
- providing prompt, accurate and constructive feedback to all relevant parties on the operation of centre's/learning provider's assessment systems.

Policy on Managing Cases of Malpractice

The policy on Managing Cases of Malpractice can be found on the City & Guilds website www.cityandguilds.com

Claiming Certification

Candidates must be registered at the beginning of their course. Centres should submit registrations via the *Walled Garden* or on *Form S* (Registration), under the appropriate award number, eg 7461-02. Assignments successfully achieved should be claimed also using *Walled Garden* or *Form S* (Results submission); component numbers must be entered followed by P (Pass); M (Merit); D (Distinction).

The **overall grade** for the qualification should be shown by entering one of the following:

7461-02 Level 2 Certificate in Vocational Paralegal Studies

for a Pass enter grade as 741 followed by T
for a Merit enter grade as 742 followed by T
for a Distinction enter grade as 743 followed by T

7461-03 Level 3 Diploma in Vocational Paralegal Studies

for a Pass enter grade as 744 followed by T
for a Merit enter grade as 745 followed by T
for a Distinction enter grade as 746 followed by T

Details on all procedures can be found in the *Directory of Vocational Awards*, published annually by City & Guilds. This information also appears on City & Guilds website www.cityandguilds.com.

Appendix A

Summary of unit assignment achievements

Award City & Guilds/ILEX Vocational Paralegal Studies _____ Level _____

Candidate name _____

Candidate enrolment number _____

Centre name and number _____

Unit number	Assignment title	Time taken	Date	Candidate signature	Assessor signature

Confirmation of achievement for which certification is requested

Signature of quality assurance co-ordinator _____

Date _____

NB: Where a quality assurance co-ordinator is signing off the achievements and confirming this candidate has completed prior to certification, they should sign and date where indicated.

If the quality assurance co-ordinator has also 'sampled' one or more of the candidate's evidence, the quality assurance co-ordinator should also initial against unit number in red.

Example

Appendix B

Level 2/3 Certificate/Diploma in Vocational Paralegal Studies

Assessor tracking document

Assessor _____

Candidate name									Overall Unit Grade	Overall Qualification Grade
	1	2	1	2	1	2	1	2		

Quality assurance co-ordinator check: date and initial next to candidate sampled.

Appendix C

Grading Criteria for Certificate/Diploma in Vocational Paralegal Studies – Level 2/3

Each assignment will be completed during the course of a six-week period.

<i>REFER</i>	<i>PASS</i>	<i>MERIT</i>	<i>DISTINCTION</i>
The candidate has failed to achieve the stated performance criteria.	The candidate has submitted an answer that shows that the candidate has undertaken the task and has achieved the stated performance criteria. There should be no more than six spelling or grammatical errors.	The candidate has submitted an answer that shows that the candidate has undertaken the task and has achieved the stated performance criteria, and <ul style="list-style-type: none"> • The answer has a clearly defined and informed structure. • There will be evidence that the candidate has identified and reflected on the relevant issues and has summarised and presented the information in an acceptable format using original material where appropriate. • A good tone, style and format will have been adopted. • There will be no more than four spelling or grammatical errors. 	The candidate has submitted an answer that shows that the candidate has undertaken the task and has achieved the stated performance criteria, and <ul style="list-style-type: none"> • The answer will have a clearly defined and informed structure. • There will be evidence that the candidate has identified and reflected on all of the issues involved and that all relevant information has been supplied as well as an obvious understanding of how to present those issues. • There will also be evidence that the candidate has shown a range of research skills utilising relevant original material appropriately. • An excellent tone, style and format will have been adopted. • There will be no more than two spelling or grammatical errors.

Appendix D

Rules for combining grades on assignments - units and qualifications

Unit Grades

The following grades should be used to calculate the **overall unit grade**

Assignment One	Assignment Two	Overall unit grade
Pass	Pass	Pass
Pass	Merit	Pass
Pass	Distinction	Merit
Merit	Merit	Merit
Merit	Distinction	Distinction
Distinction	Distinction	Distinction

Qualification Grade

The following grades should be used to calculate the **overall qualification grade**

Unit 1	Unit 2	Unit 3	Overall Qualification grade
Pass	Pass	Pass	Pass
Pass	Pass	Merit	Pass
Pass	Merit	Merit	Merit
Pass	Pass	Distinction	Merit
Pass	Merit	Distinction	Merit
Merit	Merit	Merit	Merit
Pass	Distinction	Distinction	Merit
Merit	Merit	Distinction	Merit
Merit	Distinction	Distinction	Distinction
Distinction	Distinction	Distinction	Distinction

For information on how to claim certification see p13 **Claiming Certification**.

Instructions to candidates

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 your tutor for guidance.
2. Each task should be attempted on a fresh sheet of paper which is clearly headed with your name and registration number.
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 your Assessment Records and attach it securely to the front of your assignment before handing it to your tutor. You will notice that the Assessment Records require both you, your tutor and where applicable, the internal verifier 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, your tutor will complete the Grading Sheet. This information will be held until all assignments have been successfully completed. If you do not successfully complete all units you will be awarded a Certificate of Unit Credit for the units successfully completed.
6. Your assignment will be given back to you with one copy of the Assessment Records attached. You should place your assignment in your course file so that it is available for verification, if required.
7. Assignments will be assessed according to the standard of work provided against the Performance Criteria and the Evidence Indicators given. A grade of pass, merit or distinction will be awarded according to the grading criteria.

Policy for appeals

The policy on *Reviews, appeals and complaints against assessments* can be found on the City & Guilds website www.cityandguilds.com