

NALP Level 3 Single Subject Awards Distance Learner Guide

Document Specification:			
Purpose:	To provide individuals undertaking one of the NALP Level 3 single subject awards with an overview of what to expect from the qualification, where to go for help and give general guidance around how the qualification is assessed		
Accountability:	NALP Governing Board	Responsibility:	Responsible Officer
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1. Introduction

NALP Training Company Limited, trading as National Paralegal College (NPC), is a training organisation specialising in qualifications and courses aimed at Paralegals. Most of the qualifications are awarded by a Recognised Awarding Organisation, NALP (National Association of Licenced Paralegals), and are regulated by the Office of Qualifications and Examinations Regulation (Ofqual). Other courses and certificates are awarded by NPC, with some also accredited by the CPD Standards Office.

The qualifications offered by NALP are well regarded throughout the legal sector and are relied upon by users as a mark of competency for the holder of a NALP qualification.

NALP takes care to update its qualifications regularly, but please be aware that this can take time so there may be some examples of, for instance, case law, that have moved on since the last review. If you have any queries at all regarding the content of the workbook or assignments provided, please do not hesitate to contact NPC, and we will pass any feedback on to NALP for inclusion in their next scheduled review of the qualifications.

2. Qualifications Covered by this Guide

This Guide covers and provides information for learners studying for the following NPC qualifications:

Qualification Title	Qualification Reference No (as per Ofqual Register of Qualifications)
NALP Level 3 Award in an Introduction to Law for Paralegals	<u>600/2785/6</u>
NALP Level 3 Award in Legal Ethics and Responsibilities for Paralegals	<u>610/2786/8</u>
NALP Level 3 Award in Wills and Succession for Paralegals	<u>610/2788/1</u>
NALP Level 3 Award in Civil Litigation for Paralegals	<u>610/2778/9</u>
NALP Level 3 Award in Criminal Litigation for Paralegals	<u>610/2782/0</u>
NALP Level 3 Award in Commercial Law for Paralegals	<u>610/2779/0</u>
NALP Level 3 Award in Conveyancing for Paralegals	<u>610/2781/9</u>
NALP Level 3 Award in Employment Practice for Paralegals	<u>610/2783/2</u>

NALP Level 3 Award in Consumer Law and Advice for Paralegals	<u>610/2780/7</u>
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Guidance in relation to other NALP qualifications is available separately.

3. NPC - Distance Learning Approach

Distance Learning is where you determine how much or how fast you learn (within the time restrictions of the qualifications themselves – see Section 4.1). You will be provided with the workbooks via a PDF workbook sent via email.

Whilst this form of learning is generally without direct guidance, NPC provides all our learners with access to tutorial support on request. This can be via email, telephone or, if available, video conferencing facilities such as Zoom.

Please note, it can take up to 5 working days to arrange such tutorial support, depending on the availability of the tutor and of the learner. Support via email is usually provided within 1 working day of a request being received.

4. Achieving the Qualification

Each NALP qualification covers a specific area of English Law. Learners will be tested on their knowledge and understanding of the specific area of law by way of undertaking an assignment.

4.1. Total Qualification Time

Each qualification has been assigned a specific number of hours that it will take an **average learner** to study and understand the subject matter via the study materials provided, plus completing the assignment for that unit. This is known as the **Total Qualification Time (TQT)**. Please note that because the TQT is based on an **average learner**, the time actually taken by a learner to complete this may be shorter or longer than the hours given in the table below.

The details of the TQTs for each qualification are as follows:

Qualifications	Total TQT
Introduction to Law for Paralegals	118
Legal Ethics and Responsibilities for Paralegals	60
Wills and Succession for Paralegals	52
Civil Litigation for Paralegals	75
Criminal Litigation for Paralegals	76

Commercial Law for Paralegals	78
Conveyancing for Paralegals	60
Employment Practice for Paralegals	50
Consumer Rights and Remedies for Paralegals	61

5. Reasonable Adjustments and Special Considerations

“Reasonable Adjustments” refers to the arrangements put in place to account for a learner’s physical, mental or learning disability. Such disabilities are generally long term and, as such, will be known to the learner prior to their enrolment on a NALP qualification. Adjustments can be made, such as to the overall time allowed for a learner to complete the qualification and the time allowed to complete assignments. Each request for a reasonable adjustment will be considered by NALP on a case-by-case basis. Due to Reasonable Adjustments being in respect of known medical or educational special needs, such as dyslexia, visual impairment, mental health conditions, etc., **any such requests should be made at the time of enrolment on the qualification and prior to any assessment taking place.** Any medical conditions that may require a stay in hospital during the time that the learner will be studying should be declared at the time of enrolment. NALP reserves the right to ask for evidence of any condition cited as the cause for a claim for a Reasonable Adjustment.

Special Considerations are where an *unforeseen event* happens which affects the learner and their ability to complete their studies and/or assignments. This could be an accident or injury, a bereavement or other event. **The learner should inform NPC immediately such an event occurs (or as soon as they are physically able to)** for them to put in a request for a Special Consideration and **this should be received a minimum of 24 hours before the assignment due date, but in any event must be provided before or on the due date.**

The type of evidence that may be required for a Reasonable Adjustment or a Special Consideration to be considered includes, but may not be limited to:

- Doctor’s note to confirm illness or medical condition requiring adjustments to be made
- Copy of a death certificate for a claim of bereavement
- Court attendance letters / Jury Service Letters
- Note from therapist or other specialist consultant setting out the reasons preventing a learner from completing the study and/or assignment in the specified time
- If under 18, a parental discussion and signed letter by the parent and tutor to confirm exceptional extenuating circumstances may be submitted

Please note: extra work commitments; childcare or elderly care issues of a general nature; other assessments with similar deadlines; issues with computers; etc. are **not** considered as exceptional extenuating circumstances.

Where such a request includes provision of additional time to complete a qualification and/or assessment(s), the maximum time allowed will not exceed 25% of the usual required time for completion of the qualification and/or assessment(s). For the avoidance of doubt, if a learner has been granted an extension to their qualification, the maximum time they will be allowed to complete it under Reasonable Adjustments or Special Considerations is 1.25 years or 15 months from the date of enrolment.

For the avoidance of doubt, if a learner has been granted an extension to their qualification, the maximum time they will be allowed to complete it under Reasonable Adjustments or Special Considerations is:

Qualification	Maximum Timeframe for Completion	Maximum extension for RA/SC
NALP Level 3 Single Subject Qualifications	12 Months	3 months

Since assignments are required to be completed and submitted within 4 weeks of it being sent to the learner, the maximum extension allowable under Reasonable Adjustments or Special Considerations is 1 week (7 calendar days) for any single assignment attempt.

Please note that the above are the **maximum times allowed** and learners could be granted extensions of differing lengths, dependent upon the reasons for the request, etc.

Full details of our approach to Reasonable Adjustments and Special Considerations can be found within our Reasonable Adjustments and Special Considerations Policy, available to download from [here](#).

6. Assignments

Learners must pass an assignment for each Level 3 single subject qualification that they study in order to gain their chosen qualification. Each assignment will include specific guidance for that particular assignment which should be read in conjunction with the information provided in this section, as well as the information provided in the Qualification Specification which is available to download from the NALP website [here](#).

Each assignment will provide opportunities for learners to be assessed on a sample range of the content required for the unit. Assignments consist of several tasks.

Each assignment contains:

- Learner Instructions
- Learning outcomes and assessment criteria for the unit.

6.1. Requesting Assignments

NALP qualifications have been designed to allow learners the freedom to decide when they are ready to take an assignment, having studied the associated material for that qualification. An assignment must be requested and submitted prior to the deadline for the completion of the qualification (see section 4.1 above).

6.2. Administering the Assignments

Once a learner has requested an assignment, NPC will request this from NALP to provide it and this will then be passed to the learner by NPC.

A learner has 4 weeks from the date of the assignment being emailed to them by NPC to complete the assignment, ensuring that they submit this to NPC in good time for it to be returned to NALP for assessment on or before the due date. To help with this, **the due date will be clearly marked on the front sheet of the assignment paper.**

PLEASE NOTE: It is the responsibility of the learner to ensure that all assignments are provided to NPC in good time to be returned to NALP for marking by the date specified. LATE SUBMISSIONS WILL NOT BE ACCEPTED BY NALP.

6.3. Grading of Assignments, Units and Overall Qualification

Assignments can be graded as **Pass** or **Re-sit**. The meaning of these grades can be described as follows:

- **Pass** – the learner has demonstrated the knowledge and understanding necessary for them to achieve all the Learning Outcomes of the unit. They must have scored at least 45% on the assignment **and** have passed all the Learning Outcomes.
- **Re-sit** – the learner has failed to demonstrate the knowledge and understanding necessary in order to achieve all the Learning Outcomes of the unit and has scored under 45%.

For a learner to succeed they must have passed the assignment for that chosen qualification.

6.4. Feedback on Completed Assignments

All learners should be aware that whilst generally NALP **will not provide feedback on assignments**, if required NALP *may* provide generic feedback. Such feedback will only be provided in exceptional circumstances and only where the learner has failed the assessment.

Assignments are designed to set out a scenario and ask questions that will provide an opportunity to demonstrate the learner's understanding of the law as it is applied to the given scenario. Should the learner require additional tutorial support on this, they should contact NPC who will arrange for a tutorial session or to answer any queries via email, depending on the learner's preference. Please note that our tutors will not be able to provide specifics regarding how questions should be answered, but will provide support on question techniques, etc. so that the learner has the best possible chance to achieve their desired outcome on their assignments. Additionally, NALP have provided some indicative content for all of the Learning Outcomes and Assessment Criteria within their Qualification Specification, available to download [here](#). Learners can also find sample questions on our website [here](#) for them to practice prior to undertaking a live assignment.

6.5. Opportunities to Repeat Tasks

If a learner fails to achieve an overall pass mark of 45%, the learner will have failed that assignment but will be able to request a new assignment, which should be completed within four weeks of it being issued by NALP. The first re-take will be free of charge, but if they fail for a second time, a fee will have to be paid for a new assignment, and they will have a new four-week period in which to complete it. If a learner fails to achieve a pass mark on the third attempt, they will be deemed to have failed the assignment completely and will be unable to gain the relevant qualification.

All learners must have completed all assignment questions and passed the qualification within the set timeframes as set out in Section 4.1 above.

6.6. Quality Assurance of Assessment Decisions & Appeals

In all cases:

All assessments are marked externally by NALP independent assessors. No assessment decisions are made by NPC. NALP has a full Quality Assurance and Moderation Policy in place which is followed to ensure that all assessments have been marked in line with the standard mark scheme, that all members of the examining team are fully trained and that sufficient standardisation of results is undertaken. A copy of the Quality Assurance and Moderation Policy is available on request from admin@nationalparalegals.co.uk.

If a learner disagrees with the assessment decision, they are entitled to submit an appeal, in line with our Appeals Policy, which is available to download from our website [here](#).

Please note: NALP will only consider appeals if there is a specific rationale provided for why the learner disagrees with the decision made. They will not consider academic appeals based on the opinion of a third party who is not a tutor/teacher for NPC. Learners must gain the support of an NPC tutor for any appeals made. In addition, any appeals brought based on a failure due to plagiarism will require the learner to explain to NPC why that decision is incorrect before this will be passed to NALP.

6.7. Instructions to Learners

Please read the following instructions carefully before attempting your assignment.

- Always ensure that you are familiar with the content of the workbook and the assessment criteria they cover. You can find all of this information in the Qualification Specification for the NALP Level 3 single subject qualifications, available [here](#). If you go to the back of the Qualification Specification you will find the qualification details, setting out the learning outcomes and assessment criteria plus the indicative content. The learning outcomes are what a learner is expected to be able to do or have an understanding of, once they have completed that part of the unit; The assessment criteria, plus the indicative content, gives a clear indication of what the assessors are looking for and what should be covered by the learner in the answers to the assignment.
- Look at the sample questions on our website [here](#). These will give you a lot of information in respect of the sort of details you would be expected to include in your assignment. Please ensure these

details are included in a way that works with the scenarios and context of the assignment questions itself.

- Always read the question you are answering at least three times before attempting to answer. This is to ensure you slow down and read what it says. It is human nature for us to read the words we expect to see next, and it is a mistake we encounter often with learners submitting their assignments.
- Always ensure you take note of the context of the question as well as the content. With so much in Law being contextualised, learners can sometimes look at the problem from the wrong angle. If in doubt, go back to the assessment criteria mentioned in the first point above and ask yourself if the way in which you are interpreting the question will address what our assessors will be looking at.
- 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 from NPC.
- NPC will provide a cover sheet for the assignment requested which will require you to put your name, and NALP membership number (all learners are provided with one free year's membership of NALP on enrolment).
- Each question must clearly state the question number being attempted.
- All questions must be completed before the assignment is submitted for assessment.
- When completing your assignments, you must refer to the qualification workbook. Outside sources can be used if relevant, but **YOU MUST CLEARLY CITE THESE SOURCES** within your answer, including details of author and publication they are taken from. If you do not this could be construed as **PLAGIARISM** (i.e. copying from other works). **PLAGIARISM WILL NOT BE ACCEPTED AND MAY RESULT IN FAILURE OF THE ASSIGNMENT.** Please note that whilst such citations are allowed, they should be kept to a minimum as it is important for learners to produce original and individual work to clearly demonstrate their own knowledge and understanding. The use of Artificial Intelligence ("AI") Applications, such as ChatGPT, is also prohibited in assessments.
- Any assessment written/completed with the assistance of AI applications and any work containing content obtained from AI applications will be regarded as **PLAGIARISM AND MAY RESULT IN YOUR FAILING THE ASSIGNMENT.**
- When all questions have been completed, please complete the front sheet and ensure that this is included with your assignment before emailing it to NPC (admin@nationalparalegalcollege.co.uk). All learners must verify that all the work contained in the assignment is your own. **It is particularly important that this section is completed.**
- When your work has been assessed, you will be informed of your result for that qualification.
- Assignments will be assessed according to the standard of work provided against the Learning Outcomes and the Assessment Criteria. It will either result in a pass or a resit.

- If an assignment has been designated a resit (by not achieving an overall pass mark of 45%), you will be given the chance to request another assignment. If a learner fails the second assignment a third will have to be requested for which a fee will be charged (details of fees available on request). There will be no further chances to complete the assignment.

7. Word Limits

THE MAXIMUM WORD LIMIT FOR LEVEL 3 SINGLE SUBJECT IS 7,000 WORDS

What is included in the word limit? ALL words used within the main body of your answer are part of the word limit. This includes but is not limited to: headings or sub-headings; case titles (e.g. Donoghue v Stevenson (1932)); quotes; summaries of the facts of cases and/or statutory provisions.

Penalties for exceeding word limits. Any assignments received in excess of 10% of the maximum word limit will not be read and therefore will not be marked. Word limits are an instruction and complying with instructions is a critical life skill, particularly in law. But, most importantly, word limits allow examiners to make a true comparison between your work and the work of other learners. It is your responsibility to count the words you submit (you are advised to use Microsoft Word to assist you). You **MUST** enter the total number of words your assignment contains on the front sheet you submit with your assignment.

It is also important to bear in mind that you should not write too little. The marking criteria examiners use identifies the points they are looking for to give you credit in your answer. If you are too far **below the word limit** you will be unlikely to have covered all the points required. Although there is no minimum word count it is highly unlikely you will have covered all the assessment criteria and learning outcomes if you have written less than say 3,000 words. If in doubt speak to your training provider for more guidance.

Guidance on how much to write for each question is identified by the marks allocated for each. For example: a 5-mark question will require an answer of about half an A4 page or a large paragraph, a 10-mark question about a whole A4 side and for a 20-mark question about 2 sides of an A4 page. **Please note that these are guidelines only as you should endeavour to keep within the overall maximum word count for each assignment.**