



PARALEGAL **CAREER** **BROCHURE**

Let experience be your guide with Hampton Cross

HAMPTON CROSS

A NEW PERSPECTIVE

If you're excited for a change, or looking for a new opportunity, keep reading - below, you can find out how the Hampton Cross team can help you transform your career. Our job is to allow you to show the world just how much you have to offer.

You might be looking for your first job, seeking a change of industry, or simply wish to gain new skills. Whatever reason for your job search, we can work with you to make that happen. At Hampton Cross, we are a professional, insightful and highly recommended training provider for job candidates. We offer our candidates specialist tutors, the opportunity to study flexibly, on-hand career support and a fantastic level of customer service. We know that our career support service represents one of the best of its kind in the country.

The advice that we give anyone looking to kickstart their career is that training, experience and a professional qualification are the best ways to achieve this. We connect you to these opportunities through remote learning, thereby providing a remarkably convenient option for individuals with existing careers or personal commitments.



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STARTING A CAREER IN LAW

Law is renowned for being among the most reputable, impressive and stable career options. This is simply because, regardless of size or scale, every business from a small, local independent, right the way through to a vast multinational organisation will require the services of a solicitor.

Law has a number of benefits - it is stable, highly respected, provides high salaries and gives candidates fantastic prospects for their entire career. What's more, a number of legal professionals go on to use their experience to either progress into increasingly senior roles, or even work for themselves.

The good thing about...

The paralegal work program was a fantastic opportunity to gain hands-on experience in the legal field. Shadowing a solicitor provided me with invaluable insights into the daily work of a practicing lawyer. I appreciated the chance to observe court proceedings, assist with legal research, and learn about client relations. The program helped me to understand the practical aspects of the profession and has confirmed my desire to pursue the career.



Great course

I recently participated in a paralegal work program and I must say it was a life-changing experience. The opportunity to shadow a practicing solicitor gave me a comprehensive understanding of the legal profession. I was able to observe the solicitor's interactions with clients and the court, and assist with legal research and document preparation.



CAREER PROSPECTS

The completion of our Paralegal training programme will demonstrate to any potential employers that, as a prospective employee, you are hardworking, enthusiastic, and committed to a legal career. It also shows your initiative, as you have undertaken the required training independently.

Furthermore, your potential employers will be able to see that you possess the skills and attributes required to thrive in any legal environment.

A number of graduates from our Paralegal training programme seek careers in the following areas:



LEGAL SECRETARY
an average salary of £25,000*

Provides administrative support to lawyers, assists with legal documents, and schedules court appearances.

.....

PARALEGAL
an average salary of £30,000*

Paralegal performs legal research, assists with document preparation, and supports solicitors in trial preparation.

.....

TRAINEE SOLICITOR
an average salary of £32,500*

Trainee solicitor learns the practical skills of being a solicitor works under supervision, and assists with client cases.

.....

SOLICITOR
an average salary of £37,500*

Provides legal advice, represents clients in court, & handles a range of matters, including contracts and litigation.

PROGRAMME PROCESS

We understand that employers are placing more and more value on internship experience. So, in order to better equip our clients to face the job market, the Hampton Cross team of employment experts have created our unique Practical Training Programmes.

This intuitive scheme is especially designed to promote the career development of the individual, and support their growth in a highly personable way. We achieve this through specially tailored mentorships, top industry training, and finally a job placement that helps you take those key first steps into the industry.



STEP 01

SCREENING & INTERVIEWS

All candidates will go through a screening and interview process in order for our team to select the most suitable candidates we feel will benefit from the programme.



STEP 02

GET TRAINED & QUALIFIED

If successfully selected, candidates would need to take part in our distance learning course in order to obtain the required qualifications. This process can take up to 100 hours to complete, however, this varies for each candidate enrolled.



STEP 03

CAREER SUPPORT

Receive guaranteed career support from our career specialists. This will involve any necessary measures required to increase their employability. At this stage, candidates would receive support with their CV and covering letter.

STEP 04

WORK PLACEMENTS

This is a guaranteed opportunity for all successful candidates. Our team of specialists will assist candidates with securing work experience which can last for 12 weeks.

STEP 05

JOB INTERVIEWS

You can be assured that our experts will do their best to win you interview opportunities within the sector.

STEP 06

ENTRY LEVEL ROLE

We are constantly developing partnerships within the industry. Our main focus is to assist our candidates in finding a permanent role within the sector. Salaries range between £25,000 – £30,000 per annum.

“

Law is...

Law is an extremely competitive career, you must have work experience to gain a job in the field. The extra knowledge from the course gave me a further edge I needed to impress employers.

“

The most valuable part...

The most valuable part of this programme in my opinion is the fact that the work experience allows you to work closely with an law firm which I feel really helped as prior to this I had no experience.



WHY CHOOSE HAMPTON CROSS

We pride ourselves on our ability to help candidates realise their true potential.

With our expertise and industry knowledge to guide them, our candidates (including those who come to us with no former experience in their aspired industry) are able to develop their skill set, then achieve their career goals.

- ✓

Quality Training - gain the skills required to launch your exciting new career.
- ✓

Outstanding Career Support - CV writing and guidance for job interviews.
- ✓

Expert Tutors - fully qualified in their area of expertise.
- ✓

High Pass Rates - achieved by our impressive, hard-working candidates.
- ✓

Flexible Payment Options - split your fees and pay in monthly instalments.
- ✓

Guaranteed Work Placement - all candidates get remote experience.



GUARANTEED WORK EXPERIENCE

Our paralegal work experience placements can include:

- 1. Legal research:** Paralegals conduct research on relevant laws, regulations, and legal articles to support attorneys in case preparation and strategy development.
- 2. Document drafting:** Paralegals prepare various legal documents, such as contracts, wills, pleadings, motions, and correspondence.
- 3. Document review:** Paralegals may be responsible for reviewing and organizing large volumes of documents in litigation cases, including identifying relevant information and analysing evidence.
- 4. Case management:** Paralegals help solicitors manage case files by maintaining and organizing documents, tracking deadlines, and scheduling appointments, meetings, and court dates.
- 5. Client communication:** Paralegals may interact with clients to gather information, provide updates on case progress, and answer questions under the supervision of a solicitor.
- 6. Discovery support:** Paralegals assist solicitors during the discovery process by preparing and responding to discovery requests, such as interrogatories, requests for production, and requests for admission.
- 7. Trial preparation:** Paralegals help solicitors prepare for trial by organizing exhibits, creating trial notebooks, and coordinating witness schedules.
- 8. Court filings:** Paralegals may be responsible for filing documents with the court, ensuring that filings comply with court rules and procedures.
- 9. Administrative tasks:** Paralegals often perform administrative duties, such as answering phones, maintaining office supplies, and coordinating with support staff.

Work experience is a fundamental requirement for any candidate who lacks practical experience. The nature of the placement is very similar to that of an internship. Through this experience, you will have the chance to develop your academic skill set, then apply it to a practical environment. Our candidates include college learners, University graduates and even qualified legal professionals from the EU, Asia and Africa. With our assistance, they have been able to gain hands-on industry experience, which progressed their career, boosted their job prospects, and enabled many candidates to successfully gain a permanent job.

In today's pressured and competitive world, the legal industry is not an easy nut to crack. Now, entering into this field requires you to have a CV which lists more than theoretical qualifications. Our experience has shown that top companies simply cannot afford to give candidates the time and resources that they would require to get up to speed. So, they seek candidates that already possess real-world experience in the field. Similarly, any potential headhunters will read through your CV in close detail, before deciding whether or not they should employ you. To make yourself stand out from the competition, you will need to fill your CV with professional, impressive and directly applicable experience. Through our work experience programmes, you can gain a thorough understanding of typical day-to-day working life. From the perspective of an employer, this knowledge is a huge bonus.

Ultimately, even if you don't get the full-time position with the company that you had work experience with, there are still a vast array of benefits to this type of training and practical knowledge. This experience will significantly boost your future prospects. Plus, of course, the Hampton Cross team will continue to support you, by helping you to perfect your applications, and even arranging further interviews on your behalf.

As you can see, work experience will not only enhance your CV, but it also acts as a fantastic stepping-stone towards your future career progression and long-term employment goals. So, secure yourself the industry experience that you need to advance your career - apply online today, and we will help you get started.

ACCREDITED QUALIFICATION

In the modern legal landscape, competition is at an all-time high, and theoretical qualifications alone are not enough to stand out. Aspiring professionals need a comprehensive grasp of legal principles to be truly effective in a practical setting.

The Paralegal Practice and Management Award is a prestigious academic credential that also confirms your exposure to the practical aspects of paralegal work. This qualification guarantees that successful candidates possess the practical expertise necessary to make an immediate impact in any legal-related role.

Paralegal Practice & Management Award

A Paralegal Practice and Management course is designed to provide comprehensive training in both the practical skills and knowledge required for a successful paralegal career. The topics covered include:

Introduction to the legal system: A basic understanding of the structure and functioning of the legal system, including the roles of solicitors, barristers, and paralegals, as well as the court hierarchy.

Legal research and writing: Training in legal research methods and resources, as well as developing effective legal writing skills for drafting legal documents, correspondence, and memoranda.

Legal ethics and professional responsibility: An overview of ethical rules and professional conduct standards that govern the legal profession, including confidentiality, conflicts of interest, and client communication.

Civil litigation: An introduction to the civil litigation process, including pre-trial procedures, discovery, and trial preparation, as well as the role of the paralegal in assisting attorneys throughout the process.

Criminal law and procedure: An overview of criminal law principles, the criminal justice system, and the role of paralegals in assisting with criminal case preparation and management.

Contract law: A study of the principles of contract law, including contract formation, performance, breach, and remedies, as well as the drafting and reviewing of contracts.

Family law: An introduction to family law matters, such as marriage, divorce, child custody, and support, as well as the role of paralegals in assisting with family law cases..

Wills, trusts, and probate: An introduction to estate planning, wills, and trusts, as well as the probate process and the role of paralegals in estate administration.

Business organisations and corporate law: An overview of business entity formation, governance, and compliance, as well as the role of paralegals in corporate legal matters.

Intellectual property law: An introduction to intellectual property law, including patents, trademarks, copyrights, and trade secrets, as well as the role of paralegals in IP matters.

Management and communication skills: Training in effective communication, time management, and organisational skills, which are essential for paralegal success.

Technology in the legal field: An introduction to the use of technology in legal practice, including legal research databases, case management software, and e-discovery tools.

Our training programme provides everything you need to become fully qualified and stand out from the crowd.
Qualification that boost your CV - Improve your employability prospects



TUTOR SUPPORT

One of the unique benefits of enlisting the services of Hampton Cross is the outstanding level of tutor support service that you will receive. Once they sign up for a course, every single one of our students is assigned their own personal tutor, who works closely with them and provides unlimited support.

Every session is held by a specialist tutor, who will expertly guide you through the topics. What's more, this tutor is there to answer any questions that you may have. We provide our candidates with direct access to their tutor, so that you have their support throughout your studies.

Our tutors will also mark the course assignments themselves. They are always available to give you a helping hand. In fact, so much so that we can confidently say that no other training provider will go above and beyond to help their students quite like we do.

How long will it take to complete the course?

It typically takes around 100 hours of study for a candidate to complete the course.

If you need any help with the programme, or if you have any career questions (whether big or small), your tutor will always be happy to help. With their expertise, you can get the answers to your questions, and use their guidance to shape your exciting future career.



HOW MUCH IS THE TRAINING? JOIN FOR A FRACTION OF THE COST

Our programme fee is £1995. But, if you choose to pay the fee in full, you can receive a bonus. You can choose between a FREE Tablet PC or a 10% discount which would reduce the full programme cost to just £1795 (For A Limited Period Only).

One of the most common challenges that people face when seeking career training is the cost. That's why, at Hampton Cross, we have developed one of the UK's most flexible training payment terms. Our goal is to help you start your career in the easiest, most stress-free way possible. In fact, you can get started with the small upfront cost of just £495*. See below for more details:

Our programme fee is **£1995**. However, if the fee is paid in full students can choose between a **FREE Tablet PC or a 10% discount** reducing the full cost to only **£1795** (For A Limited Period Only). Did you know that one of the most common challenges people face in pursuing training is the cost?

For this reason Hampton Cross has developed the most flexible payment terms in the UK, we aim to make it even easier for you to get started, with a small upfront cost starting from **£495***, see below:

Flexible Payments (@ 0% Interest)

Option 1	Month 1	Month 2	Month 3	Month 4	Month 5
£495	£300	£300	£300	£300	£300

We appreciate that not everyone can pay upfront. This is why we offer flexible and tailored payment plans depending on the course you wish to study, to suit you and what you can afford. Pay a **£495** upfront instalment towards your programme then choose an interest free monthly plan to pay the remaining fee over 5 months. *Please note we cannot accept payments for deposit fees in instalments, these fees need to be paid in full at the initial stage of enrolment.*

Pay Upfront

Option 2	Total Cost
£1995	£1995

If the £1995 fee is paid in full students can choose between a **FREE Tablet PC or a 10% discount** reducing the full cost to only **£1795** (For A Limited Period Only).

How Can I Pay

We offer a range of payment options, by credit or debit card, bank transfer or cash.

CAREER SERVICES

At Hampton Cross, we provide candidates with a brilliant career opportunity. With us, you can gain an accredited qualification that is specific to your industry, while actively taking part in job interviews, and taking the best steps to secure future employment.

We believe that job searching is an art form, and by knowing the ins and outs of the process well, you can save a huge amount of time, stress and effort. Our team is made up of employment experts, who have spent years mastering the process, then using this knowledge to guide candidates through the employment process. Through this experience, we have developed a vast range of job searching tips and tricks to share with you.

Below, you can find out more about the career support services that we provide to help our candidates achieve their employment goals.

CV and covering letter support – our candidates are provided with a professionally examined assessment of your CV and covering letter. They receive expert advice about the best changes to make - edits which can really make all the difference. Their help will make your CV stand out amongst the competition, and help you secure your dream job.

Job search and applications – you will receive a job searching planner, containing a list of the UK's best job sites. Plus, you will also be given expert short-cuts, which are designed to make the job-hunt quick and painless.

CV distribution – our top team of industry insiders will even contact potential employers on your behalf. With our extensive connections, they are also well-positioned to advise you of new and exciting opportunities. They can distribute your CV to hundreds of the UK's top employers and leading recruitment agencies.

LinkedIn profile – in addition to editing your CV, we will provide you with expert advice on how to perfect your LinkedIn profile. With this guidance, you can make LinkedIn achieve great things for you, including finding top job prospects.

Interview advice – receive professional, personally tailored interview advice, tips and tricks to help you improve your interview technique. With this guidance, you can be sure to leave a lasting impression on a prospective employer, and get one step closer to landing your dream job.

Guaranteed placement – we offer every one of our candidates remote experience lasting up to 6 months. Our top team of recruiters will contact leading industry employers, then connect you to an impressive work experience placement. This will give you the hands-on experience that you need to stand out in the job market.

As you can see, the Hampton Cross team is dedicated to providing our candidates with every possible opportunity to achieve the permanent position that they aspire towards.



HAMPTON CROSS

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