

## **Legal Advice NVQ Level 3**

---

<b>Description</b>	This qualification is aimed at first line advisers. These are defined as people who will explore the client's problem in some detail, provide appropriate advice within their level of responsibility and may prepare cases for court or tribunal, but would be unlikely to present cases. They may also need to refer the client to someone else for more specialist advice.
<b>Qualification</b>	The qualification covers topics such as supporting clients, negotiating on their behalf, and enabling clients to act on their own behalf. It also provides an opportunity for candidates to evaluate and develop their own practice.
<b>Timescale</b>	3 to 9 months, depending on the individual candidates circumstances.
<b>Content</b>	<p><b>Core units</b></p> <ul style="list-style-type: none"><li>• Provide Legal Advice to Clients</li><li>• Evaluate and Develop own Practice</li><li>• Develop and Manage Interviews with Clients</li><li>• Support Clients to Plan, Implement and Review Action</li></ul> <p><b>Optional units</b></p> <p><b>Group A</b></p> <ul style="list-style-type: none"><li>• Provide Information and Advice using the Telephone</li><li>• Provide Continuing Support to Clients</li><li>• Enable Clients to act on their own Behalf</li><li>• Provide and Receive Referrals on behalf of Clients</li><li>• Manage Legal Advice Cases</li><li>• Act on behalf of Clients in Informal Proceedings</li><li>• Prepare Cases for Representation in Formal Proceedings</li><li>• Negotiate on Behalf of Clients</li><li>• Obtain and Provide Legal Information Materials</li><li>• Liaise with other Services</li><li>• Operate within Networks</li><li>• Facilitate Communication using an Interpreter</li></ul> <p><b>Group B</b></p> <ul style="list-style-type: none"><li>• Manage Legal Advice Cases</li><li>• First Line Disability Legal Advice</li><li>• First Line Discrimination Legal Advice</li><li>• The Provision of Advice to Young People on their Rights Under the Law</li><li>• First Line Housing Legal Advice</li><li>• First Line Money and Debt Legal Advice</li><li>• First Line Employment Legal Advice</li><li>• First Line Consumer Legal Advice</li><li>• First Line Welfare Rights Legal Advice</li><li>• First Line Health and Community Care Legal Advice</li><li>• First Line Legal Advice for Students</li></ul>

A fresh approach to individuality

181-185 Queen's Crescent,  
London, NW5 4DS  
T 020 7284 3215  
F 020 7284 2268  
E [info@mapalim.com](mailto:info@mapalim.com)



- First Line Education Legal Advice
- First Line Family Law Advice

**Awarding body** The awarding body for this qualification is OU - Open University Awarding Body.

**Assessment** The candidate is required to complete the 4 core units, 1 optional unit from group B and A optional unit from group B. Candidates will be assessed in their work setting through a variety of means including observation and samples of work.

**Contact us** For more information please contact Mapalim on [info@mapalim.com](mailto:info@mapalim.com) or by telephone on 020 7284 3215.

181-187 Queen's Crescent, London NW5 4DS  
[www.mapalim.com](http://www.mapalim.com)

A fresh approach to individuality

