

Key Research Findings

This analysis was based on the pre-determined criteria and measures listed below:

Section	Description	Measures
Student Demand	<p>Includes an assessment of OCAS (2007 - 2011) enrolment data at other colleges in terms of mean growth rate with a specific focus on Fleming's direct competitors where appropriate (Georgian, Sheridan, Seneca and Durham)</p> <p>Trends in certificate, diploma, degree, apprenticeship and continuing education (where available).</p> <p>Click Below to Access Full Source Document: Fall Enrollment Trend</p>	<ul style="list-style-type: none"> ● Strong = Fleming enrolment growth is outpacing system and is equal to or greater than 3% ● Moderate = Fleming enrolment growth is equivalent to system demand and is between 1.0 to 2.9% ● Weak = Fleming enrolment growth is less than the system demand and is less than 1%
Labour Market	<p>Includes projected employment rate growth based on a consolidation of various Ontario, Canadian, and US sources including HRSDC, Sector Council Reports US Bureau of Labour Statistics, and the MTCU Employment Profile.</p>	<ul style="list-style-type: none"> ● Strong = Between 5-6 positive labour market indicators ● Moderate = Between 3-5 positive labour market indicators ● Weak = Between 1-2 or no positive labour market indicators
Competitive Analysis	<p>Includes the number of actual colleges offering the program as well as the ratio of applications to acceptances at Fleming compared to other colleges and specific comment about Fleming's direct competitors where appropriate (Georgian, Sheridan, Seneca and Durham)</p> <p>Click Below to Access Full Source Document: Fall Conversion Report</p>	<ul style="list-style-type: none"> ● Strong = Fleming conversion ratio is greater than 2 below the system ● Moderate = Fleming conversion ratio is 1 above, below or equal to the system ● Weak = Fleming conversion ratio is greater than 2 above than the system
Financial Analysis	<p>Includes a review of Contribution to Overhead (CTO) for existing programs (2010-11)</p> <p>Click Below to Access Full Source Document: Costing Analysis</p>	<ul style="list-style-type: none"> ● Strong = CTO is greater than 35% ● Moderate = CTO is between 30 - 34% ● Weak = CTO is between 20 – 30% <p>No Contribution = 19% or less</p>

Key Research Findings

Key Performance Indicators	<p>Includes KPI trends from the Key Performance Indicator Summary 5 Year Historical Overview KPI Data from Reporting Years 2008-2012.</p> <p>Click Below to Access Full Source Document: Key Performance Indicators</p>	<ul style="list-style-type: none">● Strong = Above system average in 6-7 indicators● Moderate = Above system average in 3-5 indicators● Weak = Above system average in 0-2 indicators.
Resource Analysis	<p>Requires school level assessment regarding space, technology, capital equipment and human resources. Recommendations from recent Program Review Reports included here</p>	

Key Research Findings

Paralegal (52613)

Student Demand¹

• **WEAK**

The following information consists of OCAS yearly student fall registration data as well as a mean growth rate and average student registration for each program under these categories:

Diploma

- There are currently 8 colleges offering this program, three of which are direct competitors with Fleming
- Fleming has a mean growth rate of **-8%**, lower than the system growth rate of **22%**
- Out of the direct competitors, Durham has the highest mean growth rate (**19%**), followed by Sheridan (**16%**) and then Seneca (**14%**)
- Overall, La Cite has the highest mean growth rate (**138%**) and Fleming has the lowest (**-8%**)
- Seneca has the highest average registration of **152 students** and La Cite has the lowest of **27 students**

Diploma

Program: 52613 - COURT AND TRIBUNAL AGENT														
	2007 2008 % Change (07-08)			2008 2009 % Change (08-09)			2009 2010 % Change (09-10)			2010 2011 % Change (10-11)			% Mean Growth Rate (07-11)	5 Year Average Reg. Students
ALGONQUIN	25			25	80	220	80	73	-9	73	73	0	70	63
DURHAM	36	37	3	37	55	49	55	72	31	72	67	-7	19	53
FLEMING	9			37			37	38	3	38	31	-18	-8	29
HUMBER	104	122	17	122	116	-5	116	156	34	156	172	10	14	134
LA CITÉ COLLÉGIAL							16			16	38	138	138	27
SENECA	114	140	23	140	149	6	149	170	14	170	189	11	14	152
SHERIDAN	78	73	-6	73	103	41	103	136	32	136	130	-4	16	104
ST. CLAIR				26			26	32	23	32	27	-16	4	28
Total	341	397	16	397	566	43	566	693	22	693	727	5	22	545

¹ Registration data obtained from the Program Counts by Applicant Type Report (RPT0050P) in the OCAS Reporting and Analytics Cube December 7, 2011.

Some programs/colleges may not be included because they were missing MCU codes in the OCAS dataset

Prepared by Fleming Data Research (07-2012)

Key Research Findings

Labour Market

• **STRONG**

Employment Ontario²

Paralegal and Related Occupations (NOC - 4211)

- Employment Ontario Rating (2009-2013):
 - **Good**
- Education/Training
 - “Legal assistants and paralegals in law firms require a bachelor's degree in law or a college diploma in a legal assistant or law clerk program or in-house training from a law firm or other legal establishment. Paralegals must also be licensed by the Law Society of Upper Canada. After June 30, 2010, all applicants for licensing as a paralegal must have graduated from an accredited legal services program.”
 - “Public notaries require the completion of a one-year university public notary course and in-house training in a law office, notaries public office, bank, trust company, insurance or real estate firm. Public notaries require a provincial license.”
 - “Trade-mark agents require two years of in-house training under the supervision of a registered trade-mark agent and successful completion of an examination conducted jointly by the Intellectual Property Institute of Canada and the Registrar of Trade-marks, or either one of the above. Trade-mark agents must also be licensed to practice law. Trade-mark agents require registration with the federal Registrar of Trade-marks.”
- Demand
 - “Paralegal services are affected by legislative rules governing paralegals' right to practice in various legal domains, as well as the overall economic environment. Paralegals are now able to do routine legal services typically done by attorneys. In an attempt to reduce costs, employers are opting to hire paralegals to conduct duties once performed by lawyers. There is also a trend towards specialization among paralegal firms. All of this is expected to create good employment opportunities for this group. It is expected that demand for these professionals will increase as awareness of their services grows.”

² "4211 Paralegal and Related Occupations ." *Employment Ontario*. N.p., n.d. Web. 22 June 2012. <http://www.tcu.gov.on.ca/eng/labourmarket/ojfp/pdf/4211_e.pdf>.

Key Research Findings

HRSDC³

Paralegal and Related Occupations (NOC - 4211)

- Job Openings (2011/2020): **171,200**
- Job Seekers(2011/2020): **154,893**
- Post Secondary Education Graduates: **137,222**
- “Based on projections and considering that labour supply and demand in this occupation were balanced, it is expected that the number of job seekers will remain sufficient to fill the job openings over the 2011-2020 period. The annual difference between supply and demand is very small, representing only 0.4% of employment in 2010. Job openings will arise from strong employment growth as well as retirements. Expansion demand will be above the average, given the major needs in the social services sector and the increased demand for daycare service workers as a result of the recent increase in births. While the number of retirements will be high, the retirement rate will be slightly lower than the average as workers in this occupation are generally younger. In terms of supply, the majority of job seekers over the projection period will come from the school system. Immigrants will also represent an appreciable source of job seekers. However, a large number of workers will leave this occupation for others, in particular, to become social workers (NOC 415), which will create additional replacement needs in this occupation. In fact, this occupation accepts many graduates who have a university diploma, but are unable to find a job related to their field of study.”

US Bureau of Labour⁴

Paralegals and Legal Assistants (SOC – 23-2011)

- Employment Growth (2010/2020): **Increase 18%**
 - **256,000** (2010) to **302,900** (2020)
- “As employers try to reduce costs and increase the efficiency of legal services, they are expected to hire more paralegals and legal assistants. Following the cutbacks experienced during the recent recession, some law firms are rebuilding their support staff by hiring paralegals. Paralegals can be a less costly alternative to lawyers and perform a wider variety of duties, including tasks once done by lawyers. This will cause an increase in demand for paralegals and legal assistants.”
- “In addition, paralegals’ work is less likely to be off-shored than that of other legal workers. Paralegals routinely file and store important documents and work with lawyers to gather documents for important transactions, hearings, and depositions. They frequently handle documents and take statements, which must be done in person.”

³ "Paralegals, Social Services Workers And Occupations In Education And Religion, N.E.C. (421)." *Human Resources and Skills Development Canada*. N.p., n.d. Web. 22 June 2012. <<http://www23.hrsdc.gc.ca/occupationsummarydetail.jsp?&tid=61>>.

⁴ Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2012-13 Edition, Paralegals and Legal Assistants, Web. <http://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm>, June 22, 2012.

Key Research Findings

- “Law firms will continue to be the largest employers of paralegals, but many large corporations are increasing their in-house legal departments to cut costs. For many companies, the high cost of lawyers and their support staff makes it much more economical to have an in-house legal department rather than to retain outside counsel. This will lead to an increase in the demand of legal workers in a variety of settings, such as finance and insurance firms, consulting firms, and health care providers.”
- “However, demand for paralegals could be limited by law firms’ work- loads. When work is slow, lawyers may increase the number of hours they can bill a client by doing tasks that were previously delegated to paralegals. This may make a firm less likely to keep some paralegals on staff or hire new ones until the work load increases.”

Sector Council Report⁵

- “Ontario is the only province/territory in Canada to regulate this profession.”
- “To be registered with the Law Society of Upper Canada they must:
 - Complete all requirements of the Paralegal Licensing Process
 - Submit all required documentation
 - Pay any outstanding fees by the prescribed deadlines”

⁵ “Paralegal Licensing Process - Home Page.” *The Law Society of Upper Canada*. N.p., n.d. Web. 22 June 2012. <<http://www.lsuc.on.ca/licensingprocessparalegal/>>.

Key Research Findings

Employment Profile⁶

In 2010-2011, **35.3%** of graduates were employed in a full time position which related to this program of study provincially

Business Legal			
Total Graduates:	1,194	Total Graduates in Survey:	788
		Response Rate:	68.6%

594 graduates were reported after the survey window had closed. While program information for these graduates has been included wherever possible, these graduates are not included in survey results, such as response rates.

Programs in Business Legal

Programs	Duration	Total Grads	Total in Survey	Total in Labour Force	Colleges
Court And Administrative Tribunal Agent	Post Diploma	39	17	17	Durham
Court And Tribunal Administration	2 Years	16	9	6	Seneca
Court And Tribunal Agent	2 Years	416	273	216	Algonquin, Durham, Humber, Seneca, Sheridan, Sir Sandford Fleming
Law Clerk	2 Years	623	424	342	Algonquin, Boreal, Canadore, Centennial, Fanshawe, Humber, La Cité, Niagara, Northern, Seneca, Sir Sandford Fleming, St. Clair
Legal Administration	3 Years	53	32	24	Durham
Paralegal Studies – Bachelor Of Applied Arts	4 Years	47	33	28	Humber

Summary of Survey Data

	Program Cluster	All Programs
Survey Population	788	50,622
Labour Force Participation	80%	74%
Employment Rate ^a	79%	83%
Employed Part-time ^a	11%	18%
Employed Full-time ^a	68%	65%
Average Annual Earnings – Total	\$32,384	\$33,199
Average Annual Earnings – Female	\$31,512	\$31,897
Average Annual Earnings – Male	\$38,060	\$34,607
Graduate Satisfaction	74%	79%
Employer Satisfaction	93%	93%

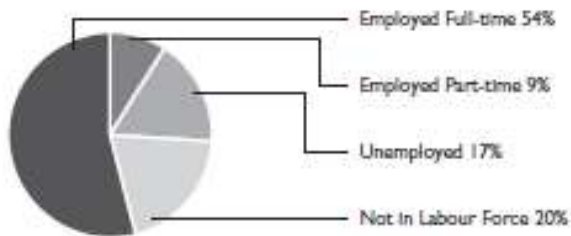
a. As a percentage of graduates in the labour force.

⁶ "Employment Profile." Ontario. N.p., 2011. Web. 19 July 2012.
<<http://www.tcu.gov.on.ca/pepg/audiences/colleges/serials/eprofile09-10/profile10.pdf>>.

Key Research Findings

Business Legal

Graduate Outcomes for Program Cluster (as a percentage of all respondents)



Top Five Industries of Employment

	#	%
Professional, Scientific and Technical Services	274	57.4%
Food Services and Drinking Places	16	3.4%
Administrative and Support Services	14	2.9%
Clothing and Clothing Accessories Stores	14	2.9%
Various* (each at this level of participation)	13	2.7%

* Food and Beverage Stores; Insurance Carriers and Related Activities

Top Five Occupational Categories

	#	%
Paralegal and Related Occupations	258	53.4%
Retail Salespersons and Sales Clerks	25	5.2%
General Office Clerks	15	3.1%
Receptionists and Switchboard Operators	14	2.9%
Customer Service, Information and Related Clerks	13	2.7%

Key Research Findings

Business Legal

Summary of Graduate Outcomes by Program

	Full-time Employed, Program Related		Full-time Employed, Program Unrelated		Part-time Employed, Program Related		Part-time Employed, Program Unrelated		Unemployed		Not in Labour Force	
	#	%	#	%	#	%	#	%	#	%	#	%
Court And Administrative Tribunal Agent	6	35.3	4	23.5	1	5.9	2	11.8	4	23.5	—	—
Court And Tribunal Administration	4	44.4	—	—	—	—	1	11.1	1	11.1	3	33.3
Court And Tribunal Agent	90	33.0	46	16.8	9	3.3	14	5.1	57	20.9	57	20.9
Law Clerk	169	39.9	69	16.3	9	2.1	29	6.8	66	15.6	82	19.3
Legal Administration	13	40.6	3	9.4	1	3.1	2	6.3	5	15.6	8	25.0
Paralegal Studies – Bachelor Of Applied Arts	14	42.4	10	30.3	1	3.0	1	3.0	2	6.1	5	15.2
All Programs in Cluster	296	37.6	132	16.8	21	2.7	49	6.2	135	17.1	155	19.7

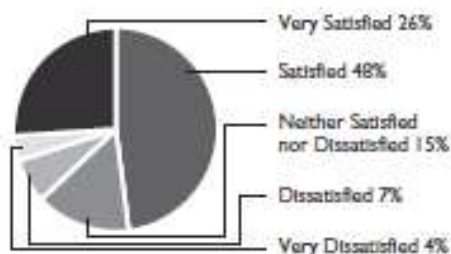
Earnings of Full-time Employed Participants

Program	Average – Females	Average – Males	Median – Females	Median – Males	Average for Program	Median for Program
Court And Administrative Tribunal Agent	\$43,302	—	\$41,500	—	\$57,201	\$45,000
Court And Tribunal Administration	—	—	—	—	—	—
Court And Tribunal Agent	\$32,886	\$40,633	\$31,286	\$40,000	\$34,189	\$32,850
Law Clerk	\$30,175	\$31,044	\$30,000	\$30,000	\$30,275	\$30,000
Legal Administration	\$30,540	—	\$32,000	—	\$30,859	\$32,425
Paralegal Studies – Bachelor Of Applied Arts	\$32,363	\$30,716	\$32,000	\$31,200	\$31,952	\$31,600
All Programs in Cluster	\$31,512	\$38,060	\$30,000	\$35,000	\$32,448	\$30,243

Business Legal

Program Cluster Satisfaction

Graduate Satisfaction with the usefulness of his/her college education in achieving his/her goals after graduation*



* 738 graduates participated in this question.

Employer Satisfaction with employee overall college preparation for the type of work he/she was doing*



* 55 employers participated in this survey.

Program Cluster Historical Data

	00-01 Grads	01-02 Grads	02-03 Grads	03-04 Grads	04-05 Grads	05-06 Grads	06-07 Grads	07-08 Grads	08-09 Grads	09-10 Grads
Percentage Employed	89.9%	88.6%	89.3%	88.4%	90.0%	90.0%	89.6%	89.2%	82.3%	78.7%
Percentage Employed Full-time	80.3%	82.4%	79.4%	78.0%	80.0%	80.9%	79.6%	78.9%	71.2%	67.6%
Percentage Employed Full-time Related Jobs	63.2%	63.4%	59.6%	58.8%	56.7%	58.3%	57.1%	57.1%	49.6%	46.8%
Average Annual Salary Full-time Related Jobs	\$27,305	\$28,292	\$28,239	\$29,622	\$29,488	\$29,781	\$31,270	\$30,966	\$31,691	\$34,058

Key Research Findings

Working in Canada⁷

Paralegal and Related Occupations (NOC - 4211)

- Ontario Rating: **Not Available** (except for **Good in Toronto**)

- **Wage Range by Region:**

Location	Wage (\$/hr)		
	Low	Median	High
Ontario	14.42	25.00	37.18
Hamilton--Niagara Peninsula Region	14.00	23.63	42.79
Kingston - Pembroke Region	14.42	25.00	37.18
Kitchener--Waterloo--Barrie Region	15.00	24.04	36.06
London Region	14.42	25.00	37.18
Muskoka-Kawartha Region	14.42	25.00	37.18
Northeast Region	14.42	25.00	37.18
Northwest Region	14.42	25.00	37.18
Ottawa Region	14.42	22.53	33.52
Stratford--Bruce Peninsula Region	14.42	25.00	37.18
Toronto Region	14.42	26.44	38.46
Windsor-Sarnia Region	14.42	25.00	37.18

Competitive Analysis⁸

- **MODERATE**

The following information consists of OCAS yearly fall application and registration data as well as a conversion ratio for each program under this category:

Diploma

- Fleming's ratio **(5:1)** is slightly lower than that of the system **(4:1)**
- La Cite has the best conversion ratio **(3:1)** and Fleming and Seneca have the lowest **(5:1)** in 2011

⁷ "Paralegal and Related Occupations (NOC 4211)." *Working in Canada*. N.p., n.d. Web. 22 June 2012.

<http://www.workingincanada.gc.ca/report-eng.do?area=8792&lang=eng&noc=4211&action=final@ionKeyword=Peterborough%2C+Ontario&s=1&source=0&titleKeyword=paralegal#report_tabs_container2>.

⁸ Application data obtained from OCAS College Count Cube October 19, 2011

Registration data obtained from the Program Counts by Applicant Type Report (RPT0050P) in the OCAS

Reporting and Analytics Cube December 7, 2011.

Some programs/colleges may not be included because they were missing MCU codes in the OCAS dataset

Prepared by Fleming Data Research (07-2012)

Key Research Findings

Diploma

Program: 52613 - COURT AND TRIBUNAL AGENT

	App. 2007	Reg. 2007	Conversion Ratio	App. 2008	Reg. 2008	Conversion Ratio	App. 2009	Reg. 2009	Conversion Ratio	App. 2010	Reg. 2010	Conversion Ratio	App. 2011	Reg. 2011	Conversion Ratio
ALGONQUIN	0			83	25	3:1	276	80	3:1	265	73	4:1	313	73	4:1
DURHAM	151	36	4:1	162	37	4:1	210	55	4:1	251	72	3:1	291	67	4:1
FLEMING	46	9	5:1	78			170	37	5:1	143	38	4:1	155	31	5:1
HUMBER	417	104	4:1	383	122	3:1	533	116	5:1	633	156	4:1	746	172	4:1
LA CITÉ COLLÉGIAL	0			0			0			54	16	3:1	95	38	3:1
SENECA	392	114	3:1	432	140	3:1	794	149	5:1	844	170	5:1	944	189	5:1
SHERIDAN	273	78	4:1	268	73	4:1	382	103	4:1	529	136	4:1	560	130	4:1
ST. CLAIR	0			0			81	26	3:1	139	32	4:1	121	27	4:1
Total	1279	341	4:1	1406	397	4:1	2446	566	4:1	2858	693	4:1	3225	727	4:1

Financial Analysis

• **STRONG**

Source: Program Costing Analysis 2010/2011

- Contribution to Overhead: 42.3%
- Program Weight: 1.10
- Funding Unit: 2.00

Key Performance Indicators

• **MODERATE**

Source: Key Performance Indicator Summary 5 Year Historical Overview KPI Data from Reporting Years 2008-2012

KPI1-Graduation Rate	+2% above system
KPI2-Working	-10% below system
KPI3-Working Related	-9% below system
KPI4-Grad. Satisfaction	+11% above system
KPI8-Student Satisfaction-Learning	-6% below system
KPI9-Student Satisfaction- Teachers	-7% below system
KPI11-Grad. Satisfaction-Program	+9% above system

Resource Analysis

Equipment

Staffing

Space

Key Research Findings

Appendix

The following is the original environmental scan conducted by the Library Researchers to form the basis of the previous summary of Key Research Findings Report.

Paralegal (formerly Court and Tribunal Agent)

Overview of the Profession:

NOC 4211: Paralegal

<http://www.workingincanada.gc.ca/report-eng.do?lang=eng&noc=4211&area=8792&titleKeyword=paralegal®ionKeyword=Peterborough,+Ontario&source=0&action=final>

Legal assistants and paralegals in law firms or in other establishments perform some or all of the following duties:

- Assist lawyers by interviewing clients, witnesses and other related parties, assembling documentary evidence, preparing trial briefs, and arranging for trials
- Prepare wills, real estate transactions and other legal documents, court reports and affidavits
- Research records, court files and other legal documents
- Draft legal correspondence and perform general office and clerical duties.

Notaries public perform some or all of the following duties:

- Administer oaths and take affidavits and depositions
- Witness and certify the validity of signatures on documents
- May draft contracts, prepare promissory notes and draw up wills, mortgages and other legal documents
- May arrange probates and administer the estates of deceased persons.

Trademark agents perform some or all of the following duties:

- Advise clients on intellectual property matters and represent clients before the Registrar of Trade-Marks on matters including prosecution of applications for registration of trademarks
- Advise on the registrability of trademarks, trademark licensing requirements, transfer of intellectual property and protection of existing trademark rights
- Represent clients at proceedings before the Trade Marks Opposition Board and in related proceedings
- May represent clients internationally in consultation with foreign associates and attorneys.

Independent paralegals perform some or all of the following duties:

- Represent clients in small claims court and in other lower court proceedings, at tribunals and before administrative bodies
- Advise clients and take legal action on landlord and tenant matters, traffic violations, name changes and other issues within their jurisdictions.

Common Job Titles

- commercial law clerk
- corporate paralegal
- family law paralegal
- independent paralegal
- land titles examiner

Key Research Findings

- law clerk, legal assistant
- legal researcher
- litigation legal assistant
- notary public
- paralegal
- real estate law clerk
- title searcher
- trademark agent

Typical Employers

- law firms
- record search companies
- legal departments throughout the public and private sectors
- Independent paralegals are usually self-employed
- Trademark agents are employed by law firms and legal departments throughout the public and private sectors, trademark development and search firms or they may be self-employed
- Notaries public are employed by government and in the public and private sectors or they may be self-employed

Labour Market

Working in Canada

1. Employment potential for the Kawarthas Region is not available. Employment potential for the Toronto Region is GOOD. This was the only area available.

HRDSC

2. National Outlook 10 Year Projection (2011-2020)

Occupations in this group	Paralegal and Related Occupations (4211), Community and Social Service Workers (4212), Employment Counsellors (4213), Early Childhood Educators and Assistants (4214), Instructors and Teachers of Disabled Persons (4215), Other Instructors (4216), Other Religious Occupations (4217)
Employment (non-student) in 2010	398,786
Median age of workers in 2010	39.3
Average retirement age in 2010	62

3. For **Paralegals, Social Services Workers And Occupations In Education And Religion, N.E.C.**, over the 2011-2020 period, job openings (arising from expansion demand and replacement demand) are expected to total **171,200** and **154,893** job seekers (arising from school leavers, immigration and mobility) are expected to be available to fill the job openings.

Key Research Findings

4. Over the 2008-2010 period, employment growth in this occupation was much faster than the average for all occupations. The increase in the average hourly wage was on par with the overall average. However, the average hourly wage in this occupation was low in relation to comparable occupations. In spite of everything, the unemployment rate increased slightly over this period, but remained relatively low in 2010 at 3.5%. According to key labour market indicators, the number of job seekers was sufficient to fill job openings in this occupation.

5. According to Employment Ontario the Opportunities for employment in this occupation are expected to be good over the period from 2009 to 2013.

6. According to Employment Ontario (Estimates 2006), 10% were self-employed, 85% Full-Time

7. Local wages for the Kawartha/Muskoka regions 2010:

Low: \$14.42

Average: \$25.00

High: \$37.18

http://www.workingincanada.gc.ca/report-eng.do?area=8792&lang=eng&noc=4211&action=final®ionKeyword=Peterborough%2C+Ontario&s=1&source=0&titleKeyword=paralegal#report_tabs_container2

US Bureau of Labour

<http://www.bls.gov/oco/ocos211.htm#outlook>

Job Outlook

Employment change. Employment of paralegals and legal assistants is expected to grow by 18 percent from 2010 to 2020, about as fast as the average for all occupations.

As employers try to reduce costs and increase the efficiency of legal services, they are expected to hire more paralegals and legal assistants. Following the cutbacks experienced during the recent recession, some law firms are rebuilding their support staff by hiring paralegals. Paralegals can be a less costly alternative to lawyers and perform a wider variety of duties, including tasks once done by lawyers. This will cause an increase in demand for paralegals and legal assistants.

In addition, paralegals' work is less likely to be offshored than that of other legal workers. Paralegals routinely file and store important documents and work with lawyers to gather documents for important transactions, hearings, and depositions. They frequently handle documents and take statements, which must be done in person.

Law firms will continue to be the largest employers of paralegals, but many large corporations are increasing their in-house legal departments to cut costs. For many companies, the high cost of lawyers and their support staff makes it much more economical to have an in-house legal department rather than to retain outside counsel. This will lead to an increase in the demand of legal workers in a variety of settings, such as finance and insurance firms, consulting firms, and health care providers.

However, demand for paralegals could be limited by law firms' work loads. When work is slow, lawyers may increase the number of hours they can bill a client by doing tasks that were previously delegated to paralegals. This may make a firm less likely to keep some paralegals on staff or hire new ones until the work load increases.

Job Prospects. This occupation attracts many applicants, and competition for jobs will be strong.

Experienced, formally trained paralegals should have the best job prospects. In addition, many firms will prefer paralegals with experience and specialization in high-demand practice areas.

There is no Sector Council Report for paralegals.

Industry Standards:

Key Research Findings

Regulatory Body:

[Paralegal Licensing Process – Law Society of Upper Canada](#) To meet the requirements for licensing in Ontario, candidates must successfully complete all requirements of the Paralegal Licensing Process, submit all required documentation and pay any outstanding fees by the prescribed deadlines.

Ontario is the only province/territory in Canada to regulate this profession.

Professional Associations:

[Canadian Association of Paralegals](#)

[The Law Society of Upper Canada](#)

[Institute of Law Clerks of Ontario](#)

[Paralegal Society of Ontario](#)

Employment Requirements

Employment requirements are prerequisites generally needed to enter an occupation.

- Legal assistants and paralegals in law firms require a bachelor's degree in law or a college diploma in a legal assistant or law clerk program
or
In-house training from a law firm or other legal establishment.
- Independent paralegals require knowledge of legal principles and procedures usually obtained through industry-sponsored courses and through experience, or on completion of a community college paralegal program.
- Notaries public are appointed after examination and certification of their qualifications by the governing judiciary in their province or territory. All appointments have specific limitations on the activities they can perform and for specific periods of time.
- Notaries public require a provincial licence. In British Columbia, membership in the Society of Notaries Public is also required.
- To be licensed, trademark agents are required to work in the area of trademark law, including the preparation and prosecution of trademark applications for registration, for two years
and
To complete successfully the examination conducted jointly by the Intellectual Property Institute of Canada and the Registrar of Trade-Marks, Canadian Intellectual Property Office
or
Either one of the above and to be a lawyer entitled to practise in Canada.
- Trademark agents require registration with the federal Trade-Mark Office.

[Source: [National Occupational Classification 2006 - HRSDC](#)]

Educational Programs Leading to this Occupation

Legal assistants and paralegals in law firms require a bachelor's degree in law or a college diploma in a legal assistant or law clerk program or in-house training from a law firm or other legal establishment. Paralegals must also be licensed by the Law Society of Upper Canada. After **June 30, 2010**, all applicants for licensing as a paralegal must have graduated from an accredited legal services program. More information is available from the Law Society of Upper Canada's Frequently Asked Questions (FAQ) page. Public notaries require the completion of a one-year university public notary course and in-house training in a law office, notaries public office, bank, trust company, insurance or real estate firm. Public

Key Research Findings

notaries require a provincial licence. Trade-mark agents require two years of in-house training under the supervision of a registered trade-mark agent and successful completion of an examination conducted jointly by the Intellectual Property Institute of Canada and the Registrar of Trade-marks, or either one of the above. Trade-mark agents must also be licensed to practise law. Trade-mark agents require registration with the federal Registrar of Trade-marks.

Source: http://www.tcu.gov.on.ca/eng/labourmarket/ojf/pdf/4211_e.pdf

Educational Competitors

Individual Community college/Institute Information

(Click on Program Title to view college program page)

10 Colleges are currently offering this program as a diploma program (including Fleming). There are also several variations.

Algonquin

[Paralegal](#) – Diploma

- Mobile Learning Program

Centennial

[Paralegal](#) – Graduate Certificate

- 3 semesters

Conestoga

[Paralegal](#) – Graduate Certificate

- Available part time
- Accelerated Delivery available

Durham

[Legal Research and Information Management](#) – Graduate certificate

- An applied legal research project (56 hours in total) initiated in the first semester and completed in the second semester will enable you to gain practical experience and build your portfolio by applying your skills to real-life, relevant and useful projects.

[Paralegal](#) – Graduate certificate

[Paralegal](#) – Diploma

Fanshawe

[Paralegal](#) – Graduate Certificate

- Three 15 week semesters

Humber

[Bachelor of Applied Arts – Paralegal Studies](#) – Degree

- 8 semesters plus one paid work term

Key Research Findings

[Paralegal Education](#) – Diploma

Fleming

[Paralegal](#) – Diploma

Loyalist

[Paralegal](#) - Diploma

Seneca

[Paralegal](#) – Diploma

- Accelerate program 3 semesters, 13 months

[Paralegal](#) – Diploma

Sheridan

[Paralegal](#) – Diploma

- 2 years or 16 months continuous

St. Clair

[Paralegal](#) – Diploma

- 5 semesters

[Paralegal](#) – Diploma

- Accelerated program (15 months)

Institution	APS #	Approved Program Name	MTCU Code	Program Weight	Funding Unit	Degree Factor
HUMBER	3000	Bachelor Of Applied Arts (paralegal Studies)	82611	1.30	3.40	4.00
CENTENNIAL	1264	Paralegal	72614	1.00	1.00	1.00
CONESTOGA	1236	Paralegal	72614	1.00	1.00	1.00
DURHAM	1165	Paralegal	72614	1.00	1.00	1.00
FANSHAWE	1197	Paralegal	72614	1.00	1.00	1.00
NORTHERN	1222	Paralegal	72614	1.00	1.00	1.00
SENECA	1174	Court And Tribunal Administration	52610	1.10	1.60	2.00
ALGONQUIN	1401	Paralegal	52613	1.10	2.00	2.00
DURHAM	1126	Paralegal	52613	1.10	2.00	2.00
HUMBER	1240	Paralegal	52613	1.10	2.00	2.00
LA CITE	1161	Parajuriste	52613	1.10	2.00	2.00

Key Research Findings

LOYALIST	1028	Paralegal	52613	1.10	2.00	2.00
SENECA	1182	Paralegal	52613	1.10	2.00	2.00
SHERIDAN	1160	Paralegal	52613	1.10	2.00	2.00
SSFL	1200	Paralegal	52613	1.10	2.00	2.00
ST CLAIR	1197	Paralegal	52613	1.10	2.00	2.00

Employment Postings:

On June 20, 2012, there were no jobs listed locally in the JobBank for paralegals. There were 2 jobs listed in the province. See below for the variety of postings. There were 44 postings across Canada, mostly in Quebec or Alberta.

Source: jobbank.gc.ca

Job Number: 6464291

Title: Independent paralegal (Ontario Licensed) ([NOC: 4211](#))

Terms of Employment: Permanent, Part Time, Day

Salary: \$18.00 to \$25.00 Hourly for 37.5 hours per week, Bonus, Commission, Mileage Paid

Anticipated Start Date: As soon as possible

Location: Belleville, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school, Completion of college/CEGEP/vocational or technical training

Credentials (certificates, licences, memberships, courses, etc.): In-house training from a law firm or law clerk program

Experience: 5 years or more

Languages: Speak English, Read English, Write English

Business Equipment and Computer Applications: Word processing, Spreadsheet, Database management

Type of Legal Experience (Legal or Law Clerks Only): Administrative, Criminal, Landlord or tenant, Property (real estate)

Type of Establishment Experience: Legal firm, Company legal department

Legal or Law Clerk Specific Skills: Prepare legal documents, court reports and affidavits, Research records, court files and other legal documents

Notaries Public Specific Skills: Administer oaths and take affidavits and depositions

Key Research Findings

Security and Safety: Bondable, Criminal record check (abstract), Driver's validity licence check, Driving record check (abstract), Credit check

Work Conditions and Physical Capabilities: Fast-paced environment, Work under pressure, Tight deadlines, Attention to detail, Large caseload

Work Site Environment: Non-smoking

Transportation/Travel Information: Valid driver's licence, Own transportation

Work Location Information: Work from home

Essential Skills: Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Significant use of memory, Finding information, Computer use, Continuous learning

Other Information: APPLY BY FAX OR EMAIL ONLY. Looking for reliable, mature, bright individual with excellent computer skills, proficient in office procedures & court attendance. Must be hold an Ontario Paralegal License

Employer: Tuck's Professional/Paralegal Services / Tuck's Discount Vitamins & Wellness Centre

How to Apply:

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

By Fax: (613) 968-3215

By E-mail: Trueman@tucksparalegalservices.ca

Advertised until: 2012/06/27

Job Number: 6498028

Title: Paralegal (Paralegal - Senior) ([NOC: 4211](#))

Terms of Employment: Permanent, Full Time

Salary: \$35,000.00 to \$60,000.00 Yearly for 40 hours per week

Anticipated Start Date: As soon as possible

Location: Edmonton, Alberta (1 vacancy)

Skill Requirements:

Education: Some college/CEGEP/vocational or technical training

Credentials (certificates, licences, memberships, courses, etc.): In-house training from a law firm or law clerk program

Experience: 5 years or more

Languages: Speak English, Read English, Write English

Business Equipment and Computer Applications: Word processing, Legal software applications

Type of Legal Experience (Legal or Law Clerks Only): Civil, Criminal, Family, Wills and estate

Key Research Findings

Other Information: For more information on this job opportunity, please visit our website at www.slatepersonnel.com.

Employer: Slate Personnel Ltd. (Placement Agency)

How to Apply:

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

By E-mail: resumes@slatepersonnel.com

Online: <http://www.slatepersonnel.com>

Web Site: <http://www.slatepersonnel.com>

Advertised until: 2012/07/06

Job Number: 6498147

Title: Litigation paralegal ([NOC: 4211](#))

Terms of Employment: Permanent, Full Time

Salary: \$35,000.00 to \$60,000.00 Yearly for 40 hours per week

Anticipated Start Date: As soon as possible

Location: Edmonton North, Alberta (3 vacancies)

Skill Requirements:

Education: Completion of high school, Some college/CEGEP/vocational or technical training, Completion of college/CEGEP/vocational or technical training

Credentials (certificates, licences, memberships, courses, etc.): In-house training from a law firm or law clerk program

Experience: 5 years or more

Languages: Speak English, Read English, Write English

Type of Establishment Experience: Legal firm

Employer: Slate Personnel Ltd. (Placement Agency)

How to Apply:

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

By Mail:

10621 - 100 Ave., suite 303

Edmonton, Alberta

T5J 0B3

In Person between 9:00 and 17:00:

10621 - 100 Ave., suite 303

Edmonton, Alberta

T5J 0B3

By Phone: between 9:00 and 17:00: (780) 424-7528

By Fax: (780) 426-7528

By E-mail: resumes@slatepersonnel.com

Online: <http://www.slatepersonnel.com>

Key Research Findings

Web Site: <http://www.slatepersonnel.com>

Job Number: 6486226

Title: Paralegal ([NOC: 4211](#))

Terms of Employment: Permanent, Full Time, Day

Salary: \$21,450.00 to \$25,350.00 Yearly for 37.5 hours per week, Bonus

Anticipated Start Date: As soon as possible

Location: Windsor, Nova Scotia (1 vacancy)

Skill Requirements:

Education: Completion of high school, Completion of college/CEGEP/vocational or technical training

Credentials (certificates, licences, memberships, courses, etc.): In-house training from a law firm or law clerk program

Experience: 1 year to less than 2 years

Languages: Speak English, Read English, Write English

Business Equipment and Computer Applications: Word processing, Spreadsheet, Database management, Legal software applications

Type of Legal Experience (Legal or Law Clerks Only): Civil, Civil litigation, Family, Property (real estate), Wills and estate

Type of Establishment Experience: Legal firm

Legal or Law Clerk Specific Skills: Prepare legal documents, court reports and affidavits, Research records, court files and other legal documents, Record keeping

Work Conditions and Physical Capabilities: Work under pressure, Tight deadlines, Attention to detail, Large workload

Work Site Environment: Non-smoking, Air conditioned

Transportation/Travel Information: Valid driver's licence, Own transportation

Essential Skills: Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Significant use of memory, Finding information, Computer use, Continuous learning

Employer: Adams & Company

How to Apply:

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

By Mail:

PO Box 2379 Windsor, Nova Scotia B0N 2T0

By Fax: (902) 798-0432

Key Research Findings

By E-mail: adamsco@ns.sympatico.ca

Advertised until: 2012/06/29

Paralegal-Will & Estate Planner, SCOTIABANK

Toronto, ON, CANADA

Posted Jun 15, 2012 Share This Job:

We are over 75,000 Scotiabankers, members of a successful and dynamic global community, in over 55 countries. We work together with a shared vision of an exciting future. Each of us is a respected and valued member of a winning global team.

We strive to deliver a globally consistent and rewarding employment experience by developing policies and programs based on shared global principles. A global community of Scotiabankers is thriving. It is here, where your distinct perspectives and unique talents will ignite your personal and career growth.

Paralegal- Will & Estate Planner - Scotiatrust

POSITION SUMMARY:

The **Paralegal-Will & Estate Planner** (known internally as the Senior Will & Estate Planner (WEP)) plays a key role in helping clients plan, preserve and transfer their wealth by providing guidance on estate planning opportunities and facilitating the production of a comprehensive estate plan incorporating professional estate and trustee services. Will, Estate, and Philanthropic services is one of the fastest growing industries across the nation which is why so many members of the legal and advisory community are making the career transition into a stable corporate environment offering community-centric offerings, and high job satisfaction.

This is an ideal role for a Lawyer with 2-3 years exposure to Estate Planning, a Paralegal who has participated in this practice or a seasoned Trust Officer, Legal Assistant or Financial Planner/Advisor possessing the same knowledge.

This position plays a key role in helping clients plan, preserve and transfer their wealth by providing guidance on estate planning opportunities and facilitating the production of a comprehensive estate plan incorporating professional estate and trustee services. The successful incumbent will be a key partner in the sales process by providing support through presentations to both internal and external clients

ACCOUNTABILITIES:

- » High level identification/review of tax and legal issues
- » Development of the client's Will instructions and creation of a high-level estate plan
- » Support the growth for new Wills production
- » Support client experience and client retention initiatives
- » Support Wealth Management business development

QUALIFICATIONS:

Exposure to estate planning strategies and administration. Insight into related estate, tax, trust, business and family law.

Understanding the benefits of financial planning, including business succession, retirement planning and insurance planning.

Key Research Findings

Strong interpersonal and presentation skills.

Law Graduate - LLB with membership in the Provincial Bar is a strong asset but not mandatory.

OTHER INFORMATION:

Location; Toronto, ON

Incorporating the key personal investment and advisory activities within the Scotiabank Group, Wealth Management provides a full range of products and services that encompass retail brokerage, investment management advice, mutual funds and savings products, and financial planning and private client services for affluent clients.

The Scotiabank Group is an equal opportunity employer and welcomes applications from all interested parties. We thank you for your interest, however, only those candidates selected for an interview will be contacted. No agencies please.

Job Details

Source: Working.com BHJOB4998_72498 Paralegal

Company Name: thepeoplebank.com

Job Number: 72498

Title: Paralegal

Employment: Temporary

of Openings: 1

Classification: Admin and Other Professional

Location: London, ON

Apply: <http://www.thepeoplebank.com/Apply?JobId=72498>

Apply To: coakley@thepeoplebank.com

Description:

The People Bank, London Office is currently recruiting for our client for a temporary Paralegal. This position is a 3-6 month contract.

Responsibilities/Tasks and Duties:

- Drafting of contract renewals and preparation of contracts based on established templates
- Preparation of corporate resolutions and filing of corporate returns
- Updating of contracts/file database and maintaining filing
- Providing administrative assistance to the Legal Affairs team

Basic Qualifications:

Education Level - College – Law Clerk Accreditation or equivalent Years of Exp – 3-5 years

Preferred Qualifications:

Knowledge of Contracts and Legal Drafting Knowledge of Corporate Law, including maintenance of minute books and filings

Excellent opportunity with a progressive company

If you are qualified for this role, please send your resume to Christine Oakley via Email:

coakley@thepeoplebank.com or Fax: 519-672-7044 or Apply Directly On-Line.

Key Research Findings

The People Bank would like to thank everyone for their interest; however, only the most qualified candidates will be contacted.

We encourage you to visit our website www.thepeoplebank.com regularly to stay up-to-date on new career opportunities.

Requirements: Criminal Check,AODA Compliant

Paralegal/ Legal Assistant

ID:	2012-1215	# of Openings:	1
Job Location:	CA-ON-Mississauga	Posted Date:	6/4/2012
More information about this job:			

Overview:

This position is responsible for providing support within the legal department to handle the legal and regulatory intake process. Will handle the review of contracts and maintain documentation/recordkeeping.

Responsibilities:

Monitor and manage the legal and regulatory intake process, which includes:

- Monitor the Outlook mailbox for new requests.
- Critically assess the request for sufficiency of information, determine appropriate deadline, and assign to appropriate resource for completion.
- Actively follow up on requests to ensure completed on time.
- If required, respond to requestor with recommendations / guidance from appropriate resource.
- Follow up with requestor to completion of request.

Contract Management, which includes:

- Redirect legal requests related to contracts through the Samsung contract management software (ECMS) approval mechanism.
- Conduct reviews of contract information submitted via ECMS to ensure appropriate classifications and options selected by staff member who input contract.
- Promptly process contract through process.
- Manage existing contract database and flag contracts coming up for renewal.
- Ensure paper and electronic versions of contracts in archive are up to date.
- Assist MIS with ad hoc training on ECMS to SECA staff.

Documentation and Recordkeeping, which includes:

- Create and update entry for Legal and Regulatory assistance requests in Excel tracking database as the request flows through the process.
- Create and maintain paper file with appropriate contents as the request flows through the process.
- Close file when request is complete.
- Periodically create reports indicating key metrics (i.e. completion statistics, etc.).

Manage and maintain inventory of trademarks.

Key Research Findings

Ad hoc assistance to Legal and Regulatory resources.

Provide continuous improvement recommendations for the various tasks performed.

Review and prepare amendments to commercial agreements and schedules.

Assist in structuring and drafting schedules to commercial agreements.

Negotiate and draft changes to non-disclosure agreements, service agreements, vendor agreements, etc.¹⁰. Manage and update precedents, including template agreements and schedules.

Qualifications:

Education:

- graduate of a Law Clerk's/Paralegal program at a recognized post-secondary institution and/or will have completed the full spectrum of ILCO courses designed for Associate members.

Knowledge:

- Proficient with MS Office products;
- Ability to quickly learn new software (contract management software was developed in-house); and
- Strong team player, yet with ability to work independently with limited supervision.
- Knowledge of corporate law and a background handling a wide array of corporate law matters in an independent and collaborative manner.

Experience

- Minimum of 3-6 years of solid corporate experience derived from having worked in a law firm and/or an in-house legal department.

Competencies
Strategic Thinking
Managing Conflict
Goal Setting
Driving Execution
Process Management
Communication
Resilience
Integrity and Trust
Learning Orientation