

Paralegal

The Paralegal diploma program at triOS is 60 weeks. It includes an 8-week placement.

Paralegals provide vital support to lawyers, attorneys, law offices, government agencies, and corporations. At triOS College, this program prepares students to become Licensed Paralegals, accredited by the Law Society of Ontario.

Graduates can work independently, offering legal services in various areas such as provincial offences, tribunal practices (including WSIB and statutory accident benefits), residential landlord and tenant law, and civil litigation within Small Claims Court limits.

triOS students will learn to conduct online research using resources like Lexis Advanced Quicklaw, CanLii, Ontario Court Forms, Ontario e-Laws, Justice laws, and more.

Program Benefits

- ✓ Job Placement Assistance
- ✓ Training in Legal Software: Quicklaw, CanLii, Clio, and Automated Civil Litigation (ACL3)
- ✓ Law Society of Ontario Accredited Diploma

Here's a look at some of the courses included in this program:

Core Competencies for Aspiring Paralegals

Student Success Strategies, Diversity and Indigenous Peoples in Canada, Legal Office Skills, Client Relations and Interviewing Skills

Introduction to Law

Introduction to the Legal System, Legal Computer Applications, Legal Communication and Writing, Legal Research and Writing

Substantive Law

Tort Law, Contract Law, Employment Law, Small Claims Court, Provincial & Motor Vehicle Offences, Criminal Law, Administrative Law, Tribunal Practice & Procedure, Residential Landlord & Tenant Law, Insurance Law, Immigration & Refugee Law, Human Rights Law, Practice Management/Operating a Small Business, Legal Accounting

Paralegal Practice

Ethics & Professional Responsibility, Alternative Dispute Resolution, Advocacy, Evidence & the Litigation Process



Employment and Wage Outlook for Careers in this field:



Employment Rate based on 2022 contactable triOS graduates employed in a related field within 12 months.

Source: workingincanada.gc.ca

NOC Code: 4211/42200 - **Wage data rounded down to the nearest dollar. Average wage doesn't reflect the starting salary but represents the middle value between lowest to highest wages. Local (or regional) income may vary. Last updated in Jan 2024.

Career Opportunities

Law Firms

Government Agencies

Court and Client Representatives

Public or Private Sector

Legal Advisor

Court Clerk

Employers Who Have Hired triOS Grads



Other Employers Include:

Northumberland Community Legal Centre
Pointts - Hamilton
OTD Legal

“This has been a very positive experience. When I started at triOS I was a very quiet person who was always worried about saying the wrong thing. The instructors showed me that there are no wrong answers just a lot of opinions!”

-Dawna L.,
triOS College Paralegal Graduate

Paralegal

NOC Code: 4211/42200

Diploma Program Length:

60 Weeks

Student Success Strategies
Diversity and Indigenous Peoples in
Canada Legal Office Skills
Client Relations and Interviewing Skills

7 Weeks

Introduction to the Legal System
Legal Computer Applications
Legal Communication and Writing
Legal Research and Writing

8 Weeks

Ethics and Professional Responsibility
Evidence and the Litigation Process
Alternative Dispute Resolution
Advocacy

8 Weeks

Tort Law
Contract Law
Employment Law
Small Claims Court
Provincial Offences/Motor Vehicle Offences
Criminal Law & Summary Conviction Law
Administrative Law
Tribunal Practice and Procedures
Residential Landlord and Tenant Law
Immigration and Refugee Law
Insurance Law
Human Rights Law
Practice Management/Operating a Small
Business Legal Accounting

28 Weeks

Career Management

1 Week

Paralegal Field Placement

8 Weeks

Keyboarding - continuous learning throughout the program

Program Highlights Include:

- Law Society of Ontario Accredited Diploma
- Registered and approved diploma
- Field Placement in a Legal Environment
- Career services
- Alumni program benefits

Admission Requirements:

1. Student has an Ontario Secondary School Diploma or equivalent, OR
Is 18 years of age or older on or before the program begins AND can pass a qualifying test that has been approved by the Superintendent. *
2. The approved qualifying test for this program is the Wonderlic test. A passing score for this program is 18.

*Applicants from other Canadian provinces must be at least 19 years of age and a minimum of 1 year out of high school by the program start date and successfully pass an academic achievement test.

International Students: Please contact us for more details regarding admission requirements.

Accreditation Policy:

Like all post-secondary institutions in Ontario, triOS College reserves the right to accept or deny advanced standing into its programs.

Note:

In order to continuously improve our programs, triOS College reserves the right to modify programs at any time. Program delivery order may vary depending on the program start date. This diploma program may not be available at all campuses. The program may have additional reading weeks, depending on the start date.

You can find our Key Performance Indicators (graduation rate, employment rate, etc.) at www.triOS.com/kpi.

Course Descriptions

Diversity and Indigenous Peoples in Canada

The first half of this course helps you further your knowledge and understanding of Indigenous cultural awareness. The course will provide a baseline knowledge of the colonial history of Canada, how it continues today, and the adverse outcomes for Indigenous people. You will explore the role of law and your potential to advance reconciliation when assisting Indigenous clients. The second part of the course looks at diversity and its strengths in the legal workplace. Among the topics covered are the strengths of diversity, its occasional challenges, how to manage diversity in the workplace, and the value of diversity training. Diversity in group dynamics is addressed, with an emphasis on the strengths of a heterogeneous group and the types of diversity found in it.

Legal Office Skills

This course is designed to provide orientation and instruction in general legal office procedures to give students the tools to make a good impression and be confident in their contributions in the legal environment. You will explore roles and responsibilities in a general legal setting and the legal ethics involved with working with clients. The course will enable you to develop time management and organizational skills necessary for success in the legal profession.

Student Success Strategies

This course stresses the importance of developing non-technical skills to enhance personal, academic and career success. You will understand learning styles and hone practical study skills, such as memory, reading, note- and test-taking techniques. Personal exercise will focus on teamwork, setting goals and maintaining a positive attitude. You will also explore the techniques to manage change, stress, and conflict.

Client Relations and Interviewing Skills

This course is designed to provide students with an understanding of working with clients and how to build that relationship. It will also teach legal professionals how to prepare for, structure, and conduct effective client interviews. The quality of client interviews is essential to ensure that professionals receive essential information to achieve better results for their clients.

Introduction to the Legal System

This course provides you with a fundamental understanding of the Canadian government and political system, the Canadian legal system and the organization of the Canadian court system. You will learn important legal terminology and principles such as jurisdiction. The course also provides you with an understanding of the different divisions of law, including private and public law, procedural and substantive law, and statutory and common law. You will explore public law and the application of the Constitution, and the Charter. You will also study key areas of private law, which fall within a paralegal's scope of practice, such as property law, business law and consumer law.

Legal Computer Applications

This course provides you with the computer literacy skills needed to succeed in all aspects of legal work. Computer literacy, including proficient keying, document production, and checking for exactness are critical skills in all aspects of legal work. You will be introduced to Microsoft Office products for producing different types of documents, such as correspondence, memorandums, spreadsheets, presentations, and legal specific documents. You will experience step-by-step instructor-led demonstrations and self-directed demonstrations followed by practice activities to develop your computer literacy. You will also learn how to find legal resources online.

Legal Communication and Writing

In this course, you will enhance your communication skills. You will refine your listening, speaking, and writing skills, with a particular emphasis on written communication and grammar. You will learn the importance of effective legal writing in the legal profession with a view to gain an understanding of the different purposes of each routine legal document. This is a hands-on 'drafting' course with daily activities focused on developing your ability to draft the various types of correspondence commonly found in a legal practice. You will also be introduced to the common forms used to initiate proceedings at various venues within the paralegal scope of practice.

Legal Research and Writing

This course provides you with a fundamental understanding of legal research processes within the Canadian legal system. You will learn how-to identify and access primary sources of law including statutes, regulations, and case law. You will also learn how to access and use secondary sources of law, from the Internet and Quick law Advance. You will explore tertiary sources such as reports and medial articles. You will showcase skills in online and print source legal research, case briefing, and memo drafting. You will also develop the ability to identify legal issues from a set of facts and draft a legal memorandum based on both facts and applicable law.

Tort Law

Tort law is an area of private law that deals with certain types of wrongful conduct and the remedies available to those affected by that conduct. It covers a wide range of behaviours and is primarily concerned with providing a means of compensation. This course offers you a basic understanding of tort law and its supporting social policies. You will learn about the major categories of tort law, the fundamental elements of a cause in action in tort and learn how to determine damages and other remedies. You will also learn how to identify the potential defences available in tort actions.

Contract Law

This course provides students with a basic understanding of the governing principles related to contract law. You will review relevant and up-to date case law and conduct your own legal research to understand substantive contract law principles. You will learn the main features of a legally enforceable contract. You will also examine the rules and principles that assist in interpreting the terms of a contract, including exclusion and penalty clauses. You will also learn who can sue and who can be sued under a contract using contract law principles to guide their analysis. You will dive into contractual defects, breach of contract and the remedies available to parties seeking redress for said breaches.

Employment Law

This course gives you an understanding of fundamental employment law and principles. You will explore the applicable federal and provincial employment and employment-related statutes and the workplace function of each. You will examine the role of the Employment Standards Act of 2000 in acting as a safety net for non-unionized employees. The methods of enforcement of the statute and prosecuting violations of the ESA are connected to the knowledge obtained in the course about Provincial Offences. You will explore the role of the Ontario Labour Relations Board and review the Ministry of Labour's decisions on employment disputes and make decisions on labor disputes. You will also dive into related areas like human rights, equity, privacy in employment, and rehabilitation programs through OHSA and WSIB.

Small Claims Court

In this module, you will learn about the processes involved in preparing and presenting cases in Small Claims Court. You will work collaboratively with each other under your instructor's guidance to initiate legal proceedings before the court and learn how to draft legal documents during civil litigation. You are trained to represent clients in court, so you must know how to prepare civil litigation documents. The module covers topics such as Introduction to Small Claims Court, Paralegals, and their Clients, acting for the Plaintiff: Preliminary Considerations, Commencing the Action, Default Proceedings and Acting for the Defendant, Motions, Offers to Settle and Settlement Conferences, Trials and Assessment Hearings, Motions for New Trial and Appeals, and Enforcing Small Claims Court Judgments.

Provincial Offences/Motor Vehicle Offences

This course introduces you to fundamental concepts and procedures outlined by the Provincial Offences Act for quasi-criminal matters in the Ontario Court of Justice. You will explore various procedural streams, charging documents, offense classifications, and defenses. You will thoroughly examine the anatomy of a provincial offenses trial, covering sentencing and appeals. Throughout the course, you will familiarize yourself with court rules and practices for representing defendants facing regulatory offenses. In addition to delving into this broadly applicable statute, you will also scrutinize common offenses under essential provincial laws like the Highway Traffic Act, Liquor License Act, and Occupational Health and Safety Act, among others. You will possess the knowledge and tools to represent clients charged under municipal, provincial, or federal laws governed by the POA.

Criminal Law and Summary Conviction Procedure

The course introduces you to the criminal justice process, outlining every aspect of a summary conviction, including both substantive law and procedural law from preliminary matters to sentencing and appeals. Balancing the theoretical and practical application of criminal law, through the lens of a paralegal's permitted scope of practice, you are introduced to the elements of an offence, common defences, search and arrest, court attendance, witness provisions, disclosure, pre-trial conferences and applications, remedies, trial strategies, sentencing procedures, appeals. You will examine key components and offences of the Criminal Code, the Canadian Charter of Rights and Freedoms, the Criminal Law Rules, and the Paralegal Rules of Conduct.

Administrative Law

This course provides you with a basic understanding of the foundations of Administrative Law in Canada. Concepts canvassed in this course include private and public law, procedural and substantive law, and statutory and common law. You will learn the fundamental rules of natural justice and procedural fairness. You will learn the main procedural statute – the Statutory Powers Procedure Act, about the Judicial Review Procedure Act and many statutes and common law rules related to Administrative Law. You will learn the process for reviewing the authority, form and function of administrative tribunals, and the relationship between the Canadian Charter of Rights and Freedoms and the Administrative Law.

Tribunal Practice and Procedures

This course provides you with a fundamental and practical understanding of administrative law and advocacy before government tribunals. This course enables you to apply the knowledge learned in administrative law. You will learn the basic steps that should be followed in many tribunals and the procedures involved in preparing for and participating in hearings before a tribunal, including issues that arise after the proceeding and challenging and enforcing orders. The course also provides you with a hands-on approach to selected tribunals that you are most likely to encounter, with additional tribunals being covered in separate courses. The tribunals that are focused on in this course include: Social Benefits Tribunal, Assessment Review Board, Ontario Labour Relations Board, Law Society Tribunal, Ontario Land Tribunal, Condominium Authority Tribunal, and Social Security Tribunal.

Residential Landlord and Tenant Law

The course focuses on residential tenancies and the administrative body, the Landlord Tenant Board (LTB) created for dealing with landlord/tenant disputes. You will examine the governing legislation, Residential Tenancies Act, 2006 (RTA) to gain an understanding of the rights and obligations of parties, and the procedural components of enforcing those rights and obligations. At the end of this course, you should have the knowledge and tools necessary to assist in the representation of clients dealing with matters within the jurisdiction of the Residential Tenancies Act, 2006.

Immigration & Refugee Law

The course introduces you to a general overview of the Immigration and Refugee Board (IRB). Throughout the course, you will examine the substantive law and procedural law relating to the various matters heard at the IRB. Balancing the theoretical and practical application of immigration and refugee law, through the lens of a paralegal's permitted scope of practice, you are introduced to the jurisdiction of each of the divisions at this specialized tribunal, including admissibility hearings, detention reviews, immigration appeals, refugee protection hearings and refugee appeals.

Insurance Law

This course provides you with a fundamental and practical understanding of Insurance Law, focusing on motor vehicle insurance and workplace safety and insurance. The course also provides you with a hands-on approach to selected tribunals that you will encounter in this area, such as the License Appeal Tribunal, and the Workplace Safety and Insurance Board/Workplace Safety and Insurance Appeals Tribunal.

Human Rights Law

This course provides you with a fundamental and practical understanding of Human Rights Law, focusing on understanding Ontario's Human Rights Code, and the Canadian Human Rights Act. The course also provides you with a hands-on approach to selected tribunals that you will encounter in this area, such as the Canadian Human Rights Tribunal and the Human Rights Tribunal of Ontario.

Practice Management/Operating a Small Business

The rules and scope of work for paralegals are ever evolving. You need to be aware of not only the rules, but also of the steps and legal requirements involved in starting, managing, and working in a paralegal practice. The course will help you develop a comprehensive understanding of the various obligations and challenges associated with paralegal practice, including self-employment, business ownership, marketing, and management of paralegal practice. You will focus on the guiding principles of paralegal practice with a focus on the Paralegal Rules of Conduct and Paralegal Professional Conduct Guidelines.

Legal Accounting

This course is designed to provide the basics of legal accounting, including the Law Society of Ontario (LSO) requirements of paralegals. You will learn how legal accounting helps to manage most aspects of a firm's business. You are taught basic legal office accounting procedures including the creation and operation of general and trust accounts. You will dive into concepts such as general accounting principles, journals and ledgers and financial transaction analysis, bank accounts used in a paralegal practice, reconciliations, financial statements, and GST/HST. You will gain an understanding of bylaws and other legal authorities, which govern financial record-keeping requirements.

Ethics and Professional Responsibility

You will learn about the principles of legal ethics and professional conduct, and the application of those principles in this course. You will examine the rules in conjunction with the applicable guidelines and other relevant material. You will consider and analyze the Rules and apply them to comply with your ethical and professional obligations. You will also examine the required competencies regarding providing legal services to Indigenous Peoples in Ontario. At the conclusion of the course, you will demonstrate an understanding of a paralegal's duty to provide legal services and discharge all responsibilities to clients, tribunals, the public, and other members of the legal profession honourably and with integrity. The Paralegal Rules of Conduct set standards for professional conduct for paralegal licensees.

Evidence and the Litigation Process

The study of the law of evidence is not merely the study of a set of rules which exclude facts from the consideration of the fact finder. It requires detailed examination of the panoply of opportunities for the skillful advocate who is able to persuasively demonstrate and articulate an argument for the admissibility or inadmissibility of facts which are helpful or harmful to a client's cause. In this course, the focus of the study of the law of evidence will be a concentration upon the applicable rules, both statutory and common law. You will learn about the rationale behind the admission and exclusion evidence and all of the evidentiary principles that support these rationales. The thrust of the course will focus upon theoretical overview of the subject areas. The course covers both the Law of Evidence and the litigation process in Ontario. You will draw upon previous learning of the litigation process in Ontario. Topics covered include the manner in which proceedings are commenced, the importance of the Limitations Act, 2002, capacity of the parties, litigation guardianship necessity, the types of issues dealt with in applications and motions, the procedure for initiating them and successfully completing this step in the litigation process, the proper disposition of a trial with the issues about the costs, including the assessment hearings and the final submissions. The basis for appeals is reviewed in the context of Evidence Law.

Alternative Dispute Resolution

Alternative Dispute Resolution or ADR is an umbrella term for processes, other than judicial determination, in which an impartial person (an AD practitioner) assists those in a dispute to resolve the issues between them. ADR is commonly used as an abbreviation for alternative dispute resolution but can also mean assisted or appropriate dispute resolution. The main types of ADR are negotiation, mediation, and arbitration. You will gather relevant information, prepare for, and conduct interviews. Examining the various ADR techniques for use in the scope of practice for paralegals, you will gain an overall perspective of the basic skills involved in resolving disputes using ADR techniques.

Advocacy

This course teaches you how to be an advocate on behalf of a client during a trial/hearing. In the first half of the course, you will study the principles and techniques of trial/hearing advocacy. The principles, techniques, and rules for trial advocacy apply similarly to civil trials, criminal trials, and administrative hearings. Scenarios used in the mock trials will be representative of any or all the venues within the permitted scope of practice of a paralegal. In the second half of the course, you will be given the opportunity to apply what you have learned and practice your newly obtained advocacy skills. You will demonstrate the art of persuasively putting forward the client's case by developing a theory of the case. You will also need to develop a litigation strategy, which you will present at court during a mock trial. In addition, you will prepare the necessary pleadings and other court documents as required in the case scenario. Pleadings in this course are not graded.

Career Management

This course will introduce you to and provide practice in using the tools required for a successful job search. The concepts covered in this module will help you maintain a career-focused approach throughout your studies so that you are better prepared to conduct a job search after graduating. Specifically, you will learn how to identify your soft and hard skills and how to articulate your abilities in a clear and concise Elevator Pitch that will appeal to employers and resonate with industry contacts. You will learn about the job search resources available to you including using career websites, creating LinkedIn profiles, accessing the “hidden” job market, and networking. You will examine sample résumés and cover letters and begin the process of creating your own professional résumés and cover letters that align with current conventions for content, organization, and formatting. You will also learn about the role of references, thank-you notes, workplace philosophies, and strategies for success including maintaining a professional image and using proper etiquette when communicating with potential employers and industry contacts.

Paralegal Field Placement

In this practicum, you are required to complete field placement in a legal work setting to apply the theory and skills that you have learned throughout the Paralegal program, and to gain relevant work experience. Field placement builds on these skills with the concept of putting the theory and knowledge gained from the program into practice. You must successfully complete 240 hours of field placement in order to graduate from the Paralegal program.