

Professional Certificate in Paralegal Studies & Professional Diploma in Paralegal Studies

(These are jointly organised by the Hong Kong Management Association
and the Hong Kong Legal Training Institute.)



The Hong Kong Management Association (“HKMA”) is well established as the gateway to management training and continuing education opportunities and information on the latest management issues in Hong Kong, mainland China and the nearby region. For more details, please visit www.hkma.org.hk.

The Hong Kong Legal Training Institute (“HKLTI”) is an institute dedicated to providing stimulating experience in legal training and continuing professional development with a view to equipping all participants with the essential knowledge and skills for effective and practical applications. For more details, please visit www.hklti.hk.

Institute of Paralegals Benefits for HKMA & HKLTI Law Students in *Professional Certificate in Paralegal Studies* & *Professional Diploma in Paralegal Studies*

This Professional Certificate in Paralegal Studies & Professional Diploma in Paralegal Studies aim to equip students with opportunities by developing their professional skills as a paralegal to work in legal field. These programmes also provide them with a strong academic foundation for their further academic and career pursuit in law. *They are*

designed by practicing barristers for those participants who are committed to joining the legal services industry by starting as legal assistants or paralegals and are also useful to those working at business sectors requiring practical application of legal knowledge. With comprehensive legal training, participants may make a difference to their personal careers and their organisations by contributing what they learnt in knowledge and legal skills.

Institute membership grades are designed to give others an indication of how experienced you are as a paralegal professional. Therefore, our membership grades are based on how much legal practice experience (“LPE”) you have. Those with practice experience receive a professional designation / qualification (i.e. Associate Paralegal, Qualified Paralegal or Fellow of the IOP).

If you take (or have previously taken) any of the above programmes jointly organised by the Hong Kong Management Association & the Hong Kong Legal Training Institute, then:-

1. You are eligible to join us as an Affiliate Member free-of-charge for the duration of your studies.
2. From this, you can upgrade yourself to a higher grade of membership at a 15% discount of all levels of membership, as a Hong Kong Member, of the Institute, as follows:-

Prices are for 12 months’ membership from date of election to membership:

Associate Paralegal:	HK\$749.00 HK\$636.65
Qualified Paralegal:	HK\$1,099.00 HK\$934.15
Fellow of the IOP:	HK\$1,299.00 HK\$1,104.15

To be awarded one of the above three qualifications, you do need to meet the requirements: for information on the requirements or to apply to join and for information about member benefits please [click here](#). These requirements may be met in the manners outlined below.

3. If you successfully complete(d) either one of the above 2 courses, then you can join the Institute and become an Associate Paralegal (which is a professional designation conferring letters after one’s name: A.Inst.Pa), even if you do not yet have any LPE or are just starting to practise any law, provided that you are an Institute member.

4. Successful completion of the Professional Certificate in Paralegal Studies is recognised at six months' worth of credit as LPE towards the Qualified Paralegal status (which is a professional designation conferring letters after one's name). Successful completion of the Professional Diploma in Paralegal Studies is recognised at a year's worth of credit as LPE towards the Qualified Paralegal status.
5. You can subscribe free of charge to the IOP Newsstand. This is a sophisticated email briefing service. You will be able to choose up to almost 40 different practice areas and receive plain-English updates relating to those practice areas.

Next Steps

- For more information for Hong Kong members of the Institute of Paralegals, please click [here](#).
- For more information about the programmes that are jointly organised by the HKMA and the HKLTI, please click [HKMA/ HKLTI](#) or contact them via email@hklti.hk.
- For programme website and email contacts for the Programmes at the HKMA, please see below.
 - Professional Certificate in Paralegal Studies
Email: dpcps.dpd@hkma.org.hk / Website: www.hkma.org.hk/dpcps
 - Professional Diploma in Paralegal Studies
Email: dpdps.dpd@hkma.org.hk / Website: www.hkma.org.hk/dpdps
- For membership information of the Institute of Paralegals generally, please click [here](#).
- For anything else, [please contact us](#).