

# Apprenticeships +

## Chartered Legal Executive

### Apprenticeship Level 6





## Quick Information

### New Apprenticeship Standard designed by employers for employers

**Sector**

Legal

**Who is it for?**

New recruits and existing staff

**Start date**

Flexible to suit employers

**Level**

Level 6

**Duration**

Approximately 5 years

**How does it work?**

Delivered in your workplace with one-to-one training and tutor visits every 4-6 weeks, plus one day or evening a week attendance at College over 32 weeks each year

**Content**

Menu of options that can be tailored to your business

**Assessment**

Portfolio and case study during and at the end of the programme

**Qualification**

Chartered Legal Executive Apprenticeship

**Additional qualifications**

CILEx Level 3 Professional Diploma in Law and Practice and CILEx Level 6 Professional Higher Diploma in Law and Practice

**Review**

This standard will be reviewed in three years.

## Chartered Legal Executive

Provide legal services to internal and external clients. Typical activities that will be carried out are:

- Taking client instructions
- Managing the inception, progression and completion of client matter
- Communication (written and oral) with internal and external clients
- Reviewing documents
- Drafting and producing legal documents
- Conducting and applying legal research
- Handling confidential and sensitive information
- Managing and applying financial information
- Negotiating on behalf of clients and representing clients in informal and formal proceeding
- Making decisions in legal matters based on legal principles or the rule of law and within all legal and regulatory requirements



## Key Areas of Study

Your learner will cover essential knowledge, skills and behaviours on their programme. The full menu of options for what can be covered is outlined below, and you can select the areas of most importance for your organisation.

## Knowledge and Understanding

### Business & Ethics in Law

- Understand the different business models operating in the legal services sector.
- Understand one's own organisation and the part of the legal services sector in which it operates.
- Understand the ethical issues and obligations applying to the provision of legal services, including the IPS Code of Conduct requirements, other rules and regulatory requirements and how to act inclusively and respect diversity.

### IT

- Use available technology to suit different purposes, and achieve the quality of outcomes required, and to store, retrieve and analyse information.

### Commercial Awareness

- Understand commercial practices relevant to one's area of work and have an awareness of commercial practices of one's organisation.

### Finance

- Understand the basic financial methods and drivers of one's own organisation.

### Risk & Compliance

- Is compliant with legal organisational and regulatory policies and procedures.
- Understands the risks.

### Technical

- Has a broad base of legal knowledge to draw on, and a detailed understanding of the law, practice and procedures of own specialist area of practice.

## Skills and Behaviour

### Communication Skills and Literacy

- Use accurate and suitable language in communication – written and oral.
- Represent and advise a client through effective communication, including negotiation and advocacy, where applicable and permitted.

### Numeracy

- Ability to read and understand numbers used in different ways, interpret results and present findings accurately.

### Planning & Organising

- Plan and meet deadlines expeditiously in order to deliver outcomes for the business.

### Working relationships

- Ability to work co-operatively with others towards achieving internal and external clients' objectives.

### Client relationship management

- Client focused with an ability to build strong relationships with client and third party contacts at all levels.
- Provide clear advice to clients or service users.

### Research

- Ability to identify, gather and present relevant information from appropriate sources to order this information in terms of importance, relevance and value and to use it to carry out required tasks.
- Ability to undertake legal research and produce research notes.

### Drafting & Accuracy

- Ability to draft and present legal documentation which is accurate and appropriate.

### Data & File Management

- Understand, implement and maintain filing and recording systems and procedures.

### Critical thinking and problem solving

- Analyse, interpret, critically evaluate and synthesise information in order to apply the law appropriately to a client's situation and advise on solutions to legal problems.

### Providing legal advice

- Give succinct and practical legal advice to clients in terms that they can easily understand.

## Adaptability & Resilience

- Ability to work under pressure and willingness to accept changing priorities and work patterns when new jobs need to be done, or requirements change.

## Personal development

- Proactive in own development, commitment to the job and the sector, ensuring knowledge is up to date and progressing. Evaluate own professional skills and legal knowledge.

## Team working & collaboration

- Establish effective working relationships with others.

## Honesty & Integrity

- Apply the rules of professional conduct appropriately to relevant situations. Demonstrate an understanding of the need to avoid discrimination and promote equality and diversity.
- Understand when work is beyond own capability; openly admits mistakes/difficulties and seeks guidance and support as appropriate.

## Motivation & Enthusiasm

- Demonstrate a positive and proactive approach to work. Take responsibility for own actions.

## Qualifications\*

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Current Chartered Institute of Legal Executives (CILEx) qualifications which need to be achieved (holders of qualifications, such as a law degree, may be eligible for exemptions):

- CILEx Level 3 Professional Diploma in Law and Practice
- CILEx Level 6 Professional Higher Diploma in Law and Practice

## English & Maths

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Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment. For those with an education, health and care plan or a legacy statement, the apprenticeship's English and maths minimum requirement is Entry Level 3. A British Sign Language (BSL) qualification is an alternative to the English qualification for those whose primary language is BSL.

*\* CILEx/IPS reserves the right to re-consider and amend the qualification structure in light of further consultation.*

## Training, Tutoring and Assessment

The delivery model for our legal apprenticeships uses a blended model of face-to-face contact with online learning activities via our dedicated Virtual Learning Environment (VLE). We offer both day time and evening College attendance to suit the specific needs of a wide range of employers. This approach also allows us to meet the needs of a wider range of students, giving them direct access to the teaching and assessing staff within a classroom setting, along with their peers, but also the flexibility to do follow-up work and preparation remotely via the dedicated course pages on the VLE.

The whole programme takes approximately five years to complete, at which point your learner can start their final assessment. The pace at which the learner progresses will be driven by both you and them. We will work closely with you to plan and deliver appropriate support and training. Your apprentice will mainly learn on the job, but training and one-to-one tutoring are a key part of the new apprenticeship standards, not just assessment, with more time on tutoring as part of the 20% off-the-job training.

We will carry out joint reviews with you at regular intervals to discuss progress. You can use your normal performance management processes to monitor the progress of the learner, provide feedback and guide development. Your learner will be expected to keep a portfolio to track their learning and development throughout the apprenticeship.

As part of the on programme assessment your learner will work to gain CILEx Level 3 Professional Diploma in Law and Practice and CILEx Level 6 Professional Higher Diploma in Law and Practice.

## End Point Assessment

In conjunction with the College, you will be asked to formally sign-off that the learner has met the minimum requirements for knowledge, skills and behaviours within the apprenticeship standard and confirm they are ready to move on to the final assessment. This will consist of two parts; each part will be assessed by CILEx Regulation or a body chosen by CILEx Regulation for this purpose. The two parts are as follows:

**Portfolio:** Throughout the apprenticeship, you apprentice will keep a portfolio of evidence demonstrating the skills, behaviours and knowledge they have acquired.

**Case Study:** The case study will, where possible be taken from your apprentice's caseload, or where this is not possible we will provide a scenario. Through the case study your learner will demonstrate the necessary underpinning skills and knowledge drawn from their development throughout the apprenticeship. The learner must demonstrate the ability to run a legal matter from start to finish, including collating the facts of the client's case, the relevant law and how it applies to the case, how the information was communicated to the client, together with further actions taken to represent the client and the outcome.

*For more information on the assessment for Chartered Legal Executive please see the full assessment plan in the Apprenticeship Standard documentation. We will arrange the End Point Assessment.*



## Apprentice Entry Requirements

There are no formal entry requirements. However it is recommended that students have a minimum of four GCSEs at grades C or above (including English Language or Literature) or equivalent qualifications. Individual employers may identify any additional relevant entry requirements for employment in terms of previous qualifications or other criteria.

## Progression Opportunities

Students successfully completing the Higher Professional Diploma in Law & Practice at Level 6 will become Graduate members and will be working towards being admitted by CILEx as a Fellow (and thus fully qualified). Once all the components of the course have been successfully completed, it is necessary to carry out supervised work of a legal nature for at least 20 hours per week over a period of three years. Two of these years will be accrued during the first two years of the apprenticeship, alongside Level 6 study. At that point you will be eligible to apply to become a qualified Chartered Legal Executive lawyer, and a CILEx fellow. The third year of the apprenticeship focusses on getting apprentices admitted as CILEx Fellows.

## More Information

To find out more about the opportunities and financing of apprenticeships and to discuss your particular requirements, please email [employer@sheffcol.ac.uk](mailto:employer@sheffcol.ac.uk) or call **0114 260 2600** to speak to one of our friendly employer advisors.

## Get In Touch

### Email

[employer@sheffcol.ac.uk](mailto:employer@sheffcol.ac.uk)

### Call

0114 260 2600

### Twitter

@sheffcol

### Facebook

[facebook.com/thesheffieldcollege](https://facebook.com/thesheffieldcollege)

### LinkedIn

[linkedin.com/company/the-sheffield-college](https://linkedin.com/company/the-sheffield-college)



## Why choose The Sheffield College?

As one of the region's largest providers of apprenticeships, The Sheffield College is more than just your local provider; we deliver the dedicated support you need to source, train and get the best out of your apprentice.

*We have extensive experience in delivering CILEx qualifications and have a large and growing part-time provision at Level 3 and Level 6, including the Graduate Fast Track Diploma. In terms of high achievement, in January 2017 examinations, 80% of our September 2016 apprentice cohort passed both their CILEx examinations, compared to an average unit pass rate as published by CILEx of between 50-60%. We are awaiting the results from the June 2017 examinations but we are expecting the same or better results. This reflects, among other things, the quality of our teaching and learning and the knowledge and experience of all delivery staff. It also reflects the hard work and efforts made by our apprentices who feel motivated and supported by the College and the delivery team.*

*We help you get the best deal by finding the right funding and we handle the paperwork to make the process of arranging an apprenticeship training programme as smooth as possible. Our employer partnership team, apprenticeship tutors and assessment staff are experts, and we invest time and money in training and upskilling them regularly so their knowledge is up-to-date and industry standard.*

*At The Sheffield College we go above and beyond; we know that every business is different and we help to develop apprentices who will meet the needs of your business.*