



*a professional approach for professional people*

# Chartered Legal Executive Apprenticeship

## Level 6

### **BOOST YOUR BUSINESS WITH APPRENTICESHIPS**

The new apprenticeship standards allow you to bring new talent through the ranks and train your team with the skills they need to help your business succeed.



CHARTERED INSTITUTE  
OF LEGAL EXECUTIVES  
ACCREDITED STUDY CENTRE  
2017-2018

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#### Why the Chartered Legal Executive apprenticeship is good for your business

A Chartered Legal Executive is a lawyer who has followed a prescribed route to qualification set out by the Chartered Institute of Legal Executives (CILEx). Chartered Legal Executives are eligible to become partners in law firms.

An apprentice completing the Chartered Legal Executive Apprenticeship will complete the Level 3 and Level 6 CILEx Professional qualifications as part of the Apprenticeship. In addition they will be required to pass an independent end point assessment at the end of their Apprenticeship.

#### Your apprentice will achieve:

- CILEx L3 Professional Diploma in Law and Practice
- CILEx L6 Diploma in Law and Practice

#### Typical job roles include:

Partner in a law firm, independent practitioner running your own legal business, advocate or judge, senior role in legal departments of commercial organisations, charities, governments and local authorities

#### What does this apprenticeship lead to:

Following achievement of the Level 6 Apprenticeship, apprentices will be able to progress to the Solicitor (Level 7) Apprenticeship

#### This approach will provide the apprentice with confidence and understanding in key areas such as:

##### Knowledge

- Business and ethics in law
- Commercial awareness and finance
- Risk and compliance
- Technical legal knowledge
- Drafting legal documentation accurately
- Providing legal advice

##### Skills

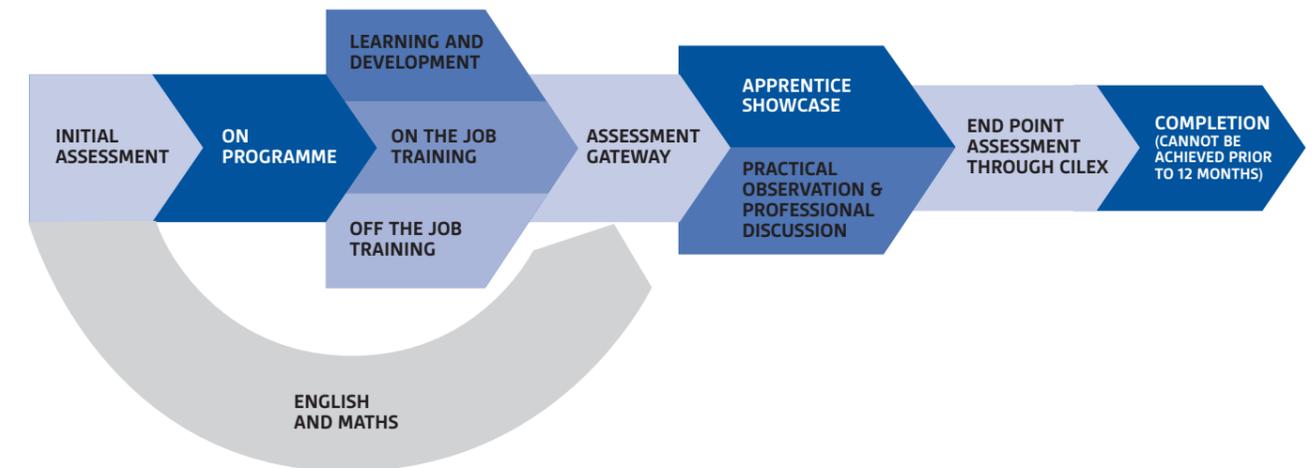
- IT & Technical
- Finance & Research
- Communication Skills and Literacy
- Planning & Organising
- Client relationship management
- Data & File Management
- Critical thinking and problem solving

##### Behaviours

- Adaptability & Resilience
- Personal development
- Team working & collaboration
- Honesty & Integrity
- Motivation & Enthusiasm

## The apprenticeship

Your step by step guide to taking on a apprentice



#### Your apprentice must:

- Be paid at least the national minimum wage
- Be an employee
- Work with experienced staff
- Learn job-specific skills
- Study during their working week (including attending our training centre)

#### Hiring your apprentice

There are several steps to taking on an apprentice:

- You can identify your own apprentices
- Advertise your apprenticeship - we will do this for you through the 'recruit an apprentice' service
- Select your apprentice and make an apprenticeship agreement and commitment statement with them

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### Why apprenticeships?

Here are just a few of the benefits of hiring an apprentice:

- Apprenticeships are a great way of attracting enthusiastic talent with fresh ideas
- They can be tailored to specific job roles, making them flexible to the needs of the business
- Apprenticeships provide you with the skilled people you need for the future
- Apprenticeships can help reduce staff turnover, by increasing employee satisfaction and loyalty
- Apprenticeships are a tried and tested way to recruit new staff, re-train or upskill existing staff
- The average apprenticeship improves productivity by over £10,000 per year
- When you employ an apprentice below the age of 25, you are no longer required to pay employer National Insurance contributions for them

Whatever sector you're in, there are so many benefits that apprentices can bring to your business.

### Apprenticeship Funding

Levy paying employers (employers with a paybill over £3m per year) – your levy funds can be used to pay for apprenticeships.

If you are a non-levy paying employer 90% of the apprenticeship training and assessment costs will be paid by the government and you will only have to contribute the remaining 10%.

Government incentives are available if you take on apprentices between 16 – 18 years of age.



To find out more  
please contact us on:  
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or email: [apprentices@apt4u.training](mailto:apprentices@apt4u.training)

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