

Business Administration Apprenticeship Legal Pathway

Legal Administrators play a vital role in law firms and in-house teams. They support fee-earners and clients, contribute to organisational efficiency and resolve issues.

Eligibility

Apprenticeships are available for new or existing employees of all ages, including graduates, who need to develop skills.

Fees

All or most of the fees are funded by the government or via the Apprenticeship Levy, with additional incentives for employers of under-19s. Contact us for specific information.

Recognised Qualifications

Relevant CILEx legal units as well as the Business Administrator Level 3 Apprenticeship.

Career Progression

The apprenticeship can be a gateway to management or more senior support roles.



Structure and delivery

This apprenticeship takes about 15 months. Apprentices will have a personal Damar trainer who will help students and their employer to design the programme and will stay in regular touch. Delivery is a blend of:

- Online content supporting the development of relevant knowledge and skills
- 1:1 or online workshops underpinning the e-learning content
- Review meetings with their Damar trainer and manager

Over the course of the apprenticeship, students will build an electronic portfolio of evidence that showcases their knowledge, skills and behaviours. If Apprentices do not already have maths and English at level 2 or above students will also study these as part of their apprenticeship.

After a minimum of 12 months, when Apprentices have completed their portfolio and are meeting the standard required, students will progress to the final assessment. This is:

- A 60 minute online knowledge test
- An interview with the examiner about their portfolio
- A presentation on a project they have completed or a process that they have improved

Specialist content

Depending on the role, apprentices study three CILEx units in either:

- The legal environment
- Proofreading
- The area of law most relevant to their team

Or

- Proofreading
- Text processing
- Audio typing

Wider content

The apprenticeship will help students to build their knowledge and skills and put these into practice.

Knowledge

Apprentices will develop an in-depth knowledge of their organisation and the legal environment. This part of the course will cover:

- Their organisation and the part that their role plays
- Customers (internal and external) and other stakeholders
- Relevant law and regulation
- Business fundamentals
- Their organisation's policies and processes
- The impact of market forces, political and other external factors

Skills

Apprentices will develop the skills to apply their knowledge and support career progression, including:

- Relevant IT packages
- How to produce accurate documents and records
- Decision making
- Influencing and communication skills
- Effective planning and organisation
- Project management

Behaviours

Apprentices will make a positive contribution to their organisation's culture, showing:

- Professionalism
- Integrity, reliability, motivation
- Adaptability
- Responsibility
- Proactivity

Commitment

Apprentices will spend a minimum of 20% of their working week on the apprenticeship.