

# Chartered Legal Executive Apprenticeship

Chartered Legal Executives provide legal services to internal and external clients. They carry out a range of activities including, but not limited to: taking client instructions; managing the inception, progression and completion of client matters; drafting and producing legal documents.

## Eligibility

New and existing staff can benefit, provided they have completed CILEx Level 3 Certificate in Law or have equivalent/higher legal qualifications.

## 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

CILEx Level 6 Diploma in Law and Practice.

## Professional Status

On completion, Apprentices will be able to apply to become a Fellow of the Chartered Institute of Legal Executives.



## Benefits to your business

- Attract and retain talented, ambitious new talent
- Develop and quality assure existing fee-earners
- Widen your talent pool
- Fully/part-fund professional qualifications for your team

## Who is the apprenticeship for?

Prospective lawyers who would benefit from a structured training programme leading to professional qualifications. By the end of the apprenticeship, students will:

- Manage the inception, progression and completion of client matters
- Draft, produce and review legal documents
- Conduct and apply legal research
- Handle, manage and apply confidential and sensitive financial information
- Negotiate and represent clients in informal and formal proceedings
- Make decisions within all legal and regulatory requirements

## Structure and delivery

A blended learning programme taking between two and five years. Students will have a dedicated tutor who tailors the programme and provides mentoring and support via face-to-face and remote visits. Technical content is delivered by subject experts via webinars and e-tutorials. Exams and formal assessments take place in January and June each year. The CILEx units that apprentices study will depend on their prior qualifications and the practice area in which they work. They may include some CILEx Level 3 units in the first year of the apprenticeship if students have not already completed these (or have exemptions). At Level 6, apprentices will study:

- One law unit plus its linked practice unit
- Two further law units
- Client care and legal research

## Commitment

Apprentices will need to spend a minimum of 20% of their working week on their studies.