

Paralegal Apprenticeship

Paralegals provide legal support whilst working under supervision. Amongst other duties, typical activities may include managing data/records, reviewing documents, drafting and producing legal documents and standard forms, and assisting with the inception, progress and completion of client files.

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.

Career Progression

The apprenticeship can be a gateway to more senior legal roles, in particular Chartered Legal Executive or solicitor apprenticeships.



Benefits to your business

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

Structure and delivery

Two-year, blended learning programme. The apprentice will have a dedicated tutor who tailors their programme and provides mentoring and support via face-to-face and remote visits. Technical content is delivered by e-learning supported by specialist tutors. Most students study the following CILEx Level 3 units or equivalent:

- Introduction to law and practice
- Client care and legal research
- A law and practice pathway most relevant to their work

Commitment

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

Who is the apprenticeship for?

Prospective paralegals or unqualified fee earners who would benefit from a structured training programme leading to professional qualifications. By the end of the apprenticeship, students will:

- Understand relevant legal and regulatory requirements
- Have sufficient competence and legal knowledge for the role
- Be able to undertake legal and factual research, use precedents and draft documents and assist with matters
- Manage themselves and their work so tasks are completed on time and to an appropriate standard
- Work effectively with colleagues towards the achievement of client and team objectives