

# Legal administration apprenticeship

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

- Newly appointed apprentices or existing employees working in administrative role in a law firm or in-house.
- Apprenticeships are open to people of all ages, including graduates, who need to develop new skills.

## Fees

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

## Recognised qualifications

Relevant City & Guilds/CILEx legal units as well as the Business Administrator Level 3 Apprenticeship.

## 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



## Apprenticeship 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 and small group tutorials underpinning the online 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

Apprentices will study up to four City & Guilds/CILEx units in:

- The legal environment
- Proofreading
- The area of law most relevant to the team Apprentices work in
- Legal terminology
- Audio typing
- Text processing

## 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.

