



INTERMEDIATE & ADVANCED APPRENTICESHIPS IN LEGAL ADMINISTRATION

The intermediate apprenticeship in legal administration is a nationally recognised qualification suitable for anyone who is starting out on an administrative or secretarial career in a legal environment. The advanced apprenticeship in legal administration is the next step up and is designed for apprentices who are taking on more responsibility and/or are pursuing a career as a legal secretary. There is more independent learning at this level. The content of both qualifications is designed to ensure that apprentices develop the skills needed to provide excellent administrative support within a legal environment. Apprentices also learn about the English legal system including, if appropriate, about the specialist practice area in which their firm or team specialises.

The core qualification within the intermediate apprenticeship is the **City & Guilds Level 2 Diploma in Legal Administration**. At advanced level, apprentices study towards the **City & Guilds Level 3 Diploma in Legal Administration**.

THE QUALIFICATIONS

The wide range of mandatory and optional units means that the apprenticeships can be tailored to suit individual job roles. Compulsory units cover the underpinning skills and knowledge required by all legal administrators - things like business communication skills, working within a legal environment, professional development and legal proofreading. The optional units allow the apprenticeship to be tailored to the individual's job role and the practice area in which their firm or department specialises. Here apprentices might learn, for example, about managing diary systems, providing reception services or administering case files. Units on the legal environment and practice-area specific units in areas such as contract law, negligence, civil litigation, family law, employment law, wills or conveyancing ensure that apprentices gain an understanding of the services provided by their firm.

The qualifications are designed to test not just whether the apprentice has the requisite knowledge but also whether they are applying their knowledge and skills correctly and consistently in the workplace. This is done via a range of methods. As well as formal assignments and tests, apprentices have to create a portfolio of evidence that proves that they are putting their skills into practice.

Where apprentices do not already have good GCSEs in English, maths and IT, the apprenticeship incorporates functional skills qualifications to ensure the apprentice has the literacy, numeracy and IT skills that they will need for their role.

These apprenticeships are delivered primarily via regular 1:1 tutorials in the workplace, supported by web-based and more traditional training materials. The apprentice works in partnership with their Damar legal trainer and the line manager and progress is reviewed at regular intervals. Between visits, the apprentice and their supervisor are able to contact the trainer by email and telephone. They can also check progress online at any time by logging in to the apprentice's e-portfolio.

Suitable roles for legal administration apprentices:

- Legal administrator
- Business support administrator
- Legal support assistant
- Legal secretary

Duration:

Intermediate: 12-15 months
Advanced: 12-18 months

Enrolment:

Year round rolling programme



**FOR MORE INFORMATION CALL DAMAR ON 0161 480 8171
TO DISCUSS YOUR NEEDS WITH A MEMBER OF OUR TEAM.**