



## **Frequently Asked Questions**

**February 2013**

## FAQs on the Higher Apprenticeship for Legal Services

### For potential employers

Question	Response
What is a higher apprenticeship?	<p>A higher apprenticeship is a structured programme of learning consisting of a mixture of vocational 'on the job' learning leading to a competence based qualification and academic learning which leads to a formal knowledge based qualification pitched broadly at the same level as the first year of a degree. Apprentices must be employed during the training period and will be paid a wage. There is government funding available to support the costs of training delivery and the total amount varies according to the age of the apprentice.</p>
Who is the higher apprenticeship aimed at?	<p>The higher apprenticeship is aimed at young people who are likely to have achieved good GCSE and A Level results or an appropriate Level 3 vocational qualification, but who have decided that they do not wish to proceed to university. For whatever reason, a work-based training route is the best for them.</p> <p>Alternatively, they may already be working in a legal setting, perhaps in legal administration. Some apprentices may progress from an advanced apprenticeship. Strictly speaking, there is no age restriction for entry to a higher apprenticeship but for apprentices who start after 31<sup>st</sup> July 2013 public funding support is unlikely to be available for apprentices over the age of 23.</p> <p>Apprentices must be living and working in England to qualify for public funding support for their training.</p> <p>There is a Higher Apprenticeship in Legal Services under development in Wales. In terms of the competence and knowledge based qualifications, the structure will be the same as for England. Funding for Welsh apprentices is provided by the Welsh Government.</p>

<p>How much funding support will I get if I take on a Higher Apprentice?</p>	<p>It is difficult to be specific about this. If your apprentice is under 19 years of age, it is likely that the cost of the training will be funded in full. If the apprentice is 19 year or above, the funding for training is reduced by 50%. If the apprentice is aged 24 and above, then it is unlikely that public funding will be available.</p> <p>The funding is claimed by your approved training provider unless you, as an employer, have a contract with the National Apprenticeship Service. However, if your organisation has fewer than 250 employees and you have not employed an apprentice since April 2009, you may be eligible for a further grant of £1,500.00. This AGE 16-24 grant has recently been introduced by the Department for Business and Innovation (BIS).</p> <p>For information about funding in Wales, consult the Welsh Government website: <a href="http://www.wales.gov.uk/topics/educationandskills/skillsandtraining/employers">http://www.wales.gov.uk/topics/educationandskills/skillsandtraining/employers</a></p>
<p>What kind of things as an employer, might I need to do to support my apprentice?</p>	<p>You will be responsible for a range of things to support your apprentice including:</p> <ul style="list-style-type: none"> <li>• Paying their wage</li> <li>• Providing any internal supervision and mentoring</li> <li>• Working with the training provider to agree the training programme, including allowing time away from their job or study leave for distance learning, progress reviews, assessment etc.</li> </ul>
<p>What are the benefits for my business of having an apprentice?</p>	<p>These can include:</p> <ul style="list-style-type: none"> <li>• Public funding to support the training of the apprentice</li> <li>• Having a nationally agreed, structured training programme developed in consultation with employers across the legal sector and which will help firms to: <ul style="list-style-type: none"> <li>- Fill skills gaps</li> <li>- Help to recruit and retain high calibre staff</li> <li>- Motivate the workforce because they feel 'valued'</li> <li>- Widen access and improve the diversity of the workforce.</li> </ul> </li> <li>• Being viewed as a 'learning organisation' investing in the future of the workforce</li> <li>• Promoting staff loyalty to the organisation.</li> </ul>

<p>There are 3 areas of law planned for the Higher Apprenticeship in Legal Services:</p> <ul style="list-style-type: none"> <li>• Personal injury</li> <li>• Insolvency/Debt recovery</li> <li>• Commercial litigation</li> </ul> <p>Do apprentices have to cover each area?</p>	<p>No, the apprenticeship is designed so that apprentices and their employers will select just one area of law to focus on during the training period. This will be between 24 – 30 months in duration.</p> <p>This makes it an ideal training framework for small, niche companies to recruit and train their ‘paralegal’ staff. It is also useful for larger organisations with departments dedicated to these areas of practice.</p>
<p>Why have these pathways been selected for development?</p>	<p>Early consultation with employers indicated that these areas are the ones that would be most useful to them. It may be that in future we shall be able to develop additional pathways e.g. land law and conveyancing, probate etc.</p>
<p>Can I use the apprenticeship to train existing staff?</p>	<p>Yes, providing they are moving into a new job role or are taking on additional responsibility at work.</p>
<p>How will the training be delivered and assessed?</p>	<p>The training programme consists of two main qualifications:</p> <ul style="list-style-type: none"> <li>• A competence based qualification which can largely be delivered in the workplace. Competence is professionally assessed, usually by a specialist assessor from the training provider. The evidence can take a variety of forms and may include taped discussions, statements from the apprentice’s supervisor or line manager, as well as copies of work etc. produced by the apprentice. Evidence can be anonymised or left ‘in situ’ to ensure that there are no issues around client confidentiality.</li> <li>• A knowledge based qualification which will need to be delivered either away from the workplace or within the workplace but not while the apprentice is performing their job role. The form of delivery for the knowledge based qualification will depend on the training provider but include day release e.g. at a local FE college or training provider, distance learning or a mixture of both. Assessment of the knowledge based qualification will largely be by formal examination with two units, Client Care Skills and Legal Research Skills being assessed by skills based tasks assessed by the training provider, moderated by CILEx.</li> </ul> <p>In addition, apprentices must have good English, Mathematics and ICT skills. If they have already achieved GCSEs at Grade A-C or their equivalent, these may be accepted as evidence of competence in these areas. If they do not have these before registering for the higher apprenticeship, additional training and support will be built into the training programme to help them achieve the required level.</p>

When will the Higher Apprenticeship in Legal Services become available?	The formal launch of the Higher Apprenticeship in Legal Services will be in March 2013 with the first apprentices starting their training programme in April 2013.
How can I get involved in the delivery of the Higher Apprenticeship in Legal Services?	For more information, contact the National Apprenticeship Service on <a href="http://www.apprenticeships.org.uk/Employers.aspx">http://www.apprenticeships.org.uk/Employers.aspx</a> Further information about the Higher Apprenticeship in Legal Services can also be found on: <a href="http://www.cilex.org.uk/study/legal-apprenticeships">http://www.cilex.org.uk/study/legal-apprenticeships</a> and <a href="http://www.legalhigherapprenticeships.com">http://www.legalhigherapprenticeships.com</a>

## For potential apprentices

Will I be employed if I become an apprentice?	<p>Yes, all apprentices are employed for at least 30 hours per week, e.g. in a law firm, or in a legal department of a large company. Whilst the legal minimum wage for apprentices aged under 19 or in the first year of their apprenticeship is £2.60 per hour, most legal employers pay more than this. If you are 19 years of age or older, you will be paid at least the national minimum wage.</p> <p>Many apprentices are employed on a permanent contract from day one, but you may also be employed on a 'fixed term' contract. Because the apprenticeship gives your employer an opportunity to see the quality of your work 'first hand' over a period of time, many apprentices who initially start on a 'fixed term' contract, then go on to become permanent employees.</p> <p>In order for your employer to qualify for public funding to support your training, you must be living and working in England. In Wales, funding is provided by the Welsh Government to apprentices living and working in Wales</p>
I am already working as a paralegal in a law firm. Can I become a higher apprentice?	<p>Provided the job matches the apprenticeship, anyone can become an apprentice.</p> <p>However, public funding to support your training is generally only available if you do not have a qualification higher than A Level.</p> <p>If you are aged under 24, then it is likely that some funding will be available, although</p>

	<p>your employer will have to contribute to the cost if you are 19 or over. From 1<sup>st</sup> August 2013, funding for apprentices aged 24 and over will not be available and apprentices (where they are eligible) will be able to fund their apprenticeship through a student loan.</p> <p>Alternatively, your employer may choose to sponsor your learning on the programme and cover the cost of the training in full.</p>
I have a degree in law and I am currently working as a paralegal. Can I become a higher apprentice?	If your employer wishes you to follow the structured apprenticeship training programme to help you become more effective and efficient in your job role, then it will be possible to do so. However, as you already have a qualification above Level 4 it is unlikely that any public funding will be available to support your training.
How long will the apprenticeship last?	<p>The length of the training programme will be between 24 – 30 months</p> <p>Some apprentices e.g. those who are already working in a legal environment, may qualify for some exemptions to the qualifications but it is important to note that the amount of public funding available for the training will be reduced accordingly. The <b>MINIMUM</b> length of time for the apprenticeship will be one year.</p>
Where can I expect to go after I have completed my apprenticeship?	<p>The progression routes for a Higher Apprenticeship in Legal Services are varied and include:</p> <ul style="list-style-type: none"> <li>• Progressing to the CILEx Level 6 professional qualification and eventually becoming a Chartered Legal Executive Lawyer.</li> <li>• Continuing to study e.g. by taking a part time degree course in law</li> <li>• Progressing within your company to a more responsible position</li> <li>• Gaining membership of a relevant professional organisation.</li> </ul>
How can I find out more?	<p>For general information about apprentices, go to: <a href="http://www.apprenticeships.org.uk/Be-An-Apprentice.aspx">www.apprenticeships.org.uk/Be-An-Apprentice.aspx</a></p> <p>For more information about the Higher Apprenticeship in Legal Services, go to: <a href="http://www.cilex.org.uk/study/legal-apprenticeships">http://www.cilex.org.uk/study/legal-apprenticeships</a> and <a href="http://www.legalhigherapprenticeships.com">http://www.legalhigherapprenticeships.com</a></p>

For more information on apprenticeships, go to:

- <http://apprenticeships.org.uk/Employers>
- <http://www.apprenticeships/Be-An-Apprentice>
- <http://www.wales.gov.uk/topics/educationandskills/skillsandtraining/employers>