



**A RESPONSE BY**

**THE CHARTERED INSTITUTE OF LEGAL  
EXECUTIVES TO THE SOCIAL MOBILITY &  
CHILD POVERTY COMMISSION'S CALL  
FOR EVIDENCE ON WHAT PROGRESS  
HAS BEEN MADE IN INCREASING ACCESS  
TO THE PROFESSIONS**

**5 July 2013**

*[Handwritten initials]*

## Introduction

1. This response is submitted by the Chartered Institute of Legal Executives (CILEx) as an Approved Regulator (AR) under the Legal Services Act 2007.
2. CILEx engages in the process of policy and law reform to ensure adequate regard is given to the interests of the profession and in the public interest. Given the unique role played by Chartered Legal Executives, CILEx considers itself uniquely placed to inform policy and law reform discourse relating to justice issues.
3. As it contributes to policy and law reform, CILEx endeavours to ensure adequate regard is given to human rights and equality considerations and to the need to ensure justice is accessible for those who seek it. Where CILEx identifies a matter of public interest which presents a case for reform it will raise awareness of this within Government and advocate for such reform.

## About CILEx

4. CILEx was founded in 1963 and represents 20,000 members. The membership consists of 7,500 Fellows (Chartered Legal Executive Lawyers) and 12,500 students and paralegals. It has two wholly owned subsidiary companies. CILEx Law School provides legal education by distance and flexible learning; and ILEX Professional Standards, the entity to which CILEx as the Approved Regulator has delegated its regulatory functions.
5. CILEx was granted a Royal Charter in 2011. With a move to outcomes focused regulation and the introduction of Alternative Business Structures, this additional layer of regulation will further act to demonstrate the high standards to which CILEx adheres to in the public interest.
6. CILEx is also a nationally recognised Awarding Organisation, regulated by the Office of the Qualifications and Examination Regulator (Ofqual). Its qualifications sit on the accreditation framework and are available at Level 2, Level 3 and Level 6. CILEx also has plans to develop a Level 3 Advanced Apprenticeship in Legal Services to help create further diverse routes into a legal career. This will supplement the central role that CILEx took the lead on in the development of a government backed Level 4 Higher Apprenticeship in Legal Services ( see below).
7. A Chartered Legal Executive is a specialist lawyer who specialises in one or two areas of legal practice<sup>1</sup>. Subject to IPS regulatory

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<sup>1</sup> Unlike the LPC which trains solicitors for a number of areas which may not later be used in practice. The additional cost of this extra training may also prove to be a significant barrier to entry.

requirements, Chartered Legal Executive lawyers may act as advocates in open court<sup>2</sup> in the Magistrates' and County Courts. They may act as independent Immigration Advisers and Claims Managers. Chartered Legal Executive lawyers are also eligible for prescribed judicial appointments, including as first tier tribunal judges and as District Judges.<sup>3</sup> Fully qualified and experienced Chartered Legal Executive lawyers are able to undertake most of the legal activities that can be carried out by a solicitor and where they are supervised by a solicitor can also undertake activities which are reserved. They have their own clients with full conduct of cases.

8. Membership research indicates:

- 62% of members work for solicitor private practice firms
- 12% work in local government
- 3% work within a government department
- 12% work in a commercial company or other non-legal business
- 3% are self employed
- 47% have managerial responsibilities<sup>4</sup>

9. Chartered Legal Executives must adhere to a code of conduct and like solicitors they are required to complete Continuing Professional Development annually in order to keep abreast of the latest developments in the law and practice.

### **Children and Young People at School**

10. The issue of the link between the social position of parents and the child's ability to progress through career stages has been of particular interest since the 1990s, when evidence demonstrated that the children of the poor could rarely escape from their disadvantaged backgrounds. Part of the answer to that problem is earlier intervention and investment in primary and secondary education.

11. CILEx has been involved in a number of initiatives aimed at providing career support for young people through a range of communication channels, including:

- Contribution to the Skills for Justice Careers Pathway website
- Sponsorship of the TotalProfessions.com website
- Supporting VQ (Vocational Qualifications) Day
- Presentation at an average of 50 career fairs each year
- Sponsorship of and appearance in a range of careers publications
- Visits to schools and colleges on a regional basis

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<sup>2</sup> Fellows of CILEx can qualify as CILEx Advocates in specific areas of practice (criminal, civil or family) at which point they gain some rights of audience

<sup>3</sup> The First CILEx judge, Ian Ashley-Smith was appointed in August 2010, being appointed a Deputy District Judge on the South Eastern Circuit

<sup>4</sup> Members Omnibus Survey 2012: CILEx

- Supporting organisations which visit schools such as the Citizenship Foundation's Lawyers in Schools programme
  - CILEx is regularly involved in joint ventures with the Law Society and Bar Council, including initiatives targeting Black and Asian students in deprived schools.
  - Involvement with the 'Professions for Good' initiative, which has developed from the Milburn report. CILEx has played a key part in the 'Social Mobility Toolkit'.
  - Partnership working with the Judicial Appointments Commission and other stakeholders in the development of initiatives to increase diversity in the judiciary.
12. The CILEx professional qualifications can be accessed through 72 centres in England and Wales, of the English centres, almost 10% are located in postcodes registered as falling into the bottom 2% of the Multiple Deprivation Indices and 70% are located in the bottom 50%<sup>5</sup>. In addition, for students without access to a local centre, there are three providers including CILEx Law School offering the qualifications by distance and flexible learning.
13. CILEx also works with law firms including Pinsent Masons, Irwin Mitchell, Gordons, Minster Law and DWF to recognise their in-house legal training.
14. CILEx recruits a wide range of individuals into its membership. Although the majority of CILEx members are female, members come from a wide range of backgrounds both educational and social. The contribution that CILEx members makes to diversity influenced the Ministry of Justice in deciding that Chartered Legal Executives should be eligible for judicial appointments, and soon will include eligibility for coroner appointments. The House of Lords has also applauded CILEx in recognising its effort to take a "real lead in diversity" and recognised it has being a beacon in providing "second chance" professional entry to the profession that is open to people from a wider range of backgrounds than many of the learned societies<sup>6</sup>. There is no educational pre-requisite to registration with CILEx. Anyone can join with a view to becoming competent in the law and legal practice. Many partners today in law firms were introduced to the law via the CILEx 'learn and earn' route.

### **Diversity of CILEx Members**

15. On average, 74% of our members are women, and 36% of all our student members are black or of an ethnic minority (compared to 7.9% for the UK population as a whole). Research has indicated that 2% of CILEx members considered themselves to have a disability. Half of CILEx Council is female.

<sup>5</sup> The English Indices of Deprivation 2010 published 24/3/11

<sup>6</sup> Hansard: 5 April 2011: col 1687 per Baroness Hayter

## **Diversity of Staff**

16. Over 75% of CILEx staff are female and approximately 7.5% are from Black Asian Minority Ethnic (BAME) background. Approximately 14% are registered disabled.

## **Non Graduate Entry Route and Apprenticeships**

17. CILEx is unique in that it is open to all. CILEx is the only route to qualification as a lawyer which does not require university attendance. 81.5% of our members do not have parents who attended university, and only 2% of our members have a parent who is a lawyer. 75% of members attended state school. Only 9% attended a fee paying school; and 17% lived in households receiving income support.
18. Since May 2013 CILEx has also been offering aspiring lawyers the chance of an alternative apprentice route to get qualified whilst working in the legal sector. The CILEx Level 4 Legal Services Apprenticeship are a combination of on-the-job training and nationally-recognised qualifications. Anyone living in England, over 16 years old and not in full time-education can be an apprentice. They will be suitable for both new and existing employers and are available to all ages, although only certain ages of employee are eligible for government funding. For those aged 16-18 years, in England all training costs will be covered, and for those 19-24 years up to 50% will be paid by the government with the employer paying the rest. There are no age restrictions to funding in Wales.
19. The Level 4 Apprenticeship has been available since May 2013. It has been developed by CILEx, in consultation with employers across the legal sector, to meet the needs of new and emerging business requirements within the legal sector. The Level 4 Apprenticeship criteria has been designed primarily to serve as the main components in the Higher Apprenticeship in Legal Services, but they are also qualifications in their own right under the Qualifications and Curriculum Framework. It is equivalent of the first year of a university degree course and is designed to provide a route to becoming a qualified paralegal, with the potential then to progress to become a Chartered Legal Executive. The CILEx Law School has already two apprentices registered for the Level 4 Legal Services Apprenticeship. Appended to this submission is the Level 4 Legal Services Apprentice Qualifications Factsheet for further information<sup>7</sup>
20. In addition to the above, CILEx is also leading on the delivery of its Level 3 Advanced Apprenticeship working in partnership with Skills for Justice and with the additional support from the University of Law. It is likely to be available from September 2013. This apprenticeship will be set at the equivalent to A level in academic standard. It will be suitable

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<sup>7</sup> Appendix 1

for school leavers who wish to embark on vocational legal training rather than going to university.

### **Overcoming the Barriers**

21. CILEx has greatly appreciated the efforts of the Social Mobility & Child Poverty Commission to monitor the progress of the professions in improving social mobility and opening up further diverse routes into a legal career. CILEx has been the home of Apprenticeship style of "learn as you earn". We have been leading on vocational training in law for 50 years so continuing to lead on the development of the Legal Apprenticeships and opening up doors for an alternative route into law is only natural. CILEx research into the socio-economic profile of our members suggests the vast majority of the CILEx membership are not graduates, whether law graduates or otherwise. Our members tend to come from backgrounds where university attendance is not the norm, and the experience of family members in the professions is limited.
22. CILEx is a diverse organisation as a result of the opportunities that it affords individuals who do not fit the classic university undergraduate model in pursuing a career in law. Many of our members left school with limited qualifications and have gained their legal knowledge through working in law firms or other legal organisations whilst studying on a part-time basis. CILEx prides itself in producing lawyers who are not just well studied in the law and have extensive hands on experience of their own areas of specialism, but also a broad range of experience outside the law. Appended to this submission is the profile of our Vice President, soon to be President in July 2013, who started life as an Apprentice on the then Government Employment Training Scheme, equivalent of today's Modern Apprenticeships.
23. By continuing an open access philosophy, supplemented by our new Apprenticeship routes, CILEx will continue to contribute to diversity in the legal profession and the judiciary. Attached to this submission are several appendices illustrating our commitment to diversity and social mobility.<sup>8</sup>

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<sup>8</sup> Appendices 2-9

## **APPENDIX ONE**

### **Level 4 Legal Services Apprentice Qualifications Factsheet**

LEVEL 4 LEGAL SERVICES APPRENTICE  
QUALIFICATIONS FACTSHEET





## WHAT ARE THE CILEx LEVEL 4 LEGAL SERVICES APPRENTICE QUALIFICATIONS?



### What is an Apprenticeship?

Apprenticeships are a combination of on-the-job training and nationally-recognised qualifications. Anyone living in England, over 16 years-old and not in full-time education can be an apprentice. They are suitable for both new and existing employees and are available to all ages, although only certain ages of employee are eligible for government funding. For those aged 16-18 years, in England all training costs will be covered, and for those 19-24 years up to 50% will be paid by the government with the employer paying the rest. There are no age restrictions to funding in Wales.

Apprenticeships are ideal for younger people starting out on a new career, an adult looking to make a career change, or an employee who would like to develop their skills and knowledge to gain a promotion. Apprenticeships are flexible and are designed to offer a structured programme to fit around the needs of the individual and the employer. Learning takes place during employment for most of the time through gaining 'on the job' skills. However there is a training element which usually takes place at a local college or a specialist training organisation, or through distance learning providers. This off-the-job training is usually done on day release or over a number of days in a block, and leads to a nationally recognised qualification, such as those provided by CILEx.

For more information on the Apprenticeships in England please visit [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk), and for Wales please visit [www.wales.gov.uk/topics/educationandskills/skillsandtraining/employers](http://www.wales.gov.uk/topics/educationandskills/skillsandtraining/employers).

### About CILEx

CILEx is the professional association for Chartered Legal Executives, other legal practitioners and paralegals. CILEx currently represents 20,000 members and is one of the three main regulators of the legal profession in England and Wales. CILEx offers a unique route to a legal career and becoming a qualified lawyer without a requirement to having a law degree, although law graduates and graduates with non-law degrees can also qualify as a lawyer through the CILEx route.

The suite of CILEx Legal Services qualifications at Level 4 consists of the following:

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CILEx Level 4 Diploma in Commercial Litigation  
(Ofqual QCF Code: 600/7738/4)

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CILEx Level 4 Diploma in Debt Recovery and Insolvency  
(Ofqual QCF Code: 666/7737/2)

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CILEx Level 4 Diploma in Personal Injury Litigation  
(Ofqual QCF Code: 600/7734/7)

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CILEx Level 4 Extended Diploma in Personal Injury Litigation  
(Ofqual QCF Code: 600/7733/5)

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CILEx Level 4 Diploma in Providing Legal Services (Ofqual  
QCF code: 600/7735/9)

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These new qualifications, available from May 2013, have been developed by the Chartered Institute of Legal Executives (CILEx), in consultation with employers across the legal sector, to meet the needs of new and emerging business requirements within the legal sector. The qualifications have been designed primarily to serve as the main components in the Higher Apprenticeship in Legal Services, but each are also QCF qualifications in their own right.

## WHAT IS THE HIGHER APPRENTICESHIP IN LEGAL SERVICES?

The Higher Apprenticeship in Legal Services is a structured programme of learning which combines work-based learning with academic learning, leading to nationally recognised qualifications. The Higher Apprenticeship in Legal Services consists of two kinds of work-related qualification which assess these two main forms of learning.

An apprentice will undertake the following:

Type of qualification	What's its purpose?	Name of qualification
<ul style="list-style-type: none"> <li>■ A competence qualification</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>■ A knowledge qualification</li> </ul>	<p>To assess learning done on the job</p> <p>To assess knowledge and understanding associated with job role</p>	<p>CILEx Level 4 Diploma in Providing Legal Services</p> <p>One from the CILEx Level 4 Diploma in: Commercial Litigation, OR Debt Recovery and Insolvency, OR Personal Injury Litigation (or Extended Diploma in Personal Injury Litigation)</p>

The knowledge qualification is often described as a 'pathway' through the Higher Apprenticeship which enables an apprentice to develop the skills and understanding specifically relevant to the area of legal practice in which they work. The competence qualification is a generic work-based qualification relevant to all Legal Services apprentices.

Apprenticeships are work-based training and the learner must be employed before they can embark on an apprenticeship. Public funding in England is available to support the training of apprentices between the ages of 16 and 24 years. This

is dependent upon both the employment sector and the age of the apprentice. For further details, please visit the National Apprenticeship Service (NAS) website at [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk). For details for Wales, visit [www.wales.gov.uk](http://www.wales.gov.uk).

The level of learning required to successfully undertake both competence and knowledge qualifications is broadly equivalent to the first year of an honours degree. The duration of a Higher Apprenticeship will typically be 24-30 months. In addition to the main requirements identified above, the

Higher Apprenticeship also includes requirements for apprentices in relation to Functional Skills/Essential Skills/GCSEs in Maths, English and ICT, Employee Rights and Responsibilities (ERR) and Personal Learning and Thinking Skills (PLTS).

All learners undertaking programmes of learning towards the Level 4 Legal Services qualifications will be required to become members of CILEx. This brings all the benefits of being a member of an established Chartered Professional Body including independent regulation by ILEX Professional Standards (IPS).



## WHAT IS IN THE LEVEL 4 LEGAL SERVICES QUALIFICATIONS AND HOW WILL THEY BE ASSESSED?

### Knowledge qualifications

All four qualifications contain some units which are drawn from the CILEX Level 3 Diploma in Law and Practice, CILEX's first stage in qualifying towards becoming a Chartered Legal Executive lawyer.

Each of the qualifications is underpinned by two CILEX Level 3 Professional Skills units: Client Care Skills and Legal Research Skills. Achievement of these two mandatory units will demonstrate that the learners are able to develop effective working relationships with clients seeking legal advice and are able to research the law reliably and accurately. These units are assessed by CILEX written assignment tasks, delivered and assessed by tutors and moderated by CILEX. These units will be graded Pass or Fail only.

The CILEX Level 4 Diploma in Commercial Litigation also contains 1 other common unit from the CILEX Level 3 Diploma in Law and Practice: Law of Tort, and 3 new units: Contract Law (Level 4), and 2 new legal practice units: Resolving a Commercial Dispute in England and Wales and Tactics and Costs in Commercial Litigation. Candidates are required to achieve all units.

The CILEX Level 4 Diploma in Debt Recovery and Insolvency includes 3 new units: Contract Law (Level 4); and 2 new legal practice units: Personal

Insolvency and Corporate Insolvency. Candidates are required to achieve all units.

The CILEX Level 4 Diploma in Personal Injury Litigation includes the current Level 3 unit: Law of Tort, and 3 new legal practice units: Introductory Considerations for Personal Injury Lawyers; Preparations for Personal Injury Trials and Damages, Settlements and Costs in Personal Injury Cases. Candidates are required to achieve all these units and 1 underpinning law unit from: The Law Relating to Road Traffic Accidents; The Law Relating to Tripping, Slipping and Occupiers' Liability, and The Law Relating to Employers' Liability.

The CILEX Level 4 Extended Diploma in Personal Injury Litigation is also available for those apprentices who require a broader base of study in the law underpinning personal injury litigation. Candidates are required to achieve each of the underpinning law units in addition to the legal practice units identified above.

All the law and legal practice units for all pathways will be assessed by a 1½ hour examination set by CILEX and available twice a year (in January and June). Results will be graded Pass, Merit or Distinction. The overall qualifications are not graded.

### Competence qualification

The CILEX Level 4 Diploma in Providing Legal Services consists of 27 units in total from which learners must achieve a number of units totalling a minimum of 54 credits (usually 12 units). Learners are assessed across a range of business and management skills relevant to a legal services employee working at this level within an organisation. These include generic personal and interpersonal skills such as managing own workload and communicating effectively with people. They also include an understanding of ethical practice and the main requirements of statutory and regulatory compliance.

Learners are also required to choose a number of units, in consultation with their employer, which complement the work they are doing and enhance their overall understanding of how the legal organisation works. This could, depending on role and interests, include aspects such as case management, legal research, advising clients, but could also, depending on their responsibilities at work, include managing teams and monitoring the quality of individual and team working.

The qualification is assessed at work through the production of a portfolio of evidence. The portfolio of evidence is then assessed by a qualified assessor and verified by a CILEX external verifier.



## POTENTIAL JOB ROLES AND MEMBERSHIP ROUTES

### Job Roles

Level 4 learners may be fee earners working under supervision. They may work in a specialist department e.g. Personal Injury or Debt Recovery and Insolvency, or they may have more general legal responsibilities. The type of job role may often be referred to as 'paralegal' and job titles vary from organisation to organisation and with the area of specialism. Example job titles are: litigation executive, senior paralegal, RTA portal executive.

### Progression

Candidates working through the new Level 4 knowledge qualifications will achieve at least 2 units which are common to the CILEx Level 3 Professional Diploma in Law and Practice: Client Care Skills and Legal Research Skills. Exemptions against other Law and Practice units from the CILEx Level 3 Professional Diploma in Law and Practice may be granted, depending on the chosen pathway.

Learners wishing to progress their studies towards becoming a Chartered Legal Executive lawyer should complete the remaining Level 3 Professional Diploma units and move onto the CILEx Level 6 Professional Higher Diploma in Law and Practice. After completing this and the required qualifying employment period, a candidate would qualify as a Chartered Legal Executive.

*For further details of exemption opportunities visit*  
[www.cilex.org.uk/study/exemptions.aspx](http://www.cilex.org.uk/study/exemptions.aspx)



## QUALIFICATION STRUCTURES

### Knowledge Qualifications

#### CILEx Level 4 Diploma in Commercial Litigation

*All units are mandatory*

Unit	Type
Client Care Skills	Professional Skills
Legal Research Skills	Professional Skills
Law of Tort	Law
Contract Law	Law
Resolving a Commercial Dispute in England and Wales	Legal Practice
Tactics and Costs in Commercial Litigation	Legal Practice

#### CILEx Level 4 Diploma in Personal Injury Litigation

*Mandatory units:*

Unit	Type
Client Care Skills	Professional Skills
Legal Research Skills	Professional Skills
Law of Tort	Law
Introductory Considerations for PI Lawyers	Legal Practice
Preparation for Personal Injury Trials	Legal Practice
Damages, Settlements and Costs in Personal Injury Cases	Legal Practice

*Optional units, 1 from:*

Unit	Type
The Law Relating to Road Traffic Accidents	Law
The Law Relating to Tripping, Slipping and Occupiers' Liability	Law
The Law Relating to Employers' Liability	Law

#### CILEx Level 4 Diploma in Debt Recovery and Insolvency

*All units are mandatory*

Unit	Type
Client Care Skills	Professional Skills
Legal Research Skills	Professional Skills
Contract Law	Law
Personal Insolvency	Legal Practice
Corporate Insolvency	Legal Practice

#### CILEx Level 4 Extended Diploma in Personal Injury Litigation

*All units are mandatory*

Unit	Type
Client Care Skills	Professional Skills
Legal Research Skills	Professional Skills
Law of Tort	Law
Introductory Considerations for PI Lawyers	Legal Practice
Preparation for Personal Injury Trials	Legal Practice
Damages, Settlements and Costs in Personal Injury Cases	Legal Practice
The Law Relating to Road Traffic Accidents	Law
The Law Relating to Tripping and Slipping and Occupiers' Liability	Law
The Law Relating to Employers' Liability	Law



## Competence Qualification

Candidates must achieve a minimum of 54 credits.

Learners must complete:

- 6 mandatory units (28 credits) plus;
- A minimum of 18 credits from optional group 1 plus;
- A minimum of 8 credits from optional group 2

### Mandatory units

Unit Title	Credits
Comply with legal, organisational and regulatory requirements in the provision of legal services	5
Equality and diversity	6
Communicate effectively with people	5
Plan and manage your own workload	2
Drafting legal documents	7
Provide legal advice to clients	5

### Optional group 1

Unit Title	Credits
Developing a specification for legal work to be undertaken	4
Manage the financial considerations in relation to legal matters	5
Prepare for financial transactions with or on behalf of clients	5
Progress legal matters by conducting research	6
Preparing cases for representation in formal proceedings	5
Prepare file submissions for legal matters	4
Acting on behalf of clients in informal proceedings	5
Acting on behalf of clients in formal proceedings	7
Conclude legal matters	4

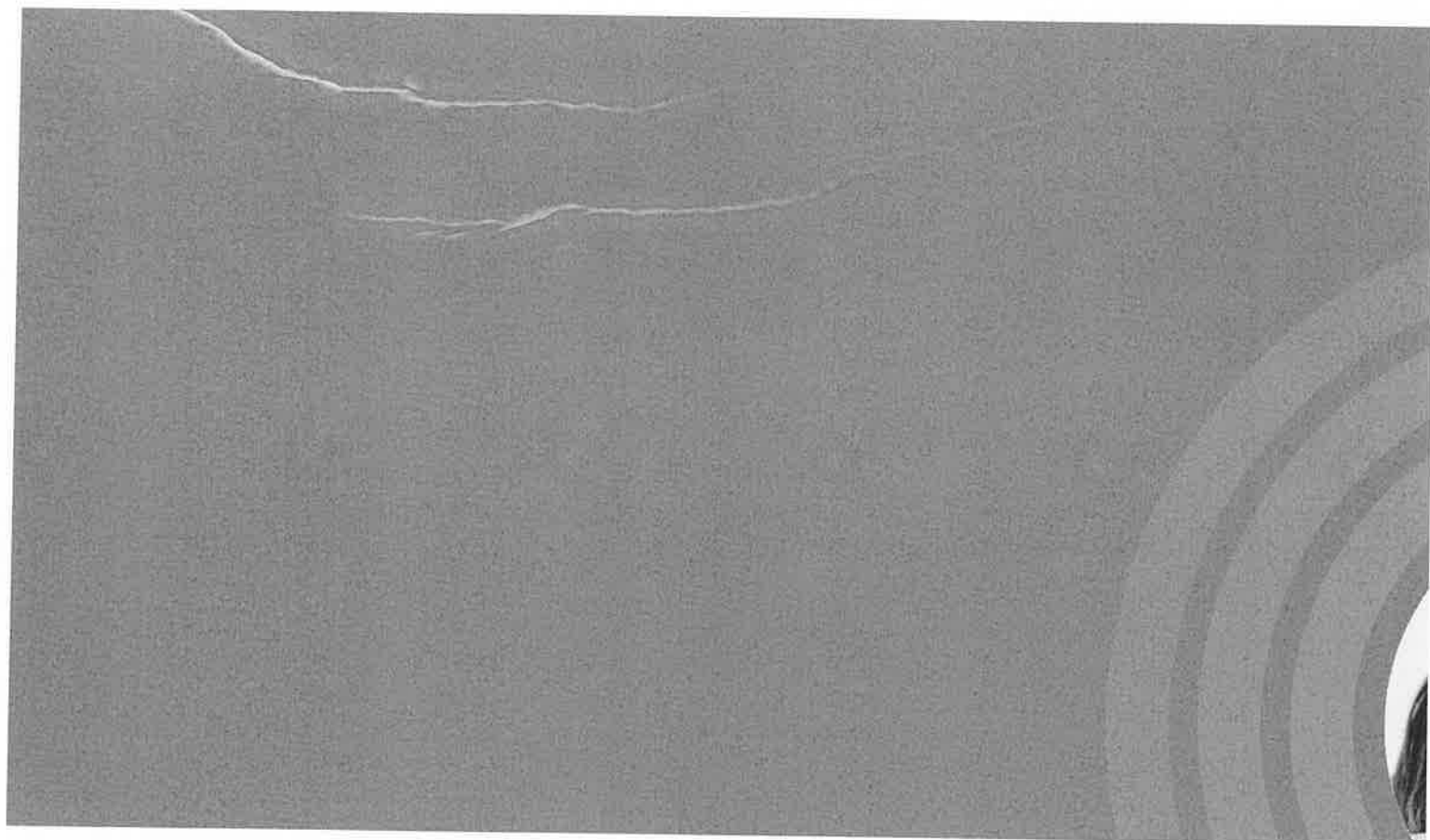
### Optional group 2

Unit Title	Credits
<b>Manage Interviews</b>	
Managing interviews with legal advice clients	3
<b>Case Management</b>	
Managing personal legal advice caseload	5
Managing legal advice cases	5
<b>Self and Team Management</b>	
Maintain and develop your own knowledge, skills and competence	3
Work in a business environment	4
Contribute to the improvement of team working	3
Plan, allocate and monitor work of a team	5
Provide leadership and direction for own area of responsibility	5
Manage team and individual performance in contact centre operations	5
Manage resource planning and improvement of resource allocation in a contact centre	6
<b>Business Development</b>	
Contribute to negotiations in a business environment	7
Develop, negotiate and agree proposals to offer services and products	6



"CILEx is already home to apprenticeship style learning. We've been leading on vocational learning in law for 50 years and we're the awarding body for the Level 4 Higher Apprenticeship in Legal Services. So continuing to lead on the creation of further legal apprenticeships and providing more options for paralegals and aspiring lawyers is only natural."

Diane Burleigh OBE, CEO of CILEx.



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Information correct at time of press. 18/03/2013.



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## **APPENDICES TWO TO NINE**

**Case Studies and President of CILEx, Nick Hanning's  
Lecture on 27 June 2013**



# Student law

## Access 'transformed' by apprenticeships

The non-university route into the law being developed by education providers could help to promote social mobility and make the legal profession more diverse, says **John Morgan**

Entry to the law will be transformed if legal education providers are able to implement their rival plans for apprenticeships, providing a non-university route into the profession and potentially giving access to greater numbers from disadvantaged backgrounds.

Bpp Law School is aiming to develop a degree-level apprenticeship for solicitors, combining work and study.

Meanwhile, the Chartered Institute for Legal Executives (CILEX) is already developing an apprenticeship equivalent to the first year of a degree on the skills ladder – and hopes to start on a scheme equivalent to A level.

Bpp recently received high-level backing when Matthew Hancock, the skills minister, noted that apprenticeships at bachelor and masters level would be officially recognised from next year, and said he was "especially excited" about Bpp's plans.

Peter Crisp, chief executive and dean of for-profit owned Bpp Law School, says that under the current typical six-year process for entering the law – undergraduate degree followed by Legal Practice Course and two-year training contract – it is "only the last two years where you get to engage with real clients".

Under an apprenticeship, entrants would be gaining work-based skills right from the beginning, addressing the "skills gap" often raised with the institution by law firms, Crisp says.

Apprenticeships could also have social mobility benefits and make the legal profession more diverse, Crisp argues, with the prospect of employer and government-funded study appealing to sections of society where university entrance is not the norm.

Study debts of up to £80,000 after a university degree and LPC are "not a very positive story to have to tell", he says of the message to students in Bpp's outreach work. "If we can say there is an alternative route where you don't have to go to university, that is going to be very attractive to people."

Bpp has had a "positive response" from key regulators the Solicitors Regulation Authority and Skills for Justice, and hopes to launch its apprenticeship in 2014, Crisp says. Although he added that there are "quite a few hurdles" to be cleared because it is a completely different way of qualifying.

Dr Nigel Spencer, director of learning and development at Reed Smith, one of the law firms working with Bpp on its plans, identifies "commercial learning" as one of the

### Gaining experience on the job

Stephen Gowland, below, is from a background that he describes as "single-parent village", took an apprenticeship route into law and now runs his own firm, ILS Solicitors, specialising in personal injury cases. While midway through A levels he knew he "didn't want to be a student for three or four years and end up with no money", so answered a Chamber of Commerce advert for the former Employment Training Scheme, the equivalent of today's Modern Apprenticeships.



Mr Gowland, 40, took exams with the Institute of Legal Executives while working on a placement at a law firm in Durham. After starting his training scheme in 1990, he became an ILEX Fellow and qualified as a legal executive in 1998, before taking a Legal Practice Course at university to qualify as a solicitor in 2001. Having qualified as a legal executive, he found he was "streets and streets ahead of a trainee solicitor – I had been working for so long in law firms and doing the job".

**“I didn't want to be a student for years and end up with no money”**

qualification route for legal executives is "apprenticeship-like", combining work and study.

And CILEX is also developing a Level 4 apprenticeship with Skills for Justice to come under the National Apprenticeship Service funding scheme and to launch in March. It is also talking to the College of Law and Skills for Justice about developing a Level 3 apprenticeship.

The Level 4 apprenticeship will include areas such as personal injury claimant, personal injury defendant and insolvency.

In contrast, Burleigh says that she sees Bpp's potential degree level apprenticeship as being a broader LPC-type qualification. "Personally, I'm not sure how you would structure a Level 7 and 8 apprenticeship to be as broad as an LPC", she says.

But she is positive about the focus on apprenticeships she sees emerging in the legal professions, seeing benefits both for entrants – "people and clients and issues and problems" – and for law firms.

Although she concedes that she may be "sticking her neck out", she is optimistic that City law firms would find themselves nudged into making their intake more socially diverse by pressure from clients, as they had been in past decades on increasing access for women. With the apprenticeship route, she adds that the "benefits to the business of bringing in talent from other places will start to make sense for bigger City firms".

"If you limit yourself only to university entrants frankly you are not getting all of the best talent in", she says.

areas where university law graduates often need further development. An apprenticeship could potentially "blend that in", he suggests.

"What we need to deliver to clients, ultimately, is a very commercial business adviser, who's expert at law, rather than a lawyer who knows a bit about business", he says.

But would an apprenticeship match everything provided by a university degree? Dr Spencer says any scheme would need to ensure that those enrolled "get all the critical thinking, the depth, they would get from going through the university route".

Diane Burleigh, chief executive of CILEX, highlights the fact that its existing

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**SWAP** your school hall for Whitehall by getting on the new Civil Service Apprenticeship Scheme. Designed to run alongside the sought-after Civil Service Graduate Fast Stream, the training programme has 100 places for school leavers to help shape Government policy. There are jobs in London, Yorkshire, the North West and West Midlands, including roles in the Department for Business, Innovation and

Skills, Education, Cabinet Office, Crown Prosecution Service, HM Revenue & Customs, Work and Pensions and the Ministry of Justice. Salaries will depend on the department and location but the minimum is £18,763. All trainees will work towards gaining a Level 4 Higher Apprenticeship in Business and Professional Administration. Sir Bob Kerslake, Head of the Civil Service, said: "I hope

young people come forward to learn what the scheme has to offer - it could be one of the best decisions they ever make." Applicants must have at least five GCSEs at grades A\* to C, including English language and maths, be aged between 18 and 21 on August 13, 2013, and able to start in September 2013. Applications are open until April 25 at [civilservice.gov.uk/cseapprenticeships](http://civilservice.gov.uk/cseapprenticeships).

**JOB SPOT**  
CONSULTANTS The Chemistry Group are looking to hire 11 apprentices. To find out more about what's being offered visit [thechemistrygroup.com/news](http://thechemistrygroup.com/news).

The railway industry need 50 more graduates to join their 18-month paid work placement, Track & Train. Graduates are employed for six months at Network Rail, then for a total of a year at a passenger or freight firm or another company within the rail sector. All trainees are paid £22k and roles include station and train teams, customer service and asset management. There are opportunities around the UK for grads to get work in their home area. You must apply by May 13. Find out more at [trackandtrain.org.uk](http://trackandtrain.org.uk).

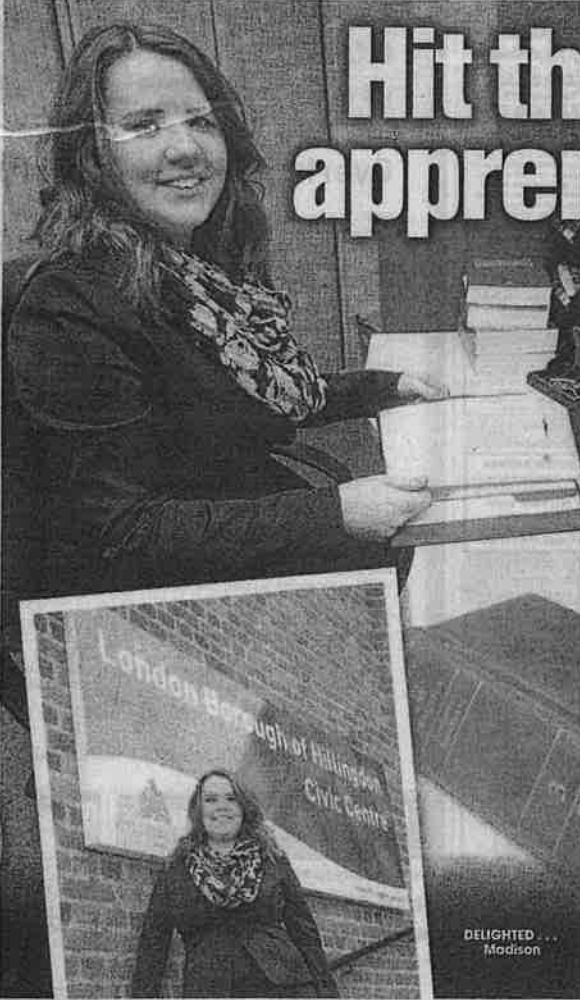


## TIME FOR TWITTER CHECKS

EMPLOYERS risk looking like twits after 17-year-old Paris Brown, above, quit her job as the UK's first Youth Police and Crime Commissioner over inappropriate comments she made on social networking site Twitter. Paula Whelan, employment law partner at Shake spears law firm, said: "Employers need to learn from this situation and quickly." "When recruiting for any new post, but particularly one in the public eye, it is no longer sufficient for them to simply ask a candidate whether there is anything else they should know. "More robust procedures may now be required to check a candidate's suitability - including some assessment of their online media profile. Paris's demise is a wake-up call for the digital generation and employers."

**JOB SPOT**  
NORTHAMPTON College have 17 vacancies for apprenticeships with local firms, including business admin, hairdressing and childcare. Visit [northamptoncollege.ac.uk](http://northamptoncollege.ac.uk).

EMPLOYERS are dragging out the interview process as more candidates apply for jobs, new research shows. In the past five years, the system has lengthened 27 per cent. Candidates now spend seven hours preparing for, or sitting, interviews - up 1.5 hours on 2008. Job hunters spend an average of ten weeks and five days finding and securing a job, compared to eight weeks and five days five years ago, say recruiters Randstad.



# Hit the bar as an apprentice lawyer

**NO**, being called to the bar doesn't mean it's your turn to get the drinks in.

A new scheme is giving Brits the chance to train to be lawyers without studying for a costly legal degree. The Level 4 Apprenticeship in Legal Services from the Chartered Institute of Legal Executives (CILEX) is equivalent to the first year of a university degree course. It makes the route to becoming a qualified paralegal much easier. There is also an option to become a Chartered Legal Executive Lawyer - that's similar to a solicitor but you specialise in one area of the law. The scheme has 750 places this year and it is hoped it will encourage people from all walks of life to enter the legal profession, traditionally seen as elitist. While there are no set entry requirements, firms are likely to impose their own minimum requirements, such as good GCSEs in maths and English. Firms get full funding for apprentices aged 16 to 18, while

half the cost is paid for those aged 19 to 24. Traineeships are being run in personal injury, insolvency commercial litigation and debt recovery. Nadine Lambke, business manager at Hillingdon Council in west London, has recently hired staff on the scheme. She told Sunemployment: "Anyone who has a good general level of education can participate."

## Energy

"The jobs market has never been more competitive so the scheme offers young people the opportunity to kick-start their legal career and gain a qualification at the same time. "Not only are CILEX legal apprenticeships a great way for young people to gain essential work-based skills and legal experience but we are also looking forward to seeing what fresh ideas, energy and skills they can bring to our teams. "You can apply now at [legalchierapprenticeships.com](http://legalchierapprenticeships.com) or find out more by visiting [cilexcareers.org.uk](http://cilexcareers.org.uk).

## FUTURE NOW IN HER COURT

**TEENAGER** Madison O'Callaghan is a Legal Business Administration apprentice with London's Hillingdon Council. Before starting the apprenticeship last February, she was worried about getting work, as she had only held weekend jobs while at school. So she was delighted when she was accepted on to the scheme. Madison, 19, from Iver Heath, Bucks, said: "As I hadn't gone on to do my A-levels, it's quite hard to find jobs with good career paths. "But I thought a two-year CILEX law apprenticeship would leave me with good future prospects. "One of the benefits of the CILEX route is that it's accessible to all, so there aren't any specific

qualifications needed prior to this apprenticeship. "You start your training from scratch and are not expected to have any experience. "From the outside, law seemed scary. I imagined lawyers to be strict and busy - and I've learned they are busy but they're also friendly, welcoming and very patient."

DELIGHTED... Madison

## CHANCE TO SHOW JAMES WHAT YOU CAAN DO

**ARE YOU** in? Dragons' Den star James Caan is offering one lucky Sunemployment reader the chance to turn their business dream into reality at a personal masterclass run by the canny multi-millionaire. Two weeks ago, Sunemployment told how James's Government-backed Start-Up Loans Company are helping 40 ambitious

young people each day to set up their own ventures. Now James, right, wants to hear your ideas and will spend 30 minutes with the winner at his plush London offices to help guide you to success. You may also be approved for a start-up loan to help you turn your business plan into a reality. For a chance of winning the masterclass,

just email your business idea, in fewer than 100 words, to [joannaiaawaon@startuploans.co.uk](mailto:joannaiaawaon@startuploans.co.uk) by midnight on April 28. Remember to include all your contact details and put **SUNEMPLOYMENT** in the subject field. We will be following the winner in Sunemployment to see how he or she gets on with their venture.



TURN OVER FOR LOADS MORE JOB OPPORTUNITIES



**KAREN KENNABY**

"I never thought I'd meet a man online, but I did. And we got married three years ago"

**SARB DHALIWAL**

"My confidence has soared since finally getting the job I had always dreamed of"

**WE REALISED OUR**

# secret ambitions

Whether it's getting fit, making a success of a new career or falling in love, five women tell Laura Greendale about their ambitions and how they've achieved them...

**CAROL FARLE**

"I learned to ride a motorbike at 50 and feel I can achieve at



## “A career in law felt out of reach until I retrained and landed my perfect job”

**Sarb Dhaliwal, 44, is married and lives near Guildford, in Surrey. She has two children, aged 18 and nine. She works as a chartered legal executive for a firm of solicitors.**

**Being a lawyer is something I'd dreamed of for years, but never thought I'd be able to achieve it. I loved reading about high-profile trials when I was a teenager, but I imagined it would be such a difficult profession to get into and I lacked confidence. Although I'd left school with decent O-level and A-level grades, I worried that I wasn't bright enough for such an academic qualification, and fell into a career in banking. When I started a family at 26, the dream of becoming a lawyer seemed to drift even further away.**

**But that changed when I was 33 and my daughter questioned me one day about why I didn't have a graduation picture hanging up at my parents' house alongside my brother and sister's.**

**It got me thinking about whether it was too late to pursue a law qualification. I did some online research and found out about a local college that ran part-time courses to qualify as a legal executive, which meant I could carry on working and still have time with my family.**

**I became determined to do this one thing for myself and used any spare money I had to pay for the course. My husband knew how much it meant to me and was really supportive, and that September, I enrolled to do a two-year professional diploma in law, and juggled a job in accounting with studying, which was mentally tough and took a lot of self-belief and motivation at times.**

**The late nights and reading law books in my spare time were all worth it when I opened the envelope on results day and discovered that I had achieved a distinction. I screamed with delight, as it sunk in that all those years of dreaming were finally becoming a reality.**

**Shortly after I qualified, I had my second daughter, and waited a couple of years before studying for my higher diploma. This took me four years to complete, which I did alongside my job. I was bursting with pride when I stepped on stage at the graduation ceremony and saw my husband and children beaming at me from the crowd.**

**I was lucky, because it was only a matter of weeks before I was offered a full-time job in debt recovery at a law firm. I've been there for three years, and my job is to offer legal advice to companies and individuals who are chasing funds, and issue court orders to those who owe money. Even though I don't go to court, I love preparing cases and I have the power to enforce county court judgements. My salary is higher than before, too, but I also get more job satisfaction. Every day, as I walk into the office, I think about how far I've come and how my confidence has grown as a result of achieving my ambitions.**

*For information about the Chartered Institute of Legal Executives, visit [cilexcareers.org.uk](http://cilexcareers.org.uk)*

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## ENTER THE DRAGON'S COMP

**DRAGONS'** Dan star James Caan is offering a week's "business bootcamp" to an aspiring entrepreneur. He is challenging people to assess the business risks and opportunities of running a stall on Oxford Street selling Diamond Jubilee-

themed T-shirts. The winner scoops a week of personal work experience with James and his team, visiting James's businesses in London and learning the ins and outs of

growing a company. James said: "I'm confident my challenge will attract some great talent." You can enter at [mykindacrowd.com/challenges/start-your-own-business-with-james-caan](http://mykindacrowd.com/challenges/start-your-own-business-with-james-caan)



**THERE** are hundreds of jobs going at the National Engineering & Construction Recruitment Exhibition at Birmingham's NEC tomorrow and Saturday. Entry is free. See [engineer-jobs.co.uk](http://engineer-jobs.co.uk).

## EARN A PACKET

CRISP firm Walkers are hiring 110 new staff for their giant Leicester factory. Positions available include 80 general operatives, 20 general support operatives and ten manufacturing technicians. You'll be working on top brands including the Red Sky and Walkers Extra Crunchy varieties. Applications are open until May 4 at [poptico.co.uk/careers](http://poptico.co.uk/careers).

## WORTH A GAMBLE

The odds are that this could be your lucky day. Casino chain Genting is hiring 150 staff for a new leisure complex in Sheffield.

The firm needs 70 gaming staff, with full training to be provided at croupier school. There are also opportunities to fill jobs in the complex's two restaurants, two bars, a late night lounge bar and a karaoke room.

A Genting spokesman said: "We seek people with a genuine passion for delivering exceptional customer service, who will strive to help us consistently create an outstanding experience for our customers."

To apply, email a copy of your CV, along with a letter indicating your preferred role, to [recruitment@gentinguk.com](mailto:recruitment@gentinguk.com).

## JOB

TRAVELodge want to hire 40 new apprentices to join their junior management programme. Send an email to [jump@travellodge.co.uk](mailto:jump@travellodge.co.uk).

## SPOT

## HELP OUT TO AID CV

CHARITY volunteering is one of the best ways to boost your job prospects.

Seventy-three per cent of employers would recruit a candidate with volunteering experience over one without, a study of 200 top businesses showed.

And 94 per cent of people who volunteered to learn new skills had either landed their first job, boosted their salary or been promoted, the TimeBank poll revealed. Volunteers are now being recruited nationwide by The Royal National Institute of Blind People.

It needs home-based researchers, box collectors, public speakers, events organisers, counsellors, employment mentors, campaigners and technology support staff.

Call 0845 603 0575 or email [volunteering@rnib.org.uk](mailto:volunteering@rnib.org.uk) for more details.

## STORE SHELF-STACKER RETRAINS AS LAWYER

# From aisle ... to trial

ARE you the next Erin Brockovich? Then join the 4,000 people a year taking the vocational route into law.

The feisty legal assistant, who took on the company responsible for polluting her town's water supply - and won the biggest legal settlement in US history - had her story made into a film.

And Julia Roberts, who won an Oscar for her portrayal of Erin.

Now the UK's legal profession is urging people from ALL backgrounds to train as lawyers.

More than half of solicitors and barristers attended private schools - and three quarters of judges. But the profession now wants to make itself as diverse as its clients, through training run by the Chartered Institute of Legal Executives (CILEX).

Courses are open to anyone who wants to become a lawyer without completing a traditional law degree. Students have included school leavers, legal support staff, mature students and single mums.

You can even start without any

qualifications. Student numbers are up 11 per cent on last year. About three quarters of trainees are women and 13 per cent are from ethnic minorities.

Trainees receive training in solicitors' offices or legal departments while also attending classes at colleges around the UK. There is an option for distance learning. CILEX chief executive Diane Burleigh said: "Three

quarters of our members have their fees paid by their employers, so CILEX can open up a career to people from all backgrounds."

A newly qualified Fellow can earn £25k-£35k. A legal executive can get up to £30k, doing the same work as a solicitor. Trainees can even go on to qualify as fully fledged solicitors.

About 20,000 jobs are on offer each year from legal secretaries and office juniors to solicitors and barristers.

The Manchester Law Society, Damar Training and the National Apprenticeship Service have 100 apprenticeships on offer, including paralegals, administrators, junior clerks and legal cashiers.



I WAS 30 AND WASTING MY LIFE

RACHEL COULSON juggled stacking supermarket shelves with a CILEX course - and now works for Russell Jones & Walker.

Rachel, 34, from Sheffield, said: "I started at the supermarket after A-levels. But as I hit 30 it dawned on me I was wasting my life. I saw leaflet about the CILEX course, to train as a legal executive lawyer. It was a four-year course that could be done by studying two evenings a week. It meant I could go to college before my job, which was nights."

"To qualify I needed five years' work experience in a solicitor's office, undertaking work of a legal nature, so I studied hard and took an online typing course. This let me land work as a legal secretary at Russell Jones & Walker."

"After 10 months, I was made personal injury litigation executive in our accident department and am now a senior member. I recommend CILEX. I have the job I always wanted."



## FIND OUT MORE:

[cilexcareers.org.uk](http://cilexcareers.org.uk)  
[thelop.org/legal-apprenticeships.html](http://thelop.org/legal-apprenticeships.html)  
[apprenticeships@manchesterlawsociety.org.uk](mailto:apprenticeships@manchesterlawsociety.org.uk)

## 40,000 TRAINING SLOTS

CALLING all small businesses - Britain's youngsters need you.

The National Apprenticeship Service is offering 40,000 new £1,500-apprenticeship grants to firms employing under 250 people if they take on their first trainee aged 16-24. Last year, more than 270,000 in that age

group started an apprenticeship, but the Government wants more.

Skills Minister John Hayes said: "Apprenticeships help thousands of young people discover the pride that builds successful careers."

Call 08000 150 600 to speak to an NAS adviser.

## JOB

AIRCRAFT fitters are currently required for contract work. Please send your CV to [aero-spacejobs@aecom.com](mailto:aero-spacejobs@aecom.com) or call 01329 227000.

## SPOT

## BLOGGING AWAY PAIN

THE humiliations and heartbreak of fruitless job interviews have spawned a new web phenomenon - job blogging.

More and more frustrated job seekers are documenting their experiences anonymously online. "Interview Queen" is one of the funniest, with tales of the doozies

of interviews, IT disasters and the agony of wanting work so badly the blogger would "sell my soul for 99p and some jelly babies". Read it at [interview-queen.blogspot.co.uk](http://interview-queen.blogspot.co.uk).  
o The site [experteer-blog.co.uk](http://experteer-blog.co.uk) has tips on how to tackle weird interview questions and write CVs.

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DON'T MISS! IT'S THE WEEK

# We beat the squeeze

Do you really have to put your dreams on hold because times are tough? We hear from three women who found new routes to success and happiness...

Make it work for you

## 'Our daughter got her dream job without going to university'

Denise Rabbetta, 49, a shop assistant, lives with her husband Wayne, 50, a chemical engineer, in Manchester. Her daughter Claire, 22, is a trainee solicitor.

**Denise says:** Claire left school with good GCSEs at 16, but wasn't sure what she wanted to do. She worked for a travel agency for a while, and ended up in their legal department. She loved it, and it made her want to pursue law as a career.

Sadly, we couldn't afford the cost of putting her through university and we hated the idea of her graduating with massive debts. Also, she'd have had to go to college to study for her A-levels first.

We talked about it at length and eventually we came across the ILEX scheme (see right), which involves studying law while working. Claire was really excited and the first step was when she landed a job as a legal

secretary with a local law firm, who agreed to pay for half her course and give her time off to study. This meant she was able to earn a salary and at the same time cut her study costs to just £800 a year, a fraction of what it would cost each year to go to university. Of course it's hard work, but it also means she's in a job where she'll be promoted, not competing with thousands of others to get work after many years of study.

**Claire says:** Studying and working at the same time is not the easiest option, but it's so much cheaper. I love what I do and I'm very committed to it. I hope to qualify as a lawyer in another two years. University would have been fun I'm sure, but it's such a luxury nowadays.

I have a brand-new car and I'm even saving for a deposit on a flat, something my university friends are unlikely to be able to do for several years.



Get the right job without the debts uni brings

### Make it work for you

How to improve your child's prospects without university

- ★ **Try an apprenticeship** The Apprenticeship Guide lists more than 200 jobs, including accountancy, construction and engineering. Visit [apprenticeshipguide.co.uk](http://apprenticeshipguide.co.uk)

- ★ **Study while you work** ILEX (Institute for Legal Executives) is a core route to becoming a qualified lawyer while working. Visit [ilex.org.uk](http://ilex.org.uk)
- ★ **On-the-job training** The NHS offers work training in nursing, therapy and technician jobs. Visit [stepintothens.nhs.uk](http://stepintothens.nhs.uk)

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## LEGAL EAGLE

*Her background meant she started her career a little later in life, but Harbens Kaur, 39, now has the job she always wanted*

Growing up in a very traditional Asian family, I was told my priority in life was to be a homemaker. So I left school with a handful of GCSEs, my arranged marriage took place the next year when I was 17, and we had two sons soon after. I loved raising my children, and I also worked full-time at a supermarket stacking shelves, but told myself that I wasn't going to do it for ever.

Ever since I was seven years old, I'd wanted to be a lawyer. Like my uncle, I'd badger him to tell me what cases he was working on, fascinated by the way he gathered information and pieced the puzzle together. Once the boys were a bit older I decided to see what steps I could take to start studying law. I discovered [www.lex.org.uk](http://www.lex.org.uk), the Institute of Legal Executives website, which seemed perfect - they offered flexible training and welcomed mature students from many different backgrounds.

I hadn't studied for years so I felt apprehensive starting my course - what if I couldn't do it? But I knew I was hardworking and dedicated, and hoped that the best I could do would be good enough. It was a bit of a juggling act fitting in my family responsibilities, my job and my studies, but my boys were always my first priority. I was doing my legal exams while my older son was doing his GCSEs, so we used to take breaks together - and when I struggled with the maths element of the course, my younger son helped me with percentages. He lent me his pencil case on my first day of college, and I still use it today.

The day I qualified in 2009 was one of the best of my life. My sons were clapping away and crying with pride at my graduation. Now I've qualified as a solicitor and have a Masters in law, and I'm so happy with what I've achieved, I've shown my children that you mustn't give up on your dreams - no matter what hurdles you face. If you work hard, you will overcome them.

‘My boys and I were both going to school at the same time, so it was a bit of a juggling act’

Harbens: ‘The day I qualified was one of the best of my life’



STYLING: JESSICA HARRIS; HAIR: JANEY; MAKEUP: JANEY; SHIRT: JANEY; DRESS: JANEY; SHOES: JANEY; BOOKS: JANEY; PENCIL CASE: JANEY; PAPER: JANEY; PHOTOGRAPHY: JANEY

Lecture - 27 June 2013  
DAC Beachcroft, London.

Nick Hanning  
President of the Chartered Institute of Legal Executives

**Reflections on the Governments Skills Agenda and the Legal  
Education and Training Review:**

**Or:**

**CILEx, Apprenticeships, and Legal Education and Training  
- a perfect fit.**



Thank you Mark. It's a great pleasure to be asked by our London Branch to address a very distinguished gathering on this topic especially as it amounts to the equivalent of a second invitation.

It is only a few weeks ago I had the honour of speaking at the CILEx President's Lunch and at an evening reception which followed. When arranging a speaker for the first time you are running an unknown risk even if it is a calculated one. Ask again though and it is a known risk and you have no excuses!

I must thank DAC Beachcroft for so kindly offering this room for the occasion. We owe a great deal to Beachcrofts; not only do they allow us to use a meeting room from time to time when we need a central location to meet, they also provide the most delicious chocolate biscuits to go with coffee.

It is a firm that long ago discovered the benefits of CILEx qualifications for their non-lawyer staff. Most of all, though, I must thank the firm for allowing Judith Gordon Nicholls to be our President in 2009. The support that Judith received was outstanding, and enabled Judith to undertake her duties as diligently as Judith wished to do. Thank you.

The invitation made it clear that this evening is part of our London Branch's celebrations for CILEx's 50<sup>th</sup> Anniversary. I had chosen the

topic some time ago, anticipating that the Legal Education and Training Reviews final report would have been published and possibly even old hat by now. So I've had to do some rapid reading over the last couple of days since its publication!

But in the context of what is ostensibly a birthday celebration, why have I chosen to talk about The Governments Skills Agenda and the Legal Education and Training Review.?

There are 2 reasons actually.

The first is that in practically all my speeches this year I have talked about the 50 year journey for CILEx; about how the founders would find the organisation and the Chartered Legal Executive of today so unrecognisable;

- so many women in our profession (74% of our membership),
- so many from ethnic minorities (36% of new students),
- so central to legal services and the legal professions,
- the small matter of a Royal Charter
- and such a plethora of rights our founders never dreamed of:
- rights of audience, eligibility for judicial appointment; partnerships; not to mention the prospect soon of reserved activity rights.

I'd love nothing more than to rehearse all that but I fear that my fellow Council members here tonight would simply lose the will to live if they had to hear it all again so I promised them I wouldn't mention it. Well, not much anyway ...

The second and the real reason is that much as we can be incredibly proud of what the Institute and its members have achieved, we can't rest on those Chartered laurels; nor will we.

We have to look at what the future holds for the legal profession, we have to look at what the future holds for legal services and we have to translate that into a qualification, admission and CPD process which is fit for purpose.

As a membership association and a regulator, besides rather obviously ensuring the conduct of members in practice, our role is to ensure that those future generations of lawyers and legal professionals are properly equipped to deliver the legal services which the consumer will demand and in the manner the consumer will demand.

What we do now is for the next generation and lays the foundations for the generations which follow. So we must look, as we are always looking, at legal education and training and, of course, apprenticeships.

As any historian will tell you, context is everything so in spite of all that talk of the future, I am going to follow the advice of the King of Hearts and start at the beginning, with the reason why CILEx exists at all.

I hope you will not be too alarmed to know that I shall adhere to the advice and so keep going until I get to the end. At which point, I promise, I shall stop.

So, in the beginning, it was 1892 when some 291 Solicitors Managing Clerks met in London, at Girdles Hall in the City, just down the road. They came together to establish not only a fraternal association, but for lectures and talks to keep themselves up to date with law and best practice.

In 1928 the managing clerks felt the time had come to be more organised; their members came from all over England and Wales, and meeting in London could no longer fulfil the need for education and training.

So the Solicitor's Managing Clerks Association was incorporated; it set standards. Branches sprang up all over the country for lectures, seminars, mutual support, dinners and professionalisation,

Their work was very successful. Managing Clerks gained increased standing in the legal community. So much so that they fell victim to the curse of flattery by imitation; or at least 'passing off'.

Over time, so many people without any training or qualification were calling themselves Managing Clerks that the concept of the Managing Clerk became tarnished and the progress gained was at risk.

By the 1960s it was a real problem; so much so that when OUR managing clerks decided to reinvent themselves they did so with the support of the Law Society, the Bar Council and the Judiciary and had very specific goals. Not only did they wish to establish a significant and rigorous qualification but they also aimed to emulate the Law Society's approach to the regulation of members. So it was that, in case you'd forgotten, exactly 50 years ago, in 1963, The Institute of Legal Executives was born.

There are two things to note from this brief history; the first is the emphasis always on education and training and good practice, the second is that this was done by people who saw themselves as support staff, supporting the work of their solicitor employers.

Nowadays they would come under the generic title of "paralegal". They learned their craft as they worked, sometimes at the knee, as it were, of

a solicitor, but for the most part from a Managing Clerk (who also, mostly, trained the articled clerks or trainee solicitors, as so many of our members still do).

They went to evening classes or “night school” as it was called; later you might be lucky and get day release to college. And on the face of it they did the job well. Certainly, many senior members of the judiciary speak kindly of the managing clerks and Legal Executives who briefed them and frequently claim “they taught me all I know, particularly about procedure”,

Of course now the Chartered Legal Executive is a lawyer; not quite the person so fondly recalled by the late Sir John Mortimer: and I quote from his book “The Summer of a Dormouse, A year of Growing Old Disgracefully:

*“An invitation to a dinner of legal executives. In the days when I knocked about the Probate, Divorce and Admiralty Division, they were known as Managing Clerks. They came in two varieties, either fat and cheerful, their pockets stuffed with summonses and affidavits, who would pant up the steps of the Law Courts and take a cheerfully optimistic view of your chances, “You’ll pull it off sir.” Or thin, and gloomily ironic. “Do what you can for her, Sir, in my view our woman doesn’t deserve a penny”.*

I do hope he was not disappointed when he came to our annual LUNCH and spoke so hilariously of his enthrallment with the law.

Now, as then, we learn not only the law and practice of the law in accordance with our qualification requirements, we also learn through our on the job experience how to handle all sorts of clients; to communicate with all sorts of people; to write legal letters and conduct telephone conferences; even to appear in court in chambers appointments with all the niceties of court etiquette - sometimes learning through catastrophe –

A very long time ago I had the 'interesting' fortune to do some work shadowing with a sole practitioner in Sherborne. He was old school and had a mixed practice mainly comprising family work and crime.

I remember him scolding my appalling telephone manner when I asked a client to 'hang on a minute' – I've not learned from that actually – but my worst moment was the first time I went to court with him.

He was running late as usual so when we arrived he was marching forward at pace and as I tried not to break into a run behind him he shouted over his shoulder 'follow me'.

He immediately barged through a set of double doors and to my belated astonishment came to an abrupt halt and just as I crashed full pelt into him, bowed to what I now know was the Magistrates' bench.

Amazingly he kept his balance but at the expense of his papers and books. While I made a feeble attempt to retrieve them I was consigned in no uncertain terms to the public gallery ...

So, one way or another, as we progress in our training we cover not only law and the practice of law, but skills too. Nor does CILEx let the grass grow under our feet. We regularly revisit our qualifications, and make improvements to meet modern legal sector needs.

Already many of these skills are more formally learned within our academic studies, through modules on client care and legal research.

The LETR report itself brings out the range of skills that respondents to the research identified as important for the modern lawyer. Communication skills, meaning, it seems, written skills and advocacy; client handling skills; legal research, digital literacy, ethics and professionalism, commercial awareness; problem solving, coping with stress (now there's an eye opener!), teamwork...and so on.



All of these have their place. All of them are important. But actually the report itself rather shrugs its shoulders and comments that a place must be found for all of these, somewhere...

Well, we believe there is a place for experience and observation. I am reminded by one of our members, for many years a rather put upon legal secretary –“oh yes,” she told me, rather wryly, “I know just how to communicate with and manage clients. I’ve spent years observing how not to do it....”

Needless to say that is not the most robust method of learning and there is work to be done across all the professions to test those skills and evidence their learning.

For our part we will continue to build upon the excellent work of IPS, supported by CILEx colleagues and members, in developing our new Work Based Learning outcomes and assessment, and the new approach to CPD.

And what are these? From this week Work based Learning replaces the old “Qualifying Employment” Rules. Whilst retaining a period of “time spent” now down from 5 years to 3 years, Work Based Learning is all about demonstrating competence against a series of learning outcomes,

covering everything from the practical application of the law through to professional conduct and business awareness.

Our CPD requirements will also move from “inputs” - don't you love regulation speak; to you and me this means points or hours – to what I'm told are called "outputs".

I don't pretend to be fluent in the language yet but I understand and embrace the concept. CPD is not about rocking up to a course in Equity Derivatives – whatever they are - because it was the only course left 3 days before the end of the CPD year.

CPD is about identifying your own development needs, tackling those, saying how they were tackled and reflecting on lessons learned. I know I will find the change hard to begin with; but I recognise its value in quality assuring our members' continuing competence and am very proud that IPS and CILEx are leading the way in the new approach.

Learning 'on the job' is of course the defining feature of an apprenticeship and many firms across the country refer to “taking on Apprentices”, when they actually mean recruiting from school leavers and offering them training via CILEx into a legal role in their firm. That was the norm in 1963.

Today a great many of our members come to us from jobs within the sector; legal secretary, paralegal, legal clerk, legal adviser, legal assistant, fee earner; the job titles are as legion as their backgrounds.

The school leaver route has not disappeared, but it has diminished, and with it, I believe, an element of gender diversity. We are an organisation very heavily female orientated, 74 % of the total membership, which is terrific in many ways. But if gender equality is what you are after, we need to find ways of encouraging more men, and young men at that, into our profession.

This is where the government's skills agenda may make a difference.

The previous government's drive was to get 50% of young people into a university education, to match the attainment levels of many of our current competitors, let alone emerging competitors.

And they got there, more or less. Whether those figures are sustainable given the cost of a university education remains to be seen but I suspect not. We are already seeing numbers drop and there is a real risk that a university education will be the preserve of the wealthy or the over-optimistic.

There was, however, a second policy emphasis, which was to build on the rediscovery of apprenticeships, now referred to as National Apprenticeships.

Although an ancient concept which stretches back to the guilds of the Middle Ages, by 1990 numbers had decreased from a high in the 1960s of 240,000 apprentices to only 53,000. Successive governments since 1993 have sought to improve the apprenticeship schemes which have gone through a number of iterations.

Substantively though, National Apprenticeships are intended to be rigorous in developing a broad range of skills: technical knowledge, functional skills (maths, English and ICT) and personal skills.

Why should government be so keen? Well, let me quote from the Prime Minister David Cameron, during a visit to CILEx's neighbour Milton Keynes during National Apprenticeship week:

*"Britain is in a global race ... If you want to win in a global race, you must let your people rise up and achieve their aspirations. And investing in apprenticeships is a win win situation. Good for (apprentices) because you get the chance to acquire skills that mean you have a really worthwhile career...it's a win for companies because the government is*

*putting money into apprenticeships that allow access to training and skills that are good for the company.”*

CILEx shares that view. CILEx has been a key partner with Skills for Justice and others to develop the Level 4 Apprenticeship in Legal Services; and with Skills for Justice and the University of Law in the development of Level 3 Apprenticeship pathways, as well as with the CPS in their Advanced Level 3 pathway in Criminal Prosecutions. We have worked with Skills for Administration to put units at the heart of their Business and Administration apprenticeships.

It is early days, I know, but I hope that all parts of the sector will recognise the value of apprenticeships, and introduce them as part of the business's mix of recruitment, training and development.

I also hope that businesses will not make the mistake of thinking that 'apprentices' equals 'cheap and cheerful labour' but understand the importance of there being an effective and accessible progression route.

In each of the areas in which we are involved we have built in progression routes, as we have always done with the CILEx professional qualifications. Our goal is to ensure individuals can make the most of their ambition – aspirations, in Mr Cameron's words - not merely at the behest of their employer but through their own choices.

If you ask employers what they want, they will ask for a round peg to fit a round hole; a narrow, technical or paralegal role usually bespoke to that employer.

CILEx has always resisted this *exclusive* approach. Our professional qualification certainly enables firms and individuals to pick and choose units for the round peg in a round hole. But it also has the flexibility for members to have individual developmental opportunities as well.

So it is with Apprenticeships. As well as delivering a qualification in its own right, there must be progression routes within the apprenticeship frameworks, as well as transferability in, out and across professions within the sector.

And only with such progression routes will those who come into the sector as apprentices be truly valued. Oh yes, they will be valued for their narrow, technical excellence.

"They taught me all I know" may be an affectionate and well-meaning gesture of appreciation but it is not recognition.

Without the embrace of the leadership of the sector, they will, I'm sorry to say, always be looked upon, no doubt kindly, as awfully good technicians, terribly useful paralegals, excellent value labour. Nothing more.

I believe there is a real danger here. If, as I've referred to earlier, the cost of going to university becomes such that only the wealthy attend, and everyone else has to hunt around for CILEx, or an apprenticeship, or something else, a hierarchy of practitioners will quickly develop.

Let's face it; we're rather good at that here. Our class system is unparalleled and an inexhaustible source of ridicule; Messrs Cleese, Barker and Corbett in *That Was the Week that Was* in the 60's, and Harry Enfield in the 80's shine bright in the memory.

A hierarchy of different grades of qualified lawyers is a Brave New World we do not wish to enter. It will be to the detriment of social mobility certainly, but also to the detriment of the real need to ensure that our legal services are delivered by the best. We need a sector that values who you are and where you are, not where you've been.

Apprenticeships are no panacea as the LETR report recognises. I quote: *"it is questionable how much difference the (apprenticeship) route will make in diversity terms, or whether employers will tend to use it as a mechanism for recruiting high calibre "A" Level students directly into paralegal roles. If this is so, then apprenticeships may do very little to interrupt the pattern of social disadvantage that is already present by the end of secondary education, and limit its continuation into the professions"*.

That is why CILEx will continue to offer open access to a legal career through its professional qualification structure as well as, now, through Apprenticeships. To quote the LETR; *"only CILEx qualifications offer career progression directly into a regulated profession."*

I've used the paralegal word a couple of times. There was talk throughout the work of the LETR of the role of the paralegal, often in terms of surprise that there are so many of them. As if they are a recent phenomenon. As if they are a problem. As if they might need regulation, control by...somebody.

The report itself reflects this surprise at finding them there. For example, it refers to "the occupation" suffering from a lack of identity and co-ordination, limited training and a lack of recognised qualifications. *"Nevertheless, it has still managed to become integral to the delivery of legal services...."*

Frankly, I find that level of befuddlement to be surprising. Read Dickens. Read Pepys. Even read Cicero! Paralegals have always been here.

Solicitors and attorneys have always employed people to do all sorts of legal work to support the lawyer. Whether known as Clerks, or Managing Clerks, there they are.



When the term "Managing Clerk" fell into desuetude these unqualified or part qualified people did not disappear.

Instead, not only did titles change as we saw from the legion earlier but also Legal Secretaries began to be used more for doing legal work as technology made the typing part of the job faster and freed them up for more legally advanced work.

For the past 20 years, it is this "in house" group that has formed a large part of our membership as they sought to gain recognised qualifications, recognition within the sector, and a career.

CILEx has always had paralegal members. In fact the majority of our members are paralegals. CILEx represents around 12,500 paralegals, the largest number of regulated paralegals in the UK.

As highlighted earlier, they have access to development, qualifications, and a diverse choice of career destinations. And while many choose not to progress to become lawyers, consumers can still rely on them because they are held to the same professional and ethical standards as lawyers. They are true professionals.

Throughout the LETR research stage, there was debate about the need or not for compulsory regulation of paralegals. The final recommendation

is clear: "There is not a strong case for requiring registration or individual regulation of those who are currently subject to entity regulation".

Well, regardless of the recommendations, what is essential is that businesses in some manner quality assure their staff, particularly when a legal business may be employing tens if not hundreds of non-lawyers to undertake legal work, all supposedly under the supervision of a small number of lawyers.

This is as much in the consumer interest, as it is in the sector's interest, for confidence in the rule of law depends so much on the transparent quality of our legal services.

The LETR recommends a single voluntary recognition scheme or paralegal quality mark, akin to the Scottish scheme. I have some difficulties with this recommendation. It has all the hallmarks of an expensive regime without the guaranteed quality assurance the public would expect from such a scheme. It also overlooks the 50 year history of CILEX "paralegals", and that measures of competence and knowledge already exist.

The LETR report itself recognises the significant dangers inherent in introducing a compulsory scheme:

- "The costs of creating a registration scheme may be considerable

- registration by itself does not necessarily offer any added guarantee of competence.
- Any register would need to operate in ways that maintained currency, accuracy and respect for the rights of applicants.
- One register built on one already maintained by a regulator may create difficulties in buy in if it were to appear to tie paralegals into a specific regulated profession, when they may have stronger affiliations elsewhere.
- It is not clear that the additional burden of registration is proportionate to the risks represented by paralegals.”

Indeed it is not. Nor is it clear what additional benefit is to be gained at the expense of such burden.

This has been a CILEx centric reflection on the LETR, and I make no apologies for that. There is much in the report that deserves reflection at leisure, and much that needs debating across the professional associations and regulators – to include our smaller brethren, some of whom may be concerned that their voices have not been adequately heard.

Sometimes it may not seem so, but I believe that the sector is not at all bad at coming together to discuss issues , develop relationships and

jointly take forward issues of pertinence, whether that is across the whole sector or by a couple of professions.

So the recommendation for a Legal Education Council I think is an unnecessary step; a “nice to have” idea perhaps but one I fear would cost too much, increase the burden of regulation, and remove regulatory responsibility from where it belongs; with the regulators.

I say we can work together so let's prove it. CILEx would like to start the ball rolling by proposing a Conference, or perhaps a Convocation of legal eagles, later this year, to debate – together - the recommendations and to work – together - to determine how best to take them forward - together. I know all the professions and their regulators will join us.

Mark, please forgive me. I'm acutely aware that rather like Banquo's Ghost I have distracted us from what was supposed to be a birthday party to celebrate again our wonderful 50 years.

I leave you with this last reflection on the Legal Education and Training Review:

The report says a great deal in a positive fashion about our approach to work-based learning; our understanding of competence assessment and day one outcomes, our pioneering work on CPD; and I pay tribute to the

Board of IPS, its Chairman Alan Kershaw, its Chief Executive Ian Watson and all the staff for their work in all these areas.

The report recognises our great story on social mobility. Of course there will always be more to do on standards, content, delivery, curriculum, assessment.

Our flexible and varied approaches to legal services education and training including apprenticeships, encompassing as it does the paralegal, the technician and the lawyer, with the focus on specialisation, in my view puts CILEx ahead of the game and at the forefront of how legal education and training can help to meet the regulatory objectives in the Legal Services Act, and, indeed, provide something of a model for the future.

You will be pleased to know I have reached the end and so, as promised, I shall stop.

## Media Release

27 June 2013

### **CILEx President calls for Legal bodies to work together on LETR**

Nick Hanning, President of the Chartered Institute of Legal Executives has today called for the legal professions to work together on the outcomes of the Legal Education and Training Review (LETR).

Speaking at the 50<sup>th</sup> anniversary celebrations of the CILEx London Branch, he said: "I say we can work together so let's prove it. CILEx would like to start the ball rolling by proposing a Conference later this year to debate – together – the recommendations and to work – together – to determine how best to take them forward – together. I know all the professions and their regulators will join us."

Nick Hanning used his speech to give his reflections on the LETR and the Government's Skills Agenda. He particularly struck a note of caution on Apprenticeships: "Many firms across the country refer to "taking on Apprentices", when they actually mean recruiting from school leavers and offering them training via CILEx into a legal role in their firm. ... I hope that businesses will not make the mistake of thinking that 'apprentices' equals 'cheap and cheerful labour' but understand the importance of there being an effective and accessible progression route."

He continued: "As well as delivering a qualification in its own right, there must be progression routes within the apprenticeship frameworks, as well as transferability in, out and across professions within the sector. ... I believe there is a real danger here. If the cost of going to university becomes such that only the wealthy attend, and everyone else has to hunt around for CILEx, or an apprenticeship, or something else, a hierarchy of practitioners will quickly develop."

Nick Hanning also reaffirmed his position on the regulation of paralegals, saying:

“What is essential is that businesses in some manner quality assure their staff, particularly when a legal business may be employing tens if not hundreds of non-lawyers to undertake legal work, all supposedly under the supervision of a small number of lawyers.”

He continued: “CILEx has always had paralegal members. The majority of our members are paralegals. CILEx is, in effect, the largest paralegal membership and regulatory organisation in the UK. ...The LETR recommends a single voluntary recognition scheme... I have some difficulties with this recommendation. It has all the hallmarks of an expensive regime without the guaranteed quality assurance the public would expect from such a scheme. It also overlooks the 50 year history of CILEX “paralegals”, and that measures of competence and knowledge already exist.”

He also paid tribute to the work of ILEX Professional Standards, the regulatory body of CILEx members, for their new outcomes-focussed approach: “CPD is about identifying your own development needs, tackling those, saying how they were tackled and reflecting on lessons learned. I know I will find the change hard to begin with; but I recognise its value in quality assuring our members' continuing competence and am very proud that IPS and CILEx are leading the way in the new approach.”

Nick Hanning addressed the 50<sup>th</sup> Anniversary Celebrations of the London Branch of CILEx on Thursday 27 June 2013.

#### **Notes to Editors:**

- Pictures of the event and a full transcript of the speech are available. Press enquirers should contact Richard Doughty on 01234 845710 or email [rdoughty@cilex.org.uk](mailto:rdoughty@cilex.org.uk)
- The Chartered Institute of Legal Executives (CILEx) is the professional and representative association for around 20,000 aspiring and practising Chartered Legal Executive lawyers across England and Wales. Chartered Legal Executives can become partners in a law firms, judges or advocates in open court.
- All CILEx members are independently regulated by ILEX Professional Standards.
- CILEx is unique in being a non-graduate route to qualification as a lawyer, as well as providing apprenticeships and a Graduate Fast-Track route which gives law graduates a more affordable and viable alternative to the LPC.
- CILEx opens up access to a career as a lawyer to all. 82% of members do not have a parent who attended university, and only 2% of members have a parent who is a lawyer.
- 74% of CILEx members are women and 36% of CILEx students are from a BAME background.
- Since 1989, over 95,000 people have pursued a successful career in law through vocational learning with CILEx.