

apprenticeship FRAMEWORK

Higher Apprenticeship in Legal Services (England)

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Higher Apprenticeship in Legal Services (England)

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Framework summary

Higher Apprenticeship in Legal Services

Higher Level Apprenticeship in Legal Services

This framework includes information on Personal Learning and Thinking Skills

Pathways for this framework at level 4 include:

Pathway 1: Commercial Litigation

Competence qualifications available to this pathway:

C1 - Level 4 Diploma in Providing Legal Services

Knowledge qualifications available to this pathway:

K1 - Level 4 Diploma in Commercial Litigation

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Pathway 2: Debt Recovery and Insolvency

Competence qualifications available to this pathway:

C1 - Level 4 Diploma in Providing Legal Services

Knowledge qualifications available to this pathway:

K1 - Level 4 Diploma in Debt Recovery and Insolvency

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Pathway 3: Personal Injury

Competence qualifications available to this pathway:

C1 - Level 4 Diploma in Providing Legal Services

Knowledge qualifications available to this pathway:

K1 - Level 4 Diploma in Personal Injury

K2 - Level 4 Extended Diploma in Personal Injury

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Framework information

Information on the Issuing Authority for this framework:

Skills for Justice (Justice, Community Safety and Legal Services)

The Apprenticeship sector for occupations in fire and rescue services, policing and law enforcement, custodial care, courts service, prosecution service, forensic science (also includes Legal Services, Youth Justice, Probation/Offender Management, Community Justice).

Issue number: 3	This framework includes:
Framework ID: FR02346	Level 4
Date this framework is to be reviewed by: 31/07/2018	This framework is for use in: England

Short description

This framework provides qualifications for those working in the provision of legal services, but who are not otherwise qualified lawyers. There is a rapidly growing group of occupations delivering legal services in the public, private and not-for-profit sectors. The wide range of roles includes: Private & Public Sector roles, such as:

- Trainee Legal Executive
- Senior Paralegal
- Senior Claims Handler
- Paralegal Team Leader
- Personal Injury Specialist
- Fee Earner
- Litigation Executive

Contact information

Proposer of this framework

This framework was originally proposed by the employers in the Legal sector. Broad employer input was collected through paper based surveys and employer engagement meetings which gathered the views of a wide range of individuals and organisations in private practice law firms and local authority legal departments, such as Thomas Eggar, DAC Beachcroft, DWF, Kennedys, Browne Jacobson, London Borough of Hillingdon, etc. The results of all the combined consultation informed the content and structure of this framework. The competence and knowledge qualifications in this framework are underpinned by National Occupational Standards (NOS).

Developer of this framework

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Issued by: Skills for Justice (Justice, Community Safety and Legal Services)
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Revising a framework

Contact details

Who is making this revision: Andrew Costello
Your organisation: Skills for Justice
Your email address: Apprenticeships@sfjuk.com

Why this framework is being revised

This framework is being revised to add details of the minimum expected duration

Summary of changes made to this framework

The 'Description of this pathway' section for each pathway has been updated with details of the minimum expected duration.

Qualifications removed

N/A

Qualifications added

N/A

Qualifications that have been extended

N/A

Purpose of this framework

Summary of the purpose of the framework

"Definition of Apprenticeships"

1. An Apprenticeship is a job with an accompanying skills development programme designed by employers in the sector. It allows the apprentice to gain technical knowledge and real practical experience, along with functional and personal skills, required for their immediate job and future career. These are acquired through a mix of learning in the workplace, formal off the job training and the opportunity to practice and embed new skills in a real work context. This broader mix differentiates the Apprenticeship experience from training delivered to meet narrowly focused job needs.
2. On completion of the Apprenticeship the apprentice must be able to undertake the full range of duties, in the range of circumstances appropriate to the job, confidently and competently to the standard set by the industry.

Legal Services

The legal profession in England and Wales currently has approximately 16,000 barristers, 110,000 solicitors, 7,000 Chartered Legal Executives and about 5,000 individuals operating in other legal professions such as Licensed Conveyancers. These professions are subject to a high level of mandatory regulation, the purpose of which is to protect the public. Mandatory regulation includes specifications regarding training and qualifications to become a Solicitor, Barrister or Chartered Legal Executive, the conduct of practitioners and their continual professional development.

The term 'Paralegal' is widely understood to describe a person qualified through education, training or work experience to perform substantive legal work and whose work, in the absence of a 'Paralegal', would be performed by a Solicitor or Barrister. It is important to remember that the term 'Paralegal' is not used by all employers and parts of the sector so job titles vary greatly.

The 'Paralegal' workforce is varied and ranges from those working to support solicitors and other regulated professionals to those working in-house in central government and local authority or corporate organisations. It also includes 'Paralegals' offering their services whilst self-employed. The occupation is growing rapidly. There are at least 50,000 'paralegals' working in England and Wales (Office for National Statistics. Labour Force Survey (LFS): Legal Associate Professionals workforce data 2010). Other estimates vary from 100,000 to 250,000.

The Skills for Justice 2010 Sector Skills Assessment highlights the key issues affecting the Legal Services sector:

- Recession has impacted on the sector in a number of ways. Corporate and commercial law firms have seen reductions in the volume of work e.g. Reduced merger and acquisition work. For high street firms, the slow down in the housing market will have reduced the number of conveyancing transactions, whilst crime (especially acquisitive crime according to government modelling) tends to rise when recession produces a rise in unemployment so parts of the Legal Sector may see workloads increase.
- Part 5 of the Legal Services Act 2007 introduces Alternative Business Structures (ABS) which are a new form of practice that will allow non-legal organisations (such as major supermarket chains) to provide legal services, and offer solicitors much greater flexibility in the way they practise. The introduction of ABSs will allow much wider options in how solicitors and non-solicitors can share the management and control of a business which provides reserved legal services to the public. ABSs will allow external investment and ownership of law firms.
- According to LFS data the number of legal associate professionals or 'paralegals' has more than doubled over the past 10 years. The work of 'paralegals', whilst regulated in some areas, is often not itself directly the subject of regulation, and hence standards of competence, conduct and service are not clearly developed and identifiable.
- Reductions in public spending include major (£150 million) annual cuts in the Legal Aid budget for England and Wales. The legal profession forecasts a significant impact on the access to Justice, and the closure of considerable numbers of law firms.

It is envisaged that the implementation of Alternative Business Structures from Spring 2012 will bring about significant change in the Legal Services sector. A likely outcome is a further increase in the number of 'Paralegals' delivering higher volume, lower cost services.

Higher Level Apprenticeship (Level 4)

At Level 4 there are three pathways: Commercial Litigation, Debt Recovery & Insolvency and Personal Injury.

1. **Commercial Litigation** refers to the disputes arising in matters of business such as corporate governance, banking transactions, mergers and acquisitions. The dispute usually involves money or other property.
2. **Debt Recovery and Insolvency** is about the recovery of monies owed to a particular party. Where individuals/organisations cannot pay their debts they are categorised as insolvent.
3. **Personal Injury** is a legal term for an injury to the body, mind or emotions, as opposed to an injury to property.

Apprentices will work in a variety of roles under a number of different job titles such as: Senior Claims Handler, Senior Paralegal, Paralegal Team Leader, Litigation Executive, Personal Injury Specialist, Fee Earner. Apprentices will deal with a range of cases in their chosen area. Within Personal Injury apprentices will usually either work with claimants or defendants.

This Higher Level Apprenticeship will contribute to meeting the skills priorities for England by:

- providing flexible access to a high quality Level 4 skills programme, which offers a real alternative to A Levels as an entry to the legal sector for those who prefer this style of learning and achievement
- creating new technical jobs as entry points with employers who historically have only employed a graduate workforce
- incorporating skills to improve the general literacy and numeracy in England
- using technical and competence qualifications, valued by employers, to increase productivity
- developing apprentices' Personal Learning and Thinking Skills, to build their confidence and creativity, improving their social and working lives
- developing apprentices' employability skills, making them more attractive to all employers, whichever career they choose
- providing a career pathway into jobs and training at technician level and higher, to provide the skills which the economy needs to grow
- building on the existing quality learning provision for the Justice sector in England

Aims and objectives of this framework (England)

Aim:

To create jobs for young people and those new to the sector whilst helping employers increase the diversity and demographics of their workforce, and to promote Legal Services occupations as rewarding career pathways and establish a route into other legal occupations.

Objectives:

- To develop a consistent national standard for Legal Services
- To contribute towards professionalising the paralegal workforce
- To aid recruitment and retention into Legal Service roles
- To highlight career paths and provide progression routes into higher level jobs
- To create new jobs for young people in local, regional, national and international businesses
- To provide a vocational route into the sector which links with existing routes into legal professional roles

Entry conditions for this framework

There are no formal entry requirements for this framework. However many employers will expect a high standard of literacy and numeracy e.g. GCSE grades A*-C, A Levels or a proven ability to work at this level, such as experience gained through employment or voluntary work.

Previous completion of the Advanced Level Apprenticeship in Legal Services may also be required by some employers.

Level 4

Title for this framework at level 4

Higher Level Apprenticeship in Legal Services

Pathways for this framework at level 4

- Pathway 1: Commercial Litigation
- Pathway 2: Debt Recovery and Insolvency
- Pathway 3: Personal Injury

Level 4, Pathway 1: Commercial Litigation

Description of this pathway

Commercial Litigation

The total number of credits that an apprentice must attain on the Qualifications and Credit Framework (QCF) for this pathway is: **103** credits

The credit values are broken down as follows:

- 54 credits competence qualification
- 49 credits knowledge qualification

Minimum duration for this pathway

Expected minimum duration for someone new to the occupation: 24 months*

**Please note that for learners new to the sector 24 months is the minimum in which the Apprenticeship is achievable, and it should not be assumed that this is an appropriate duration for all apprentices. In some cases, the Apprenticeship programme may last up to 30 months. Where the learner has no prior achievement in relation to the competence and knowledge qualifications, it is expected that these two components will take a minimum of 24 months.*

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional entry requirements for this pathway.

However it is expected that employers will look for apprentices that have A Levels or experience in commercial litigation e.g. those progressing from junior roles. Completion of the Advanced Apprenticeship in Legal Services may also be a requirement for some employers.

Job title(s)	Job role(s)
Senior Paralegal / Senior Legal Officer / Fee Earner / Litigation Executive (Commercial Litigation)	Manage cases related to legal controversy around business issues. Responsible for working with clients and progressing matters towards conclusion

Qualifications

Competence qualifications available to this pathway

C1 - Level 4 Diploma in Providing Legal Services					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/7735/9	CILEx	54	242	N/A

Knowledge qualifications available to this pathway

K1 - Level 4 Diploma in Commercial Litigation					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/7738/4	CILEx	49	290	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

The Level 4 Diploma in Commercial Litigation (600/7738/4) provides underpinning knowledge and understanding for the Level 4 Diploma in Providing Legal Services (600/7735/9).

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	N/A	
GCSE qualification in English (with enhanced functional content)	N/A	

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	N/A	
GCSE qualification (with enhanced functional content) in Mathematics	N/A	

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

N/A

Progression routes into and from this pathway

Progression routes into this pathway

Entry into this pathway may be:

- direct entry from school or college after completing A Levels
- direct entry from another occupation e.g. Paralegal, Administration, Customer Service etc.
- direct entry for existing staff progressing within an organisation
- direct entry from an Advanced Level Apprenticeship such as the Legal Services framework or Legal Administration pathway of the Business & Administration framework.

Progression routes from this pathway

Jobs:

- management roles within Legal Services
- professional roles within the legal sector such as Licensed Conveyancer, Notary, Chartered Legal Executive, Solicitor, Barrister, Costs Lawyer, Patent Attorney, Trade Mark Attorney (these will require significant further training and study, see the careers link below for further information)
- training and assessment roles within Legal Services
- other roles within the legal sector such as Legal Adviser

Further training and qualifications:

- other Higher Level Apprenticeships such as management
- professional Legal Services qualifications such as those offered by CILEx
- level 4 and 5 qualifications for Management & Leadership
- higher education courses such as qualifying law degrees (LLB)
- further education qualifications at level 5 and above
- For further information on careers in Legal Services see

For further information on careers in Legal Services see the Skills for Justice website:

www.sfjuk.com/sectors/legal-services/

UCAS points for this pathway: N/A

Employee rights and responsibilities

N/A

Level 4, Pathway 2: Debt Recovery and Insolvency

Description of this pathway

Debt Recovery and Insolvency

The total number of credits that an apprentice must attain on the Qualifications and Credit Framework (QCF) for this pathway is: **93** credits

The credit values are broken down as follows:

- 54 credits competence qualification
- 39 credits knowledge qualification

Minimum duration for this pathway

Expected minimum duration for someone new to the occupation: 24 months*

**Please note that for learners new to the sector 24 months is the minimum in which the Apprenticeship is achievable, and it should not be assumed that this is an appropriate duration for all apprentices. In some cases, the Apprenticeship programme may last up to 30 months. Where the learner has no prior achievement in relation to the competence and knowledge qualifications, it is expected that these two components will take a minimum of 24 months.*

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional entry requirements for this pathway.

However it is expected that employers will look for apprentices that have A Levels or experience in debt recovery & insolvency e.g. those progressing from junior roles. Completion of the Advanced Apprenticeship in Legal Services may also be a requirement for some employers.

Job title(s)	Job role(s)
Senior Paralegal / Senior Legal Officer / Fee Earner / Litigation Executive (Debt Recovery and Insolvency)	Manage a caseload of debt recovery and insolvency files and assist clients with the recovery of outstanding debts. Responsible for working with clients and progressing matters towards conclusion.

Qualifications

Competence qualifications available to this pathway

C1 - Level 4 Diploma in Providing Legal Services					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/7735/9	CILEx	54	242	N/A

Knowledge qualifications available to this pathway

K1 - Level 4 Diploma in Debt Recovery and Insolvency					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/7737/2	CILEx	39	250	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

The Level 4 Diploma in Debt Recovery and Insolvency (600/7737/2) provides the underpinning knowledge and understanding for the Level 4 Diploma in Providing Legal Services (600/7735/9)

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	N/A	
GCSE qualification in English (with enhanced functional content)	N/A	

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	N/A	
GCSE qualification (with enhanced functional content) in Mathematics	N/A	

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

N/A

Progression routes into and from this pathway

Progression routes into this pathway

Entry into this pathway may be:

- direct entry from school or college after completing A Levels
- direct entry from another occupation e.g. Paralegal, Administration, Customer Service etc.
- direct entry for existing staff progressing within an organisation
- direct entry from an Advanced Level Apprenticeship such as the Legal Services framework or Legal Administration pathway of the Business & Administration framework

Progression routes from this pathway

Jobs:

- management roles within Legal Services
- professional roles within the legal sector such as: Licensed Conveyancer, Notary, Chartered Legal Executive, Solicitor, Barrister, Costs Lawyer, Patent Attorney, Trade Mark Attorney (these will require significant further training and study, see the careers link below for further information)
- training and assessment roles within Legal Services
- other roles within the legal sector such as Legal Adviser

Further training and qualifications:

- other Higher Level Apprenticeships such as Management
- professional Legal Services qualifications such as those offered by CILEx
- level 4 and 5 qualifications for Management & Leadership
- higher education courses such as qualifying law degrees (LLB)
- further education qualifications at level 5 and above

For further information on careers in Legal Services see the Skills for Justice website:

www.sfjuk.com/sectors/legal-services/

UCAS points for this pathway: N/A

Employee rights and responsibilities

N/A

Level 4, Pathway 3: Personal Injury

Description of this pathway

Personal Injury (Claimant and Defendant)

The total minimum number of credits that an apprentice must attain on the Qualifications and Credit Framework (QCF) for this pathway is: **108** credits

The credit values are broken down as follows:

- 54 credits competence qualification
- 54 credits (minimum) knowledge qualification

Minimum duration for this pathway

Expected minimum duration for someone new to the occupation: 24 months*

**Please note that for learners new to the sector 24 months is the minimum in which the Apprenticeship is achievable, and it should not be assumed that this is an appropriate duration for all apprentices. In some cases, the Apprenticeship programme may last up to 30 months. Where the learner has no prior achievement in relation to the competence and knowledge qualifications, it is expected that these two components will take a minimum of 24 months.*

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional entry requirements for this pathway.

However it is expected that employers will look for apprentices that have A Levels or experience in personal injury e.g. those progressing from junior roles. Completion of the Advanced Apprenticeship in Legal Services may also be a requirement for some employers.

Job title(s)	Job role(s)
Senior Claims Handler / Fee Earner / Litigation Executive (Defendant)	Work with defendants of personal injury claims in a specific area. Either road traffic accidents, tripping & slipping or employer's liability. Responsible for building a defence case for the client.
Senior Claims Handler / Fee Earner / Litigation Executive (Claimant)	Work with claimants on personal injury matters in a specific area. Either road traffic accidents, tripping & slipping or employer's liability. Responsible for building the case for a personal injury claim for the client.

Qualifications

Competence qualifications available to this pathway

C1 - Level 4 Diploma in Providing Legal Services					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/7735/9	CILEx	54	242	N/A

Knowledge qualifications available to this pathway

K1 - Level 4 Diploma in Personal Injury					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/7734/7	CILEx	54	340	N/A

K2 - Level 4 Extended Diploma in Personal Injury					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/7733/5	CILEx	68	460	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

The Level 4 Diploma in Personal Injury Litigation (600/7734/7) and Level 4 Extended Diploma in Personal Injury Litigation (600/7733/5)* provide the underpinning knowledge and understanding for the Level 4 Diploma in Providing Legal Services (600/7735/9).

**Please note the Level 4 Extended Diploma in Personal Injury Litigation may be completed instead of the Level 4 Diploma in Personal Injury Litigation. This is a broader qualification which may be preferred by some employers for certain job roles where the breadth of understanding of the law underpinning the role is required to be more extensive.*

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	N/A	
GCSE qualification in English (with enhanced functional content)	N/A	

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	N/A	
GCSE qualification (with enhanced functional content) in Mathematics	N/A	

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

N/A

Progression routes into and from this pathway

Progression routes into this pathway

Entry into this pathway may be:

- direct entry from school or college after completing A Levels
- direct entry from another occupation e.g. Paralegal, Administration, Customer Service etc.
- direct entry for existing staff progressing within an organisation
- direct entry from an Advanced Level Apprenticeship such as the Legal Services framework or Legal Administration pathway of the Business & Administration framework

Progression routes from this pathway

Jobs:

- management roles within Legal Services
- professional roles within the legal sector such as: Licensed Conveyancer, Notary, Chartered Legal Executive, Solicitor, Barrister, Costs Lawyer, Patent Attorney, Trade Mark Attorney (these will require significant further training and study, see the careers link below for further information)
- training and assessment roles within Legal Services
- other roles within the legal sector such as Legal Adviser

Further training and qualifications:

- other Higher Level Apprenticeships such as management
- professional Legal Services qualifications such as those offered by CILEx
- level 4 and 5 qualifications for Management & Leadership
- higher education courses such as qualifying law degrees (LLB)
- further education qualifications at level 5 and above

For further information on careers in Legal Services see the Skills for Justice website:

www.sfjuk.com/sectors/legal-services/

UCAS points for this pathway: N/A

Employee rights and responsibilities

N/A

The remaining sections apply to all levels and pathways within this framework.

How equality and diversity will be met

The Skills for Justice 2010 Sector Skills Assessment highlights a number of interesting statistics about the make-up of the Legal Services sector:

- The majority of the UK Legal Services workforce is female; their proportion has been consistently over 60% over the past decade (63% in 2008). This is higher than the UK economy as a whole (currently at 53% male)
- At a senior level males dominate; two-thirds of barristers in practice and 54% of solicitors with practicing certificates are male.
- The Legal Services workforce is predominantly white (92%). This almost mirrors the UK workforce as a whole (91%)
- The spread of ethnic minority workers is not even, with the West Midlands having the highest percentage (16%) followed by London (13%) while the South West has virtually no ethnic minority workers
- The legal workforce is highly qualified with over 60% of the workforce qualified to Level 4 or above. This is much higher than figure for the UK economy which is 36%

The likely reasons for the demographics of this sector are:

- A perception of a number of roles within the legal sector as only being appropriate for either women or men
- The predominant entry route in to Legal Services is through higher education therefore certain social groups may be disadvantaged when trying to enter the sector, such as those from less affluent backgrounds
- Vacancies may sometimes be advertised in areas where there are little or no ethnic minority communities

Perhaps the main issue in this sector is the lack of vocational entry routes.

In order to address the issues in the sector, awareness of alternative routes into careers in the legal sector is being raised through:

- production of careers information, advice and guidance including, career progression pathways and case studies
- development of Apprenticeships to create vocational progression routes into and from occupations within Legal Services. This framework will help to open up new entry routes into the sector which will be more accessible to those from socially disadvantaged backgrounds than traditional entry routes

Apprenticeships are seen as a vital route to encourage a greater diversity of individuals into the industry, therefore entry conditions to this framework are extremely flexible, mentoring has

been included to offer additional support and increase the chances of apprentices staying in a position, and there is a mandatory unit for equality and diversity.

Training providers and employers MUST comply with the Equality Act 2010 to ensure that applicants are not discriminated against in terms of entry to and promotion within the industry, using the nine protected characteristics of:

1. age
2. disability
3. gender
4. gender reassignment
5. marriage and civil partnerships
6. pregnancy and maternity
7. race
8. religion and belief
9. sexual orientation

More information about the Equality Act can be found here: www.homeoffice.gov.uk/equalities/equality-act/

Skills for Justice will monitor take up and achievement of all Apprenticeships as part of its Apprenticeship Strategy and take steps to address any barriers to take up and achievement as part of its Sector Qualifications Strategy.

On and off the job guided learning (England)

Total GLH for each pathway

GLH does not apply to Higher Apprenticeship frameworks

Minimum off-the-job guided learning hours

N/A

How this requirement will be met

N/A

Minimum on-the-job guided learning hours

N/A

How this requirement will be met

N/A

Personal learning and thinking skills assessment and recognition (England)

Summary of Personal Learning and Thinking Skills

Personal Learning and Thinking Skills do not apply to Higher Apprenticeships.

Creative thinking

N/A

Independent enquiry

N/A

Reflective learning

N/A

Team working

N/A

Self management

N/A

Effective participation

N/A

Additional employer requirements

There are no additional employer requirements.

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For more information visit
www.afo.sscalliance.org