

# apprenticeship FRAMEWORK

## Higher Apprenticeship in Legal Services (England)

### IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 21 SEPTEMBER 2018

Modifications to SASE came into effect on 21 September 2018. Accordingly, SASE publication DFE-00236-2018 applies **both** to new Apprenticeship starts from 21 September 2018 **and** all Apprenticeships commenced before and not completed by 21 September 2018.

Latest framework version?

For any previous versions of this framework: [https://acecerts.co.uk/framework\\_library](https://acecerts.co.uk/framework_library)

Issue date: 10 September 2014

**Issued By:**  
Skills for Justice (Justice,  
Community Safety and Legal  
Services)

Apprenticeship Certificates  
England

[https://acecerts.co.uk/framework\\_library](https://acecerts.co.uk/framework_library)

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# Higher Apprenticeship in Legal Services

## Contents

Framework information.....	6
Information on the Issuing Authority for this framework: .....	6
Skills for Justice (Justice, Community Safety and Legal Services) .....	6
Short description.....	6
Contact information.....	7
Proposer of this framework.....	7
Revising a framework .....	8
Why this framework is being revised .....	8
Summary of changes made to this framework .....	8
Qualifications removed .....	8
Qualifications added .....	8
Qualifications that have been extended.....	8
Purpose of this framework .....	9
Summary of the purpose of the framework.....	9
"Definition of Apprenticeships" .....	9
Legal Services.....	9
Higher Level Apprenticeship (Level 4) .....	10
Aims and objectives of this framework (England) .....	11
Aim: .....	11
Objectives: .....	11
Entry conditions for this framework.....	11
Level 4, Pathway 1: Commercial Litigation .....	13
Description of this pathway .....	13
Minimum duration for this pathway.....	13
Entry requirements for this pathway in addition to the framework entry requirements.....	13
Qualifications.....	15
Competence qualifications available to this pathway .....	15
Knowledge qualifications available to this pathway .....	15
Combined qualifications available to this pathway .....	16
Relationship between competence and knowledge qualifications.....	16
Transferable skills (England) .....	17

Inclusion of Information and Communications Technology (ICT) .....	18
Progression routes into and from this pathway .....	19
Progression routes into this pathway.....	19
Progression routes from this pathway .....	19
Employee rights and responsibilities .....	20
Certification Requirements for ERR .....	20
Level 4, Pathway 2: Debt Recovery and Insolvency .....	21
Description of this pathway .....	21
Minimum duration for this pathway.....	21
Entry requirements for this pathway in addition to the framework entry requirements .....	21
Qualifications.....	23
Competence qualifications available to this pathway .....	23
Knowledge qualifications available to this pathway .....	23
Combined qualifications available to this pathway .....	24
Relationship between competence and knowledge qualifications.....	24
Transferable skills (England) .....	25
Inclusion of Information and Communications Technology (ICT) .....	26
Progression routes into and from this pathway .....	27
Progression routes into this pathway.....	27
Progression routes from this pathway .....	27
Employee rights and responsibilities .....	28
Certification Requirements for ERR .....	28
Level 4, Pathway 3: Personal Injury .....	29
Description of this pathway .....	29
Minimum duration for this pathway.....	29
Entry requirements for this pathway in addition to the framework entry requirements .....	29
Qualifications.....	31
Competence qualifications available to this pathway .....	31
Knowledge qualifications available to this pathway .....	31
Combined qualifications available to this pathway .....	32
Relationship between competence and knowledge qualifications.....	32
Transferable skills (England) .....	33
Inclusion of Information and Communications Technology (ICT) .....	34
Progression routes into and from this pathway .....	35
Progression routes into this pathway.....	35
Progression routes from this pathway .....	35
Employee rights and responsibilities .....	36
Certification Requirements for ERR .....	36
How equality and diversity will be met.....	37
On and off the job guided learning (England) .....	38

Total GLH for each pathway.....	38
Minimum off-the-job guided learning hours .....	38
How this requirement will be met.....	38
Minimum on-the-job guided learning hours .....	39
How this requirement will be met.....	39
Certification Requirements for GLH .....	40
Personal learning and thinking skills assessment and recognition (England) .....	41
Summary of Personal Learning and Thinking Skills .....	41
Certification Requirements for PLTS .....	42
Creative thinking.....	42
Independent enquiry .....	42
Reflective learning.....	42
Team working.....	43
Self management.....	43
Effective participation .....	43

# 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: 4	This framework includes:
Framework ID: FR03083	Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/> Level 4-7 <input checked="" type="checkbox"/>
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

Name:	Andrew Costello
Organisation:	Skills for Justice
Organisation Type:	Sector Skills Council
Job Title:	Technical Specialist
Email:	apprenticeships@sfjuk.com
Postal address:	Skills for Justice 26 Distington House Atlas Way Sheffield S4 7QQ
Website:	www.sfjuk.com

## Issuing Authority's contact details

Issued by:	Skills for Justice (Justice, Community Safety and Legal Services)
Issuer contact name:	Andrea Brookes
Issuer contact phone:	0114 2611499
Issuer Email:	issuing.authority@sfjuk.com

# Revising a framework

## Why this framework is being revised

Revisions to the law and legal practice mean that updated qualifications need adding to the framework. The old qualifications, which have now expired, need removing.

## Summary of changes made to this framework

New, updated qualifications for the Personal Injury pathway of the Higher Apprenticeship are being added. These are direct replacements and have the same GLH and credit values as the old qualifications. The old versions of these qualifications are being removed from the framework.

## Qualifications removed

The following qualifications are being removed from the Personal Injury pathway:

- CILEx Level 4 Diploma in Personal Injury Litigation (600/7734/7)
- CILEx Level 4 Extended Diploma in Personal Injury Litigation (600/7733/5)

## Qualifications added

The following qualifications are being added to the Personal Injury pathway:

- CILEx Level 4 Diploma in Personal Injury Litigation (601/3414/8)
- CILEx Level 4 Extended Diploma in Personal Injury Litigation (601/3415/X)

## 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. All apprentices commencing their Apprenticeship must have an Apprenticeship Agreement between the employer and the apprentice. This can be used to reinforce the understanding of the requirements of the Apprenticeship.
3. 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 the 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.

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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

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## 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)

Apprentices must complete, or have completed, one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications in order to successfully complete their Apprenticeship.

The list of acceptable qualifications may vary depending on the Apprentice's completion date of their Apprenticeship. Please check the qualifications that are acceptable for each Apprentice.

If Apprentices do not have acceptable evidence of the achievement of these mandatory qualifications, at the required grade/level, an Apprenticeship certificate cannot be awarded.

## ENGLISH

For the current list of acceptable English qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASE](#) on the [www.gov.uk](http://www.gov.uk) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACE](#) website.

Does this framework require English achievement above the minimum SASE requirement?

YES

If YES, please state the grade/level required for English:

Click here to enter text.

## MATHS

For the current list of acceptable Maths qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASE](#) on the [www.gov.uk](http://www.gov.uk) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACE](#) website.

Does this framework require Maths achievement above the minimum SASE requirement?

YES

If YES, please state the grade/level required for Maths:

Click here to enter text.



## Inclusion of Information and Communications Technology (ICT)

Is ICT a framework requirement?      **YES**       **NO**

### ICT

For the current list of acceptable ICT qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASE](#) on the [www.gov.uk](http://www.gov.uk) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACE](#) website.

Does this framework require ICT achievement above the minimum SASE requirement

YES

If YES, please state the grade/level required for ICT:

Click here to enter text.

# 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/](http://www.sfjuk.com/sectors/legal-services/)

## Employee rights and responsibilities

N/A

### Certification Requirements for ERR

All providers and apprentices must complete the Apprenticeship Consent Form when claiming for the Apprentice's apprenticeship certificate. The universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer;
- confirm their achievement of all ERR requirements;
- confirm their achievement of all 6 PLTS;
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job.

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate.

# 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 30months.*

*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

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## 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)

Apprentices must complete, or have completed, one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications in order to successfully complete their Apprenticeship.

The list of acceptable qualifications may vary depending on the Apprentice's completion date of their Apprenticeship. Please check the qualifications that are acceptable for each Apprentice.

If Apprentices do not have acceptable evidence of the achievement of these mandatory qualifications, at the required grade/level, an Apprenticeship certificate cannot be awarded.

## ENGLISH

For the current list of acceptable English qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASE](#) on the [www.gov.uk](http://www.gov.uk) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACE](#) website.

Does this framework require English achievement above the minimum SASE requirement?

YES

If YES, please state the grade/level required for English:

Click here to enter text.

## MATHS

For the current list of acceptable Maths qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASE](#) on the [www.gov.uk](http://www.gov.uk) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACE](#) website.

Does this framework require Maths achievement above the minimum SASE requirement?

YES

If YES, please state the grade/level required for Maths:

Click here to enter text.



## Inclusion of Information and Communications Technology (ICT)

Is ICT a framework requirement?      **YES**       **NO**

### ICT

For the current list of acceptable ICT qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASE](#) on the [www.gov.uk](http://www.gov.uk) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACE](#) website.

Does this framework require ICT achievement above the minimum SASE requirement

YES

If YES, please state the grade/level required for ICT:

Click here to enter text.

# 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/](http://www.sfjuk.com/sectors/legal-services/)

## Employee rights and responsibilities

N/A

### **Certification Requirements for ERR**

All providers and apprentices must complete the Apprenticeship Consent Form when claiming for the Apprentice's apprenticeship certificate. The universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer;
- confirm their achievement of all ERR requirements;
- confirm their achievement of all 6 PLTS;
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job.

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate.

# 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 Litigation					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	601/3414/8	CILEx	54	340	N/A

K2 - Level 4 Extended Diploma in Personal Injury Litigation					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	601/3415/X	CILEx	68	460	N/A

## Combined qualifications available to this pathway

N/A

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## Relationship between competence and knowledge qualifications

The Level 4 Diploma in Personal Injury Litigation (601/3414/8) and Level 4 Extended Diploma in Personal Injury Litigation (601/3415/X)\* 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)

Apprentices must complete, or have completed, one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications in order to successfully complete their Apprenticeship.

The list of acceptable qualifications may vary depending on the Apprentice's completion date of their Apprenticeship. Please check the qualifications that are acceptable for each Apprentice.

If Apprentices do not have acceptable evidence of the achievement of these mandatory qualifications, at the required grade/level, an Apprenticeship certificate cannot be awarded.

## ENGLISH

For the current list of acceptable English qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASE](#) on the [www.gov.uk](http://www.gov.uk) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACE](#) website.

Does this framework require English achievement above the minimum SASE requirement?

YES

If YES, please state the grade/level required for English:

Click here to enter text.

## MATHS

For the current list of acceptable Maths qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASE](#) on the [www.gov.uk](http://www.gov.uk) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACE](#) website.

Does this framework require Maths achievement above the minimum SASE requirement?

YES

If YES, please state the grade/level required for Maths:

Click here to enter text.



## Inclusion of Information and Communications Technology (ICT)

Is ICT a framework requirement?      **YES**       **NO**

### ICT

For the current list of acceptable ICT qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASE](#) on the [www.gov.uk](http://www.gov.uk) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACE](#) website.

Does this framework require ICT achievement above the minimum SASE requirement

YES

If YES, please state the grade/level required for ICT:

Click here to enter text.

# 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/](http://www.sfjuk.com/sectors/legal-services/)

## Employee rights and responsibilities

N/A

### Certification Requirements for ERR

All providers and apprentices must complete the Apprenticeship Consent Form when claiming for the Apprentice's apprenticeship certificate. The universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer;
- confirm their achievement of all ERR requirements;
- confirm their achievement of all 6 PLTS;
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job.

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate.

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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/](http://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

## Certification Requirements for GLH

All providers and apprentices must complete the Apprenticeship Consent Form when claiming for the apprentice's Apprenticeship certificate. The universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer;
- confirm their achievement of all ERR requirements;
- confirm their achievement of all 6 PLTS;
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job.

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate.

# 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.



## Certification Requirements for PLTS

All providers and apprentices must complete the Apprenticeship Consent Form when claiming for the apprentice's Apprenticeship certificate. The universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer;
- confirm their achievement of all ERR requirements;
- confirm their achievement of all 6 PLTS;
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job.

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate.

## Creative thinking

People think creatively by generating and exploring ideas, making original connections. They try different ways to tackle a problem, working with others to find imaginative solutions and outcomes that are of value.

To demonstrate these skills, behaviours and personal qualities, apprentices should:

- Generate ideas and explore possibilities;
- Ask questions to extend their thinking;
- Connect their own and others' ideas and experiences in inventive ways; Question their own and others' assumptions;
- Try out alternatives or new solutions and follow ideas through; Adapt ideas as circumstances change.

## Independent enquiry

People process and evaluate information in their investigations, planning what to do and how to go about it. They take informed and well-reasoned decisions, recognising that others have different beliefs and attitudes.

Skills, behaviours and personal qualities for apprentices:

- Identify questions to answer and problems to resolve;
- Plan and carry out research, appreciating the consequences of decisions; Explore issues, events or problems from different perspectives;
- Analyse and evaluate information, judging its relevance and value;
- Consider the influence of circumstances, beliefs and feelings on decisions and events; Support conclusions, using reasoned arguments and evidence.

## Reflective learning

People evaluate their strengths and limitations, setting themselves realistic goals with criteria for success. They monitor their own performance and progress, inviting feedback from others and making changes to further their learning.

To demonstrate these skills, behaviours and personal qualities, apprentices should:

- Assess themselves and others, identifying opportunities and achievements;
- Set goals with success criteria for their development and work;
- Review progress, acting on the outcomes;
- Invite feedback and deal positively with praise, setbacks and criticism; Evaluate experiences and learning to inform future progress;
- Communicate their learning in relevant ways for different audiences.

## Team working

People work confidently with others, adapting to different contexts and taking responsibility for their own part. They listen to and take account of different views. They form collaborative relationships, resolving issues to reach agreed outcomes.

To demonstrate these skills, behaviours and personal qualities, apprentices should:

- Collaborate with others to work towards common goals;
- Reach agreements, managing discussions to achieve results;
- Adapt behaviour to suit different roles and situations, including leadership roles; Show fairness and consideration to others;
- Take responsibility, showing confidence in themselves and their contribution;
- Provide constructive support and feedback to others.

## Self management

People organise themselves, showing personal responsibility, initiative, creativity and enterprise with a commitment to learning and self-improvement. They actively embrace change, responding positively to new priorities, coping with challenges and looking for opportunities.

To demonstrate these skills, behaviours and personal qualities, apprentices should:

- Seek out challenges or new responsibilities and show flexibility when priorities change;
- Work towards goals, showing initiative, commitment and perseverance;
- Organise time and resources, prioritising actions;
- Anticipate, take and manage risks;
- Deal with competing pressures, including personal and work-related demands;
- Respond positively to change, seeking advice and support when needed;
- Manage their emotions, and build and maintain relationships.

## Effective participation

People actively engage with issues that affect them and those around them. They play a full part in the life of their school, college, workplace or wider community by taking responsible action to bring improvements for others as well as themselves.

To demonstrate these skills, behaviours and personal qualities, apprentices should:

- Discuss issues of concern, seeking resolution where needed;
- Present a persuasive case for action;
- Propose practical ways forward, breaking these down into manageable steps;
- Identify improvements that would benefit others as well as themselves;
- Try to influence others, negotiating and balancing diverse views to reach workable solutions;
- Act as an advocate for views and beliefs that may differ from their own.

# apprenticeship **FRAMEWORK**

For more information visit-  
[www.acecerts.co.uk/framework\\_library](http://www.acecerts.co.uk/framework_library)