

Chartered Legal Executive

Chartered legal executive apprentices provide legal services to internal and external clients, including taking client instructions and managing client matters.

What are the benefits of apprenticeships?



Learn new practical skills and gain experience, whilst developing your knowledge of law



Achieve a recognised qualification



Develop the ability to work under pressure and accept changing priorities



Develop a strong client focus with the ability to meet client goals



Earn a good salary and avoid university debt



How do we help you get the most out of your apprenticeship?

Our People: With a 40 year history, we have an experienced team of coaches, technical specialists and account managers who are there to guide, challenge and support you, to not just achieve the qualification, but to have an impact on your career now and in the future.

Our Processes: After your enrolment and launch, you will be guided through carefully planned, manageable chunks of learning with one-to-one and group interaction, and additional support to prepare for your end-point assessment.

Our Systems: All of our systems are easily accessible and engaging, including OneFile to manage tasks, Profiler to help you and your employer identify further areas for improvement, Damar OpenLearning for lots of interactive learning resources and our Forums, for apprentices on the same qualification to build networks and support each other.



“My role is to work collaboratively with real estate lawyers in all offices within the UK. I have been able to apply my continued learning and development directly to my current role.”

[Read full case study.](#)

Sherelle Corbridge
Chartered Legal Executive,
CMS



“There has been a shift in mindset. Law firms are now realising that they don't need someone who has a law degree to do this job, they just need someone who knows their values and someone that they can mould.”

[Watch case study video](#)

Jordan Coulton
Chartered Legal Executive,
Weightmans



Chartered Legal Executive

Apprentices develop the skills, knowledge and behaviours required to perform a chartered legal executive role, as well as completing the Level 6 CILEx Diploma in Law. For the full apprenticeship standard, [click here](#).

On completion, apprentices will be able to apply to become a Fellow of the Chartered Institute of Legal Executives.

Knowledge

- Business and ethics in law
- IT
- Commercial awareness
- Finance
- Risk and compliance
- Technical

Behaviours

- Adaptability and resilience
- Personal development
- Team working and collaboration
- Honesty and integrity
- Motivation and enthusiasm

Skills

- Communication and literacy
- Numeracy
- Planning and organisation
- Working relationships
- Client relationship management
- Research
- Drafting and accuracy
- Data and file management
- Critical thinking and problem solving
- Providing legal advice



Induction and Launch

On Programme

Qualifying
Experience

Gateway

End-Point
Assessment

How is the apprenticeship delivered?

Delivery is a blend of:

- Diverse and engaging online resources to support the development of knowledge, behaviours and skills
- Group coaching and subject specialist sessions / workshops
- Review meetings with the apprentice, line manager and dedicated Damar coach

In order to achieve the mandatory **Level 6 Diploma in Law and Practice**, an apprentice will complete four externally examined units and two pieces of externally moderated professional skills coursework consisting of three law units, one linked practice unit, Client Care Skills and Legal Research Skills.

Graduate fast-track apprentices will complete two practice units (one of which must relate to a subject studied within the law degree/diploma), and Client Care Skills.

Functional skills are an important part of all apprenticeships and apprentices who don't already have maths and English at level 2 or above will undertake functional skill qualifications in these areas.

The CILEx end-point assessment includes:

- A portfolio of evidence compiled to meet the eight competencies, broken down into 27 outcomes
- A case study which shows involvement throughout one case or matter

What is the commitment?

Apprentices need to spend a minimum of 20% of their working week on the apprenticeship.

Who is eligible?

New and existing staff can benefit, provided they have completed the CILEx Level 3 Diploma in Law and Practice or have equivalent/higher legal qualifications.

How could I progress?

On completion, apprentices will be able to apply to become a Fellow of the Chartered Institute of Legal Executives. With experience, legal executives can take on more complex cases and build up a large client base. They can also progress to leading a team of legal executives and secretaries.