

Legal Administrator

Administrators play a vital part in the success of legal teams and law firms. They support and engage with different parts of the organisation, including fee earners and clients.

What are the benefits of an apprenticeship?

-  Learn new skills and gain experience, whilst developing your knowledge of law
-  Achieve a recognised qualification
-  Provide the support your team requires to meet organisational objectives
-  Build a foundation that will support progression into management
-  Improve your communication skills
-  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.



"I received an outstanding level of support from Damar and my coach. Apprentices really can benefit an organisation and have a good working knowledge and drive."
[Read full case study.](#)

Jemma Keelan
Legal Admin Apprentice,
MoneyPlus Legal



"The apprenticeship training has contributed to many different factors of my life. It has helped me to become more disciplined with my work and set and work towards goals. The training will have an impact on the future choices I make in my role going forward."
[Read full case study.](#)

Sophie Mash
Legal Admin Apprentice,
CMS

Legal Administrator

Apprentices develop the skills, knowledge and behaviours required to perform a business admin role, as well as studying specialist CILEx units. For the full apprenticeship standard, [click here](#).

Knowledge

- Their organisation and the part that their role plays
- Customers (internal and external) and other stakeholders
- Relevant law and regulation
- Business fundamentals
- Their organisation's policies and processes
- The impact of market forces, political and other factors

Skills

- Relevant IT packages
- How to produce accurate documents and records
- Decision making
- Influencing and communication skills
- Effective planning and organisation
- Project management

Behaviours

- Professionalism
- Integrity, reliability, motivation
- Adaptability
- Responsibility
- Proactivity



Induction and Launch
1-4 weeks

On Programme
54 weeks

Gateway
4-8 weeks

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

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.

Specialist CILEx units:

- Legal Environment - knowledge of how laws are made and by whom, and to gain an overview of how the legal system operates in relation to both civil and criminal matters
- Proofreading in the Legal Environment - how to proofread legal and business documents to identify errors
- Area of Law - knowledge of a relevant area of law/practice

The Pearson end-point assessment includes:

- A 60 minute online knowledge test
- An interview with the examiner about their portfolio
- A presentation on a project they have completed or a process that they have improved

What is the commitment?

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

Who is eligible?

Apprenticeships are generally available for new or existing employees of all ages, including graduates, who need to develop their skills, knowledge and behaviours.

How could I progress?

Legal admin apprentices can go onto management roles within law firms, such as office manager. Apprentices wanting to develop a legal career may go onto more specialist qualifications such as the paralegal or solicitor apprenticeship.