

# apprenticeship FRAMEWORK

## Legal Services (Wales)

### IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 14 OCTOBER 2016

Modifications to SASW came into effect on 14 October 2016. These changes relate to the **Essential Skills and Employer Rights and Responsibilities** requirements of a framework and they **ONLY** apply to new Apprenticeship starts on, or after, 14th October. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

For more details of the changes and how they will affect new apprenticeship starts, please read the following preface page to the framework document. NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

### Latest framework version?

Please use this link to see if this is the latest issued version of this framework:

[afo.sscalliance.org/frameworkslibrary/index.cfm?id=FR04207](http://afo.sscalliance.org/frameworkslibrary/index.cfm?id=FR04207)

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# CHANGES TO REQUIREMENTS FOR APPRENTICESHIP STARTS FROM 14TH OCTOBER 2016

These changes relate to the Essential Skills and Employer Rights and Responsibilities requirements of a framework and they ONLY apply to new Apprenticeship starts on, or after, 14th October 2016. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

## Alternatives for Essential Skill qualifications

**Foundation apprenticeships (Level 2):** Where Essential Skills qualifications are specified in a foundation apprenticeship framework (Level 2), the apprenticeship framework must specify as a Welsh certificate requirement, the acceptance of one of the following recognised proxy qualifications.

For Communication:

- a. GCSE or iGCSE qualification in English language or literature to at least grade G (Level 1 equivalent); or
- b. O Level qualification in English language or literature to at least grade E; or
- c. A/AS Level qualification in English language or literature to at least grade E; or
- d. SCQF Level 4 – Communication Core Skills (Oral communication and written communication); or
- e. SQA National 4 English; or
- f. Functional Skills or Key Skills literacy qualifications in English provided the proxy qualification(s) attained are at Level 1 or above.

For Application of Number:

- a. GCSE or iGCSE qualification in Mathematics to at least grade G (Level 1 equivalent); or
- b. O Level qualification in Mathematics to at least grade E; or
- c. A/AS Level qualification in Mathematics to at least grade E; or
- d. SCQF Level 4 – Numeracy Core Skill (Graphical Information and using number); or
- e. SQA National 4 Mathematics ; or
- f. Functional Skills or Key Skills numeracy qualifications in Mathematics provided the proxy qualification(s) attained are at Level 1 or above.

**Apprenticeships (Level 3):** Where Essential Skills qualifications are specified in an apprenticeship framework (Level 3), the apprenticeship framework must specify as a Welsh certificate requirement, the acceptance of one of the following recognised proxy qualifications.

For Communication:

- a. GCSE or iGCSE qualification in English language or literature to at least grade C (Level 2 equivalent); or
- b. O Level Qualification in English language or literature to at least grade C; or
- c. A/AS Level qualification in English or literature to at least grade E; or
- d. SCQF Level 5 – Communication Core Skills (Oral communication and written communication); or
- e. SQA National 5 English; or
- f. Functional Skills or Key Skills literacy qualifications in English provided the proxy qualification(s) attained is at Level 2 or above.

For Application of Number:

- a. GCSE or iGCSE qualification in Mathematics to at least grade C (Level 2 equivalent); or
- b. O Level Qualification in Mathematics to at least grade C; or
- c. A/AS Level qualification in Mathematics to at least grade E; or
- d. SCQF Level 5 – Numeracy Core Skill (Graphical information and using number); or
- e. SQA National 5 Mathematics; or
- f. Functional Skills or Key Skills numeracy qualifications in Mathematics provided the proxy qualification(s) attained are at Level 2 or above.

**Higher Apprenticeships (Levels 4-7):** Essential Skills requirements are as for an apprenticeship frameworks at Level 3.

# CHANGES TO REQUIREMENTS FOR APPRENTICESHIP STARTS FROM 14TH OCTOBER 2016

## Employer Rights and Responsibilities (ERR)

The final modification to SASW is to Employer Rights and Responsibilities (ERR) which is no longer compulsory in frameworks. Please refer to the Employer Rights and Responsibilities section within the framework document to confirm specific requirements.

## Additional Information

It should be noted that SASW has also been modified to reflect existing improvements to Essential Skills Wales Qualifications. These improvements to ESW qualifications were signalled by the revised names:

- Essential Skills Wales Communication is now Essential Communication Skills (still 6 credits in size)
- Essential Skills Wales Application of Number Skills is now Essential Application of Number Skills (still 6 credits in size)
- Essential Skills Wales Information Communication Technology Skills is now Essential Digital Literacy Skills (still 6 credits in size)

Whilst there have been some amendments to the content of ESW qualifications, the most significant change has been to the assessment methodology for these qualifications.

From 1 January 2016, all new starts have had to follow the revised Essential Skill qualifications.

The updated version of SASW, and guidance documents, can be accessed here:

<http://gov.wales/topics/educationandskills/skillsandtraining/apprenticeships/providers/?lang=en&dgd>

Over the coming months, the Essential Skills section within AFO will be amended to reflect the SASW modifications and all current frameworks will be updated and reissued to incorporate these changes. In the meantime, if you are in any doubt as to the requirements of any framework then please contact the relevant Issuing Authority.

# Legal Services (Wales)

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# Framework summary

## Legal Services

### Apprenticeship in Legal Services

#### Pathways for this framework at level 3 include:

##### Pathway 1: Criminal Prosecution

**Competence qualifications available to this pathway:**

N/A

**Knowledge qualifications available to this pathway:**

N/A

**Combined qualifications available to this pathway:**

N/A

**This pathway also contains information on:**

- Employee rights and responsibilities
- Essential skills

##### Pathway 2: Civil Litigation

**Competence qualifications available to this pathway:**

C1 - Level 3 Diploma in Providing Legal Services

**Knowledge qualifications available to this pathway:**

K1 - Level 3 Certificate in Civil Litigation

**Combined qualifications available to this pathway:**

N/A

**This pathway also contains information on:**

- Employee rights and responsibilities
- Essential skills

##### Pathway 3: Employment Practice

**Competence qualifications available to this pathway:**

C1 - Level 3 Diploma in Providing Legal Services

**Knowledge qualifications available to this pathway:**

K1 - Level 3 Certificate in Employment Practice

**Combined qualifications available to this pathway:**

N/A

**This pathway also contains information on:**

- Employee rights and responsibilities
- Essential skills

##### Pathway 4: Family Practice

**Competence qualifications available to this pathway:**

C1 - Level 3 Diploma in Providing Legal Services

**Knowledge qualifications available to this pathway:**

K1 - Level 3 Certificate in Family Practice

**Combined qualifications available to this pathway:**

N/A

**This pathway also contains information on:**

- Employee rights and responsibilities
- Essential skills

### Pathway 5: Property

**Competence qualifications available to this pathway:**

C1 - Level 3 Diploma in Providing Legal Services

**Knowledge qualifications available to this pathway:**

K1 - Level 3 Certificate in Property

**Combined qualifications available to this pathway:**

N/A

**This pathway also contains information on:**

- Employee rights and responsibilities
- Essential skills

### Pathway 6: Private Client Practice

**Competence qualifications available to this pathway:**

C1 - Level 3 Diploma in Providing Legal Services

**Knowledge qualifications available to this pathway:**

K1 - Level 3 Certificate in Private Client Practice

**Combined qualifications available to this pathway:**

N/A

**This pathway also contains information on:**

- Employee rights and responsibilities
- Essential skills

### Pathway 7: Paralegal Practice

**Competence qualifications available to this pathway:**

C1 - Level 3 Diploma in Providing Legal Services

**Knowledge qualifications available to this pathway:**

N/A

**Combined qualifications available to this pathway:**

N/A

**This pathway also contains information on:**

- Employee rights and responsibilities
- Essential skills

# Framework information

## Information on the Publishing 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: 6	<b>This framework includes:</b>
Framework ID: FR04207	Level 3
Date this framework is to be reviewed by: 31/12/2019	This framework is for use in: <b>Wales</b>

## 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 range includes roles such as:

- Caseworker
- Paralegal
- Legal assistant
- Trainee Legal Executive
- Senior paralegal
- Senior claims handler
- Paralegal team leader
- Personal injury specialist
- Fee earner
- Litigation executive
- Junior Paralegal
- Conveyancing Assistant





# Contact information

## Proposer of this framework

This framework was originally proposed by the Crown Prosecution Service. Employer input was collected through paper based surveys and employer engagement meetings which gathered the views of a wide range of individuals and organisations. 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). The framework has evolved to incorporate level 4 pathways for use in England, which has led to the subsequent development of this framework for Wales to ensure parity of opportunity.

## Developer of this framework

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# Revising a framework

## Contact details

Who is making this revision:

Your organisation: Skills for Justice

Your email address: [issuing.authority@skillsforjustice.com](mailto:issuing.authority@skillsforjustice.com)

## Why this framework is being revised

NALP no longer qualifications in Wales

## Summary of changes made to this framework

NALP certificate has been removed from the framework as no longer valid in Wales

## Qualifications removed

600/7693/8 Level 3 Certificate in Paralegal Practice

## 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 other essential 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 16,000 barristers, more than 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.

Legal services form part of the Financial and Professional Services Economic Renewal Programme priorities for Wales and are a key growth sector. The latest Gross Value Added (GVA) statistics are derived from a combination of surveys which include: Annual Business Inquiry (ABI) / Business Register and Employment Survey (BRES) and Annual Business Survey. In 2008, the sector's GVA was £2,305 million in Wales.

The majority of legal services operate in the private sector, and firms range from multi-national commercial and corporate law firms to regional medium-sized law firms, to high-street micro-businesses. There are more than 7,500 law firms operating in Wales. In addition, services are provided through in-house legal teams employed throughout industry, and especially in financial and business services firms. Legal services are provided throughout the public sector, primarily by in-house teams. In-house law teams in the private and public sectors will also instruct independent practitioners in the private sector for specialist advice or

to act on their behalf.

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 nearly 60,000 paralegals working in England and Wales (*Office for National Statistics. Labour Force Survey LFS: Legal Associate Professionals workforce data 2012*). 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 allows non-legal organisations (such as supermarket chains) to provide legal services, and offer solicitors much greater flexibility in the way they practise. The introduction of ABS allows 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. ABS allows 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.

The implementation of ABS brings 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.

### Level 3 Apprenticeship

At Level 3 this framework has seven pathways for:

1. **Criminal Prosecution** is about the filing of a criminal case constituting criminal activity.
2. **Civil Litigation** is about dealing with disputes between two or more parties. Parties will be seeking damages other than criminal sanctions.
3. **Employment Practice** is about law relating to employment.
4. **Family Practice** relates to law about families and child care.
5. **Property** is about law relating to land and conveyancing.
6. **Private Client Practice** focuses on law relating to wills and succession and the practice of law for elderly clients.
7. **Paralegal Practice** is a more general pathway for those who are working within different legal contexts. Apprentices will gain a slightly broader knowledge of the legal environment compared with the other pathways within this framework which are slightly more specialist.

Apprentices will work within a variety of job roles in different contexts. See each pathway for further details.

#### Level 4 Higher Apprenticeship

At level 4 there are three pathways:

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 the discipline of personal injury apprentices will usually either work with claimants or defendants.

These Apprenticeships and Higher Level Apprenticeships will also contribute to meeting the skills priorities for Wales by:

- providing flexible access to a high quality level 3 and 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, numeracy and ICT competence in Wales

- using technical and competence qualifications, valued by employers, to increase productivity
- developing apprentices' wider key 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 Wales

## Aims and objectives of this framework (Wales)

### Aim:

To create jobs and progression opportunities for young people and those new to the sector whilst helping employers increase the diversity and demographics of their workforce. To promote occupations within legal services as rewarding career pathways and to 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
- To aid parity of opportunity and mobility within and across legal services in both England and Wales

# 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.

Trust, integrity and honesty are all characteristics valued by legal services employers. Some employers may require successful applicants to undertake disclosure checks.

## Relaxations and proxies:

Processes exist to make sure that applicants with prior knowledge, qualifications and experience are not disadvantaged by having to repeat learning. Training providers and awarding organisations will be able to advise on the current rules for accrediting prior learning and recognising prior experience. Please refer to the on and off the job training section for guidance about prior attainment and achievement. The following is a short summary:

There are no relaxations or proxies for any qualifications specified in a framework in the Specification of Apprenticeship Standards for Wales (SASW), however providers are encouraged to identify additional on the job training programmes that customise the learning to the new workplace.

## Essential Skills Wales:

- If applicants already have GCSEs in English and Maths they still have to complete the Essential Skills Wales (ESW), at the relevant level as these are new qualifications and proxies do not exist.
- If applicants already have achieved Key Skills at the relevant level, they will not have to complete the relevant ESW, however apprentices can be encouraged to complete ESW at a higher level if appropriate.

## Knowledge qualifications:

- If applicants have already achieved the knowledge qualification before starting their apprenticeship, (see knowledge qualifications page in this framework) they can count this and do not have to repeat the qualification, providing that they have achieved this qualification within five years of applying for the apprenticeship certificate. The hours they spent gaining this qualification will also count towards the minimum hours required for this framework.

## Competence qualifications:

- If applicants have already achieved the competence qualification for the apprenticeship they do not have to repeat this qualification, however, this qualification must have been achieved within five years of applying for the apprenticeship certificate and they will still

have to demonstrate competence in the workplace.

**Prior experience:**

- Applicants already working in the sector will be able to have their prior experience recognised by the awarding organisation and this will count towards the competence and the knowledge qualifications in this framework.

**Initial assessment:**

- Training providers and employers will use initial assessment to ensure that applicants have a fair opportunity to demonstrate their ability, to allow the tailoring of programmes to meet individual needs and to recognise prior qualifications and experience.



## Level 3

Title for this framework at level 3

# Apprenticeship in Legal Services

### Pathways for this framework at level 3

- Pathway 1: Criminal Prosecution
- Pathway 2: Civil Litigation
- Pathway 3: Employment Practice
- Pathway 4: Family Practice
- Pathway 5: Property
- Pathway 6: Private Client Practice
- Pathway 7: Paralegal Practice

## Level 3, Pathway 1: Criminal Prosecution

### Description of this pathway

#### Criminal Prosecution (Paralegals)

The total number of credits that an apprentice must attain on the Qualifications and Credit Framework (QCF) for this pathway is: **69** credits.

The credit values are broken down as follows:

- 23 credits competence qualification
- 28 credits knowledge qualification
- 18 credits Essential Skills Wales in communication, application of number and ICT

The total on and off the job training hours for this pathway is 402 hours.

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

There are no additional entry requirements for this pathway. General entry requirements are specified in the general entry conditions section.

<b>Job title(s)</b>	<b>Job role(s)</b>
Paralegal officer	Provide assistance to prosecutors as part of the overall prosecution team, through the preparation and progression of summary trial cases in the Magistrates' Court, maintenance of Crown Court casework at all stages and attendance at Court where necessary.
Paralegal assistant	Manage casework within area of responsibility to ensure that cases meet timescales and deadlines. Ensure that case files are up to date and any missing evidence is gathered from the relevant parties.

# Qualifications

## Competence qualifications available to this pathway

N/A

## Knowledge qualifications available to this pathway

N/A

## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

The following knowledge qualification provides underpinning knowledge and understanding for the Level 3 Certificate in Criminal Prosecution Casework:

Level 3 Certificate in Knowledge of Criminal Prosecution Procedures.

Those who have already achieved competence and/or knowledge qualifications before entry to the Apprenticeship must select options which will equip Apprentices with new skills and learning.

# Transferable skills (Wales)

## Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	2	6

## Progression routes into and from this pathway

### Progression into this level 3 pathway

*Entry into this pathway may be:*

- via direct entry from a school or college
- from a Welsh Baccalaureate, including the Principal Learning Qualifications for Business Administration and Finance and Public Services
- from a work-based programme such as Pathways to Apprenticeships
- via direct entry from another occupation e.g. administration, customer service
- via direct entry for existing staff working within the Crown Prosecution Service
- via progression from the Foundation Apprenticeship in Court Tribunal and Prosecution Administration
- via progression from a Foundation Apprenticeship such as the Legal Administration pathway of the Business & Administration framework

### Progression from this level 3 pathway

*Jobs:*

- More senior roles within the Crown Prosecution Service. With significant further experience it may be possible to progress to roles such as paralegal manager or associate prosecutor
- Specialised roles within the Crown Prosecution Service such as project management
- Paralegal roles within the wider paralegal sector such as a senior paralegal and paralegal manager. There are growing numbers of paralegal jobs in various areas of law and within both public and private sector organisations such as law firms, government departments, etc.
- Other roles within the legal sector such as legal advisor, chartered legal executive, solicitor (these will require further experience and qualifications. Some of the most

popular routes are detailed below)

*Further training and qualifications:*

- Level 4 Higher Apprenticeship in Legal Services
- Professional Legal Services qualifications such as those offered by CILEx
- Level 4 management & leadership qualifications
- Competence based qualifications such as the Level 4 Diploma in Providing Legal Services
- Higher education courses such as qualifying law degrees (LLB)
- Specialist career paths

*To become a chartered legal executive:*

Details of relevant qualifications for becoming qualified as a chartered legal executive can be found on the Chartered Institute of Legal Executives website: [www.cilex.org.uk](http://www.cilex.org.uk)

*To become a solicitor:*

Details of relevant qualifications and pathways for becoming a solicitor can be found on the Law Society website: [www.lawsociety.org.uk/careers/becoming-a-solicitor](http://www.lawsociety.org.uk/careers/becoming-a-solicitor)

For more information on all careers in Legal Services please see the following link:  
[www.sfjuk.com/sectors/legal-services](http://www.sfjuk.com/sectors/legal-services)

**UCAS points for this pathway: N/A**

# Employee rights and responsibilities

Employee Rights and Responsibilities (ERR) is a mandatory part of all apprenticeships in Wales. All apprentices must understand their rights and responsibilities with regards to equal opportunities and health and safety. It is important that all apprentices receive a thorough induction into their organisation. This induction can contribute evidence and examples towards meeting the requirements for ERR. The Skills for Justice *Workbook for Apprentices* must be completed as part of this apprenticeship framework. The apprentice must gather evidence and complete the workbook under the supervision and guidance of their assessor/manager.

The course of training in ERR must align to the nine national outcomes which are set out in the Specification of Apprenticeship Standards for Wales (SASW).

## How to meet the requirements for ERR

Apprentices must complete the Skills for Justice *Workbook for Apprentices* as part of their apprenticeship. The declaration must be signed and dated by the apprentice, learning provider and employer to confirm that the apprentice has covered the target areas and criteria.

## Evidence of achievement of ERR

Apprentices must complete and sign the Apprentice Declaration and Authorisation Form to declare ERR completion when applying for apprenticeship certificates. This form can be found on the Apprenticeships Certificate Wales website <https://acwcerts.co.uk/web/>.

For a copy of the Skills for Justice *Workbook for Apprentices*, please see the following link: [www.sfjuk.com/sectors/legal-services/developing-talent/apprenticeships](http://www.sfjuk.com/sectors/legal-services/developing-talent/apprenticeships)



## Level 3, Pathway 2: Civil Litigation

### Description of this pathway

#### Civil Litigation

The total number of credits that an apprentice must attain on the Qualifications and Credit Framework (QCF) for this pathway is **85** credits.

The total credit value is broken down as follows:

- 39 credits competence qualification
- 28 credits knowledge qualification
- 18 credits Essential Skills Wales in communication, application of number and ICT

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

There are no additional entry requirements for this pathway. General entry requirements are specified in the general entry conditions section.

<b>Job title(s)</b>	<b>Job role(s)</b>
Junior Paralegal / Litigation Assistant (Civil Litigation)	Work with clients in a civil law context. Responsible for assisting senior colleagues with complex cases. May also be responsible for routine cases.

# Qualifications

## Competence qualifications available to this pathway

C1 - Level 3 Diploma in Providing Legal Services					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	601/0275/5	CILEx	39	196	N/A

## Knowledge qualifications available to this pathway

K1 - Level 3 Certificate in Civil Litigation					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	601/0267/6	CILEx	28	100	N/A

## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

The following knowledge qualification provides underpinning knowledge and understanding for the Level 3 Diploma in Providing Legal Services:

Level 3 Certificate in Civil Litigation.

Those who have already achieved competence and/or knowledge qualifications before entry to the Apprenticeship must select options which will equip Apprentices with new skills and learning.

# Transferable skills (Wales)

## Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	2	6

## Progression routes into and from this pathway

### Progression routes into this pathway

*Entry into this pathway may be:*

- direct entry from school or college
- from a Welsh Baccalaureate, including the Principal Learning Qualifications for Business Administration and Finance and Public Services
- from a work-based programme such as Pathways to Apprenticeships
- direct entry from another occupation e.g. Paralegal, Administration, Customer Service etc.
- direct entry for existing staff progressing within an organisation
- direct entry from a Level 2 Apprenticeship such as the Legal Administration pathway of the Business & Administration framework

### Progression routes from this pathway

*Jobs:*

- more senior roles within civil litigation and wider Legal Services such as senior paralegal
- 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)
- other roles within the legal sector such as Legal Adviser

*Further training and qualifications:*

- Higher Level Apprenticeships such as the Legal Services at level 4
- professional Legal Services qualifications at level 4 and above such as those offered by CILEx or NALP

- level 4 qualifications for Management & Leadership
- higher education courses such as the foundation degree in Paralegal Practice and qualifying law degrees (LLB)

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/)

**UCAS points for this pathway: N/A**

# Employee rights and responsibilities

Employee Rights and Responsibilities (ERR) is a mandatory part of all Apprenticeships. All apprentices must understand their rights and responsibilities with regards to equal opportunities and health and safety. It is important that all apprentices receive a thorough induction into their organisation. This induction can contribute evidence and examples towards meeting the requirements for ERR. The Skills for Justice *Workbook for Apprentices* must be completed as part of the Apprenticeship framework. The apprentice must gather evidence and complete the workbook under the supervision and guidance of their assessor/manager.

The course of training in ERR must be align to the nine national outcomes which are set out in the Specification of Apprenticeship Standards for Wales (SASW).

## How to meet the requirements for ERR

Apprentices must complete the Skills for Justice *Workbook for Apprentices* as part of their Apprenticeship. The declaration must be signed and dated by the apprentice, learning provider and employer to confirm that the apprentice has covered the target areas and criteria.

## Evidence of achievement of ERR

Apprentices must complete and sign the Apprentice Declaration and Authorisation Form to declare ERR completion when applying for apprenticeship certificates. This form can be found on the Apprenticeships Certificate Wales website <https://acwcerts.co.uk/web/>.

For a copy of the Skills for Justice *Workbook for Apprentices*, please see the following link: [www.sfjuk.com/sectors/legal-services/developing-talent/apprenticeships/](http://www.sfjuk.com/sectors/legal-services/developing-talent/apprenticeships/)

## Level 3, Pathway 3: Employment Practice

### Description of this pathway

#### Employment Practice

The total number of credits that an apprentice must attain on the Qualifications and Credit Framework (QCF) for this pathway is **85** credits.

The total credit value is broken down as follows:

- 39 credits competence qualification
- 28 credits knowledge qualification
- 18 credits Essential Skills Wales in communication, application of number and ICT

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

There are no additional entry requirements for this pathway. General entry requirements are specified in the general entry conditions section.



<b>Job title(s)</b>	<b>Job role(s)</b>
Junior Paralegal / Legal Assistant (Employment Practice)	Work with clients in an employment law context. Responsible for assisting senior colleagues with complex cases. May also be responsible for routine cases.

# Qualifications

## Competence qualifications available to this pathway

C1 - Level 3 Diploma in Providing Legal Services					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	601/0275/5	CILEx	39	196	N/A

## Knowledge qualifications available to this pathway

K1 - Level 3 Certificate in Employment Practice					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	601/3416/1	CILEx	28	100	NA

## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

The following knowledge qualification provides underpinning knowledge and understanding for the Level 3 Diploma in Providing Legal Services:

Level 3 Certificate in Employment Practice.

Those who have already achieved competence and/or knowledge qualifications before entry to the Apprenticeship must select options which will equip Apprentices with new skills and learning.

# Transferable skills (Wales)

## Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	2	6

# Progression routes into and from this pathway

## Progression routes into this pathway

*Entry into this pathway may be:*

- direct entry from school or college
- from a Welsh Baccalaureate, including the Principal Learning Qualifications for Business Administration and Finance and Public Services
- from a work-based programme such as Pathways to Apprenticeships
- direct entry from another occupation e.g. Paralegal, Administration, Customer Service etc.
- direct entry for existing staff progressing within an organisation
- direct entry from a Foundation Level 2 Apprenticeship such as the Legal Administration pathway of the Business & Administration framework

## Progression routes from this pathway

*Jobs:*

- more senior roles within employment practice and wider Legal Services such as senior paralegal
- 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)
- other roles within the legal sector such as Legal Adviser

*Further training and qualifications:*

- Higher Level Apprenticeships such as the Legal Services at level 4
- professional Legal Services qualifications at level 4 and above such as those offered by

CILEx or NALP

- level 4 qualifications for Management & Leadership
- higher education courses such as the foundation degree in Paralegal Practice and qualifying law degrees (LLB)

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/)

**UCAS points for this pathway: N/A**

# Employee rights and responsibilities

Employee Rights and Responsibilities (ERR) is a mandatory part of all Apprenticeships. All apprentices must understand their rights and responsibilities with regards to equal opportunities and health and safety. It is important that all apprentices receive a thorough induction into their organisation. This induction can contribute evidence and examples towards meeting the requirements for ERR. The Skills for Justice *Workbook for Apprentices* must be completed as part of the Apprenticeship framework. The apprentice must gather evidence and complete the workbook under the supervision and guidance of their assessor/manager.

The course of training in ERR must be align to the nine national outcomes which are set out in the Specification of Apprenticeship Standards for Wales (SASW).

## How to meet the requirements for ERR

Apprentices must complete the Skills for Justice *Workbook for Apprentices* as part of their Apprenticeship. The declaration must be signed and dated by the apprentice, learning provider and employer to confirm that the apprentice has covered the target areas and criteria.

## Evidence of achievement of ERR

Apprentices must complete and sign the Apprentice Declaration and Authorisation Form to declare ERR completion when applying for apprenticeship certificates. This form can be found on the Apprenticeships Certificate Wales website <https://acwcerts.co.uk/web/>.

For a copy of the Skills for Justice *Workbook for Apprentices*, please see the following link: [www.sfjuk.com/sectors/legal-services/developing-talent/apprenticeships/](http://www.sfjuk.com/sectors/legal-services/developing-talent/apprenticeships/)

## Level 3, Pathway 4: Family Practice

### Description of this pathway

#### Family Practice

The total number of credits that an apprentice must attain on the Qualifications and Credit Framework (QCF) for this pathway is **85** credits.

The total credit value is broken down as follows:

- 39 credits competence qualification
- 28 credits knowledge qualification
- 18 credits Essential Skills Wales in communication, application of number and ICT

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

There are no additional entry requirements for this pathway. General entry requirements are specified in the general entry conditions section.

<b>Job title(s)</b>	<b>Job role(s)</b>
Junior Paralegal / Legal Assistant (Family Practice)	Work with clients within the context of family law. Responsible for assisting senior colleagues with complex cases. May also be responsible for managing routine cases.



# Qualifications

## Competence qualifications available to this pathway

C1 - Level 3 Diploma in Providing Legal Services					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	601/0275/5	CILEx	39	196	N/A

## Knowledge qualifications available to this pathway

K1 - Level 3 Certificate in Family Practice					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	601/0265/2	CILEx	28	100	N/A

## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

The following knowledge qualification provides underpinning knowledge and understanding for the Level 3 Diploma in Providing Legal Services:

Level 3 Certificate in Family Practice.

Those who have already achieved competence and/or knowledge qualifications before entry to the Apprenticeship must select options which will equip Apprentices with new skills and learning.

# Transferable skills (Wales)

## Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	2	6

## Progression routes into and from this pathway

### Progression routes into this pathway

*Entry into this pathway may be:*

- direct entry from school or college
- from a Welsh Baccalaureate, including the Principal Learning Qualifications for Business Administration and Finance and Public Services
- from a work-based programme such as Pathways to Apprenticeships
- direct entry from another occupation e.g. Paralegal, Administration, Customer Service etc.
- direct entry for existing staff progressing within an organisation
- direct entry from a Foundation Level 2 Apprenticeship such as the Legal Administration pathway of the Business & Administration framework

### Progression routes from this pathway

*Jobs:*

- more senior roles within family practice and wider Legal Services such as senior paralegal
- 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)
- other roles within the legal sector such as Legal Adviser

*Further training and qualifications:*

- Higher Level Apprenticeships such as the Legal Services at level 4
- professional Legal Services qualifications at level 4 and above such as those offered by CILEx or NALP

- level 4 qualifications for Management & Leadership
- higher education courses such as the foundation degree in Paralegal Practice and qualifying law degrees (LLB)

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/)

**UCAS points for this pathway: N/A**

# Employee rights and responsibilities

Employee Rights and Responsibilities (ERR) is a mandatory part of all Apprenticeships. All apprentices must understand their rights and responsibilities with regards to equal opportunities and health and safety. It is important that all apprentices receive a thorough induction into their organisation. This induction can contribute evidence and examples towards meeting the requirements for ERR. The Skills for *Justice Workbook for Apprentices* must be completed as part of the Apprenticeship framework. The apprentice must gather evidence and complete the workbook under the supervision and guidance of their assessor/manager.

The course of training in ERR must be align to the nine national outcomes which are set out in the Specification of Apprenticeship Standards for Wales (SASW).

## How to meet the requirements for ERR

Apprentices must complete the Skills for Justice *Workbook for Apprentices* as part of their Apprenticeship. The declaration must be signed and dated by the apprentice, learning provider and employer to confirm that the apprentice has covered the target areas and criteria.

## Evidence of achievement of ERR

Apprentices must complete and sign the Apprentice Declaration and Authorisation Form to declare ERR completion when applying for apprenticeship certificates. This form can be found on the Apprenticeships Certificate Wales website <https://acwcerts.co.uk/web/>.

For a copy of the Skills for Justice *Workbook for Apprentices*, please see the following link: [www.sfjuk.com/sectors/legal-services/developing-talent/apprenticeships/](http://www.sfjuk.com/sectors/legal-services/developing-talent/apprenticeships/)

## Level 3, Pathway 5: Property

### Description of this pathway

#### Property

The total number of credits that an apprentice must attain on the Qualifications and Credit Framework (QCF) for this pathway is **85** credits.

The total credit value is broken down as follows:

- 39 credits competence qualification
- 28 credits knowledge qualification
- 18 credits Essential Skills Wales in communication, application of number and ICT.

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

There are no additional entry requirements for this pathway. General entry requirements are specified in the general entry conditions section.

<b>Job title(s)</b>	<b>Job role(s)</b>
Junior Paralegal / Conveyancing Assistant (Property)	Work with clients within the context of property law. Responsible for assisting senior colleagues with complex cases. May also be responsible for managing routine cases.

# Qualifications

## Competence qualifications available to this pathway

C1 - Level 3 Diploma in Providing Legal Services					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	601/0275/5	CILEx	39	196	N/A

## Knowledge qualifications available to this pathway

K1 - Level 3 Certificate in Property					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	601/0264/0	CILEx	28	100	N/A



## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

The following knowledge qualification provides underpinning knowledge and understanding for the Level 3 Diploma in Providing Legal Services:

Level 3 Certificate in Property.

Those who have already achieved competence and/or knowledge qualifications before entry to the Apprenticeship must select options which will equip Apprentices with new skills and learning.

# Transferable skills (Wales)

## Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	2	6

# Progression routes into and from this pathway

## Progression routes into this pathway

*Entry into this pathway may be:*

- direct entry from school or college
- from a Welsh Baccalaureate, including the Principal Learning Qualifications for Business Administration and Finance and Public Services
- from a work-based programme such as Pathways to Apprenticeships
- direct entry from another occupation e.g. Paralegal, Administration, Customer Service etc.
- direct entry for existing staff progressing within an organisation
- direct entry from a Foundation Level 2 Apprenticeship such as the Legal Administration pathway of the Business & Administration framework

## Progression routes from this pathway

*Jobs:*

- more senior roles within property and wider Legal Services such as senior paralegal
- 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)
- other roles within the legal sector such as Legal Adviser

*Further training and qualifications:*

- Higher Level Apprenticeships such as the Legal Services at level 4
- professional Legal Services qualifications at level 4 and above such as those offered by CILEx or NALP

- level 4 qualifications for Management & Leadership
- higher education courses such as the foundation degree in Paralegal Practice and qualifying law degrees (LLB)

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/)

**UCAS points for this pathway: N/A**

# Employee rights and responsibilities

Employee Rights and Responsibilities (ERR) is a mandatory part of all Apprenticeships. All apprentices must understand their rights and responsibilities with regards to equal opportunities and health and safety. It is important that all apprentices receive a thorough induction into their organisation. This induction can contribute evidence and examples towards meeting the requirements for ERR. The Skills for Justice *Workbook for Apprentices* must be completed as part of the Apprenticeship framework. The apprentice must gather evidence and complete the workbook under the supervision and guidance of their assessor/manager.

The course of training in ERR must be align to the nine national outcomes which are set out in the Specification of Apprenticeship Standards for Wales (SASW).

## How to meet the requirements for ERR

Apprentices must complete the Skills for Justice *Workbook for Apprentices* as part of their Apprenticeship. The declaration must be signed and dated by the apprentice, learning provider and employer to confirm that the apprentice has covered the target areas and criteria.

## Evidence of achievement of ERR

Apprentices must complete and sign the Apprentice Declaration and Authorisation Form to declare ERR completion when applying for apprenticeship certificates. This form can be found on the Apprenticeships Certificate Wales website <https://acwcerts.co.uk/web/>.

For a copy of the Skills for Justice *Workbook for Apprentices*, please see the following link: [www.sfjuk.com/sectors/legal-services/developing-talent/apprenticeships/](http://www.sfjuk.com/sectors/legal-services/developing-talent/apprenticeships/)

## Level 3, Pathway 6: Private Client Practice

### Description of this pathway

#### Private Client Practice

The total number of credits that an apprentice must attain on the Qualifications and Credit Framework (QCF) for this pathway is **85** credits.

The total credit value is broken down as follows:

- 39 credits competence qualification
- 28 credits knowledge qualification
- 18 credits Essential Skills Wales in communication, application of number and ICT

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

There are no additional entry requirements for this pathway. General entry requirements are specified in the general entry conditions section.

<b>Job title(s)</b>	<b>Job role(s)</b>
Junior Paralegal / Legal Assistant ( Private Client Practice)	Work with private clients within the context of probate practice. Responsible for assisting senior colleagues with complex cases. May also be responsible for managing routine cases.

# Qualifications

## Competence qualifications available to this pathway

C1 - Level 3 Diploma in Providing Legal Services					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	601/0275/5	CILEx	39	196	N/A

## Knowledge qualifications available to this pathway

K1 - Level 3 Certificate in Private Client Practice					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	601/0263/9	CILEx	28	100	N/A

## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

The following knowledge qualification provides underpinning knowledge and understanding for the Level 3 Diploma in Providing Legal Services:

Level 3 Certificate in Private Client Practice.

Those who have already achieved competence and/or knowledge qualifications before entry to the Apprenticeship must select options which will equip Apprentices with new skills and learning.



# Transferable skills (Wales)

## Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	2	6

# Progression routes into and from this pathway

## Progression routes into this pathway

*Entry into this pathway may be:*

- direct entry from school or college
- from a Welsh Baccalaureate, including the Principal Learning Qualifications for Business Administration and Finance and Public Services
- from a work-based programme such as Pathways to Apprenticeships
- direct entry from another occupation e.g. Paralegal, Administration, Customer Service etc.
- direct entry for existing staff progressing within an organisation
- direct entry from a Foundation Level 2 Apprenticeship such as the Legal Administration pathway of the Business & Administration framework

## Progression routes from this pathway

*Jobs:*

- more senior roles within private client practice and wider Legal Services such as senior paralegal
- 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)
- other roles within the legal sector such as Legal Adviser

*Further training and qualifications:*

- Higher Level Apprenticeships such as the Legal Services at level 4
- professional Legal Services qualifications at level 4 and above such as those offered by

CILEx or NALP

- level 4 qualifications for Management & Leadership
- higher education courses such as the foundation degree in Paralegal Practice and qualifying law degrees (LLB)

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/)

**UCAS points for this pathway: N/A**

# Employee rights and responsibilities

Employee Rights and Responsibilities (ERR) is a mandatory part of all Apprenticeships. All apprentices must understand their rights and responsibilities with regards to equal opportunities and health and safety. It is important that all apprentices receive a thorough induction into their organisation. This induction can contribute evidence and examples towards meeting the requirements for ERR. The Skills for Justice *Workbook for Apprentices* must be completed as part of the Apprenticeship framework. The apprentice must gather evidence and complete the workbook under the supervision and guidance of their assessor/manager.

The course of training in ERR must be align to the nine national outcomes which are set out in the Specification of Apprenticeship Standards for Wales (SASW).

## How to meet the requirements for ERR

Apprentices must complete the Skills for Justice *Workbook for Apprentices* as part of their Apprenticeship. The declaration must be signed and dated by the apprentice, learning provider and employer to confirm that the apprentice has covered the target areas and criteria.

## Evidence of achievement of ERR

Apprentices must complete and sign the Apprentice Declaration and Authorisation Form to declare ERR completion when applying for apprenticeship certificates. This form can be found on the Apprenticeships Certificate Wales website <https://acwcerts.co.uk/web/>.

For a copy of the Skills for Justice *Workbook for Apprentices*, please see the following link: [www.sfjuk.com/sectors/legal-services/developing-talent/apprenticeships/](http://www.sfjuk.com/sectors/legal-services/developing-talent/apprenticeships/)

## Level 3, Pathway 7: Paralegal Practice

### Description of this pathway

#### Paralegal Practice

The total number of credits that an apprentice must attain on the Qualifications and Credit Framework (QCF) for this pathway is **83** credits.

The credit values are broken down as follows:

- 39 credits competence qualification
- 26 credits knowledge qualification
- 18 credits Essential Skills Wales in communication, application of number and ICT

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

There are no additional entry requirements for this pathway. General entry requirements are specified in the general entry conditions section.

<b>Job title(s)</b>	<b>Job role(s)</b>
Paralegal / Legal Assistant / Legal Adviser	Help and advise clients within various legal contexts. Contexts will include two of the following: Conveyancing, Wills and Succession, Commercial Law, Employment Law, Civil Litigation, Criminal Litigation

# Qualifications

## Competence qualifications available to this pathway

C1 - Level 3 Diploma in Providing Legal Services					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	601/0275/5	CILEx	39	196	N/A

## Knowledge qualifications available to this pathway

N/A

## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

*(no information)*

# Transferable skills (Wales)

## Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	2	6

## Progression routes into and from this pathway

### Progression routes into this pathway

*Entry into this pathway may be:*

- direct entry from school or college
- from a Welsh Baccalaureate, including the Principal Learning Qualifications for Business Administration and Finance and Public Services
- from a work-based programme such as Pathways to Apprenticeships
- direct entry from another occupation e.g. Paralegal, Administration, Customer Service etc.
- direct entry for existing staff progressing within an organisation
- direct entry from a Foundation Level 2 Apprenticeship such as the Legal Administration pathway of the Business & Administration framework

### Progression routes from this pathway

*Jobs:*

- more senior roles within Legal Services such as Senior Paralegal, Paralegal Manager,
- 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)
- other roles within the legal sector such as Legal Adviser

*Further training and qualifications:*

- Higher Level Apprenticeships such as the Legal Services at level 4
- professional Legal Services qualifications at level 4 and above such as those offered by CILEx or NALP



- level 4 qualifications for Management & Leadership
- higher education courses such as the foundation degree in Paralegal Practice and qualifying law degrees (LLB)

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/)

**UCAS points for this pathway: N/A**

# Employee rights and responsibilities

Employee Rights and Responsibilities (ERR) is a mandatory part of all Apprenticeships. All apprentices must understand their rights and responsibilities with regards to equal opportunities and health and safety. It is important that all apprentices receive a thorough induction into their organisation. This induction can contribute evidence and examples towards meeting the requirements for ERR. The Skills for Justice *Workbook for Apprentices* must be completed as part of the Apprenticeship framework. The apprentice must gather evidence and complete the workbook under the supervision and guidance of their assessor/manager.

The course of training in ERR must be align to the nine national outcomes which are set out in the Specification of Apprenticeship Standards for Wales (SASW).

## How to meet the requirements for ERR

Apprentices must complete the Skills for Justice *Workbook for Apprentices* as part of their Apprenticeship. The declaration must be signed and dated by the apprentice, learning provider and employer to confirm that the apprentice has covered the target areas and criteria.

## Evidence of achievement of ERR

Apprentices must complete and sign the Apprentice Declaration and Authorisation Form to declare ERR completion when applying for apprenticeship certificates. This form can be found on the Apprenticeships Certificate Wales website <https://acwcerts.co.uk/web/>.

For a copy of the Skills for Justice *Workbook for Apprentices*, please see the following link: [www.sfjuk.com/sectors/legal-services/developing-talent/apprenticeships/](http://www.sfjuk.com/sectors/legal-services/developing-talent/apprenticeships/)

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

## How equality and diversity will be met

There are particular equality and diversity issues across the sector in terms of both progression and retention. Although women and people from minority ethnic backgrounds are well represented amongst law undergraduates, this is not reflected throughout the profession. Many of the larger corporate law firms recruit almost exclusively from Oxbridge (*The Law Gazette, December 21st 2010*). The distribution of female and minority ethnic workers varies greatly, for example females account for 44% of solicitors in private practice, 20% of partners and 80% of solicitors in health services ( *“A Time of Change: Solicitor’s Firms in England and Wales”, Plesence, Balmer and Moorhead, The Law Society, Legal Services Board, Ministry of Justice 2012* ). The labour market in legal activities is dominated (in terms of employment numbers at least) by women in both the full-time and part-time areas, but not amongst the self-employed.

The Skills for Justice 2010 Sector Skills Assessment highlights a number of interesting statistics about the make-up of the legal 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 minority ethnic workers is not even across the UK's workforce.
- The legal workforce is highly qualified with over 60% of the workforce qualified to Level 4 or above. This is much higher than the 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 into 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 minority ethnic 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 continue to monitor take up and achievement of all apprenticeships and take steps to address any barriers to take up and achievement.

### **Welsh language**

Skills for Justice recognises the principle that the Welsh and English languages should be treated on a basis of equality.

It is anticipated that an increasing number of learners entering this framework will be recent graduates of the Welsh educational system. Consequently, a high proportion are likely to be able to speak Welsh. Consideration must also be given to those whose first language is Welsh or those who simply are able and choose to speak Welsh. More people are electing to use the Welsh language as it is spoken at home or learned later in life.

An increasing number of law firms in Wales are keen to employ Welsh language speakers. The

Law Society, a body representing the profession in Wales, has stated that it recognises the effective use of the Welsh and English languages in serving law and justice in Wales as a fundamental aspect of providing good quality services.

Training providers and employers are actively encouraged to cater for both languages where needed and/or required when delivering this apprenticeship.

# On and off the job training (Wales)

## Summary of on- and off-the-job training

### Total on and off the job training hours for this framework:

L3 Criminal Prosecution pathway – **402 hours** (minimum)

L3 Civil Litigation pathway - **503 hours** (minimum)

L3 Employment Practice pathway - **503 hours** (minimum)

L3 Family Practice pathway - **503 hours** (minimum)

L3 Property pathway - **503 hours** (minimum)

L3 Private Client Practice pathway - **503 hours** (minimum)

L3 Paralegal Practice pathway - **588 hours** (minimum)

L4 Commercial Litigation pathway – **770 hours** (minimum)

L4 Debt Recovery and Insolvency pathway – **730 hours** (minimum)

L4 Personal Injury pathway – **820 hours** (minimum)

### Off the job training:

Training hours delivered under an apprenticeship agreement may vary depending on the previous experience and attainment of the apprentice.

The amount of off the job training required to complete the apprenticeship under the apprenticeship agreement may then be reduced accordingly, provided the total number of off the job hours for this framework can be verified for apprenticeship certification.

### *Previous attainment:*

Where a learner enters an apprenticeship agreement having previously attained parts or all of the relevant qualifications, this prior learning needs to be recognised using either QCF credit transfer for achievements within the QCF, or through recording of exemptions for certificated learning outside of the QCF, for example Principal Learning qualifications.

For apprentices who have already achieved the relevant qualifications, they must have been certificated within 5 years of applying for the apprenticeship certificate.

### ***Previous experience:***

Where a learner enters an apprenticeship agreement with previous work-related experience, this prior learning needs to be recognised. To count towards apprenticeship certification, previous experience must be recorded using the appropriate awarding organisation's QCF "Recognition of Prior Learning" procedures and the hours recorded may then count towards the off the job hours required to complete the apprenticeship.

For apprentices with prior un-certificated learning experience, the off the job learning must have been acquired within 5 years of application for the apprenticeship certificate or the apprentice must have been continuously employed in the relevant job role in the industry for 2 years.

### **On the job training:**

On the job training must be received whilst working under an apprenticeship agreement.

### ***Previous attainment and experience:***

On the job training hours may vary depending on previous experience and attainment of the apprentice. Where a learner enters an apprenticeship agreement having previously attained or acquired the appropriate competencies or knowledge, this prior learning needs to be recognised and documented using the relevant QCF credit transfer, QCF exemption or Recognition of Prior Learning (RPL) procedures (as off the job above). The amount of on the job training required to complete the apprenticeship under the apprenticeship agreement may then be reduced accordingly, provided the total number of on the job hours for this framework can be verified for apprenticeship certification.

Apprentices who commence training under a new apprenticeship agreement with a new employer may bring a range of prior experience with them. When an apprentice can claim towards the on the job framework total through prior learning acquired from previous full-time education, employment or other vocational programmes, then the apprentice's learning programme should include 'customisation'. Training providers are encouraged to identify additional on the job training programmes that customise the learning to the new workplace. Customisation programmes may involve:

- selecting appropriate additional unit(s) from QCF qualifications,
- relevant units recognised as Quality Assured Lifelong Learning (QALL) through a CQFW recognised body,
- following Essential Skills Wales at a level higher than that specified in the framework,
- including one or more Wider Key Skills
- including other competency-based qualifications / units relevant to the workplace.

For apprentices who have already achieved the relevant qualifications, they must have been

certificated within 5 years from the date of application for the apprenticeship certificate or the apprentice must have been continuously employed in the industry for 2 years.

Job roles within legal services require a thorough level of technical competence and knowledge, which will be undertaken through work-based training, practice and experience.

## Certification

Providers will be responsible for ensuring that the minimum requirement for on the job training has been met when applying for apprenticeship certificates via Apprenticeship Certificates Wales (ACW). For more details see: <https://acwcerts.co.uk/web/>

## Off-the-job training

Off the job training is defined as time for learning activities away from normal work duties.

**For this framework the amount of off the job training is as follows:**

L3 Criminal Prosecution pathway – **307 hours** (minimum)

L3 Civil Litigation pathway - **307 hours** (minimum)

L3 Employment Practice pathway - **307 hours** (minimum)

L3 Family Practice pathway - **307 hours** (minimum)

L3 Property pathway - **307 hours** (minimum)

L3 Private Client Practice pathway - **307 hours** (minimum)

L3 Paralegal Practice pathway - **392 hours** (minimum)

L4 Commercial Litigation pathway – **528 hours** (minimum)

L4 Debt Recovery and Insolvency pathway – **488 hours** (minimum)

L4 Personal Injury pathway – **578 hours** (minimum).

## How this requirement will be met

### L3 Criminal Prosecution pathway:

The requirement for off the job training is calculated as follows:

- 100 hours Level 3 Certificate in Knowledge of Criminal Prosecution Procedures
- 60 hours Level 2 Essential Skills Wales in Communication
- 60 hours Level 2 Essential Skills Wales in Application of Number



- 60 hours Level 2 Essential Skills Wales in ICT
- 5 hours appraisals related to this Apprenticeship programme
- 10 hours for ERR and induction (to reflect the % of time for induction and ERR delivered/completed off the job)
- 12 hours minimum for mentoring

### **L3 Civil Litigation pathway:**

The requirement for off the job training is calculated as follows:

- 100 hours Level 3 Certificate in Civil Litigation
- 60 hours Level 2 Essential Skills Wales in Communication
- 60 hours Level 2 Essential Skills Wales in Application of Number
- 60 hours Level 2 Essential Skills Wales in ICT
- 5 hours appraisals related to this Apprenticeship programme
- 10 hours for ERR and induction (to reflect the % of time for induction and ERR delivered/completed off the job)
- 12 hours minimum for mentoring

### **L3 Employment Practice pathway:**

The requirement for off the job training is calculated as follows:

- 100 hours Level 3 Certificate in Employment Practice
- 60 hours Level 2 Essential Skills Wales in Communication
- 60 hours Level 2 Essential Skills Wales in Application of Number
- 60 hours Level 2 Essential Skills Wales in ICT
- 5 hours appraisals related to this Apprenticeship programme
- 10 hours for ERR and induction (to reflect the % of time for induction and ERR delivered/completed off the job)
- 12 hours minimum for mentoring

### **L3 Family Practice pathway:**

The requirement for off the job training is calculated as follows:

- 100 hours Level 3 Certificate in Family Practice
- 60 hours Level 2 Essential Skills Wales in Communication
- 60 hours Level 2 Essential Skills Wales in Application of Number
- 60 hours Level 2 Essential Skills Wales in ICT
- 5 hours appraisals related to this Apprenticeship programme
- 10 hours for ERR and induction (to reflect the % of time for induction and ERR delivered/completed off the job)
- 12 hours minimum for mentoring

### **L3 Property pathway:**

The requirement for off the job training is calculated as follows:

- 100 hours Level 3 Certificate in Property
- 60 hours Level 2 Essential Skills Wales in Communication
- 60 hours Level 2 Essential Skills Wales in Application of Number
- 60 hours Level 2 Essential Skills Wales in ICT
- 5 hours appraisals related to this Apprenticeship programme
- 10 hours for ERR and induction (to reflect the % of time for induction and ERR delivered/completed off the job)
- 12 hours minimum for mentoring

### **L3 Private Client Practice pathway:**

The requirement for off the job training is calculated as follows:

- 100 hours Level 3 Certificate in Private Client Practice
- 60 hours Level 2 Essential Skills Wales in Communication
- 60 hours Level 2 Essential Skills Wales in Application of Number
- 60 hours Level 2 Essential Skills Wales in ICT
- 5 hours appraisals related to this Apprenticeship programme
- 10 hours for ERR and induction (to reflect the % of time for induction and ERR delivered/completed off the job)
- 12 hours minimum for mentoring

### **L3 Paralegal Practice pathway:**

The requirement for off the job training is calculated as follows:

- 185 hours Level 3 Certificate in Paralegal Practice
- 60 hours Level 2 Essential Skills Wales in Communication
- 60 hours Level 2 Essential Skills Wales in Application of Number
- 60 hours Level 2 Essential Skills Wales in ICT
- 5 hours appraisals related to this Apprenticeship programme
- 10 hours for ERR and induction (to reflect the % of time for induction and ERR delivered/completed off the job)
- 12 hours minimum for mentoring

### **L4 Commercial Litigation pathway:**

The requirement for off the job training is calculated as follows:

- 290 hours Level 4 Diploma in Commercial Litigation
- 60 hours Level 3 Essential Skills Wales in Communication
- 60 hours Level 2 Essential Skills Wales in Application of Number
- 60 hours Level 2 Essential Skills Wales in ICT
- 10 hours for ERR and induction (to reflect the % of time for induction and ERR

- delivered/completed off the job)
- 48 hours minimum for mentoring

#### **L4 Debt Recovery and Insolvency pathway:**

The requirement for off the job training is calculated as follows:

- 250 hours Level 4 Diploma in Debt Recovery and Insolvency
- 60 hours Level 3 Essential Skills Wales in Communication
- 60 hours Level 2 Essential Skills Wales in Application of Number
- 60 hours Level 2 Essential Skills Wales in ICT
- 10 hours for ERR and induction (to reflect the % of time for induction and ERR delivered/completed off the job)
- 48 hours minimum for mentoring

#### **L4 Personal Injury pathway:**

The requirement for off the job training is calculated as follows:

- 340 hours Level 4 Diploma in Personal Injury Litigation or Level 4 Extended Diploma in Personal Injury Litigation\*
- 60 hours Level 3 Essential Skills Wales in Communication
- 60 hours Level 2 Essential Skills Wales in Application of Number
- 60 hours Level 2 Essential Skills Wales in ICT
- 10 hours for ERR and induction (to reflect the % of time for induction and ERR delivered/completed off the job)
- 48 hours minimum for mentoring

*\* 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.*

Off the job training needs to:

- achieve clear and specific outcomes which contribute directly to the successful achievement of the framework and this may include accredited and non-accredited elements of the framework
- be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager
- allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager
- be delivered during contracted working hours
- be delivered through one or more of the following methods: individual and group teaching; e-learning; distance learning; coaching; mentoring; feedback and assessment; collaborative / networked learning with peers; guided study and induction

- be recorded, for example in a log book or diary.

### **Evidence of off the job training - all pathways:**

- The completion certificate for the relevant knowledge based qualification
- Level 2 (or higher) Essential Skills Wales certificate in Communication for the level 3 pathway / Level 3 (or higher) Essential Skills Wales certificate in Communication for the level 4 pathways
- Level 2 (or higher) Essential Skills Certificates for Application of Number, Communication and ICT
- Completion of the declaration in Appendix A of the Skills for Justice Workbook for Apprentices which confirms that requirements for training have been met (please see the section on ERR for more details about the workbook)
- Coaching and mentoring record, log or diary - not required at certification

### **On-the-job training**

On the job training is defined as skills, knowledge and competence gained within normal work duties.

#### **For this framework the amount of on the job training is as follows:**

L3 Criminal Prosecution pathway – **95 hours** (minimum)

L3 Civil Litigation pathway - **196 hours** (minimum)

L3 Employment Practice pathway - **196 hours** (minimum)

L3 Family Practice pathway - **196 hours** (minimum)

L3 Property pathway - **196 hours** (minimum)

L3 Private Client Practice pathway - **196 hours** (minimum)

L3 Paralegal Practice pathway - **196 hours** (minimum)

L4 Commercial Litigation pathway – **242 hours** (minimum)

L4 Debt Recovery and Insolvency pathway – **242 hours** (minimum)

L4 Personal Injury pathway – **242 hours** (minimum).

## How this requirement will be met

### L3 Criminal Prosecution pathway:

The requirement for on the job training is calculated as follows:

- 95 hours Level 3 Certificate in Criminal Prosecution Case Work

### L3 Civil Litigation pathway:

The requirement for on the job training is calculated as follows:

- 196 hours Level 3 Diploma in Providing Legal Services

### L3 Employment Practice pathway:

The requirement for on the job training is calculated as follows:

- 196 hours Level 3 Diploma in Providing Legal Services

### L3 Family Practice pathway:

The requirement for on the job training is calculated as follows:

- 196 hours Level 3 Diploma in Providing Legal Services

### L3 Property pathway:

The requirement for on the job training is calculated as follows:

- 196 hours Level 3 Diploma in Providing Legal Services

### L3 Private Client Practice pathway:

The requirement for on the job training is calculated as follows:

- 196 hours Level 3 Diploma in Providing Legal Services

### L3 Paralegal Practice pathway:

The requirement for on the job training is calculated as follows:

- 196 hours Level 3 Diploma in Providing Legal Services

### All L4 pathways:

The requirement for on the job training is calculated as follows:

- 242 hours Level 4 Diploma in Providing Legal Services

On the job training needs to:

- achieve clear and specific outcomes which contribute directly to the successful achievement of the framework and this may include accredited and non-accredited elements of the framework
- be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager
- allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager
- be delivered during contracted working hours
- be delivered through one or more of the following methods: individual and group teaching; e-learning; coaching; mentoring; feedback and assessment; collaborative/networked learning with peers
- be formally recorded, either in a diary, workbook, portfolio, or be verified by attendance records. This evidence needs to be checked and signed by the assessor and employer. These records of hours may need to be submitted to the Certifying Authority when applying for an apprenticeship completion certificate

**Evidence of on the job training - all pathways:**

- The completion certificate for the relevant competence based qualification
- Completion of the declaration in Appendix A of the Skills for Justice Workbook for Apprentices which confirms that requirements for training hours have been met (please see the section on ERR for more details about the workbook)

# Wider key skills assessment and recognition (Wales)

## Improving own learning and performance

Improving own learning and performance is not mandatory. Consultation with employers shows that this Wider Key Skill is sufficiently covered in the competence and knowledge elements of this framework.

However providers and apprentices are encouraged to record where and when this Wider Key Skill is being used so that evidence can be gathered to allow apprentices to claim RPL in the future.

## Working with others

Working with others is not mandatory. Consultation with employers shows that this Wider Key Skill is sufficiently covered in the competence and knowledge elements of this framework.

However providers and apprentices are encouraged to record where and when this Wider Key Skill is being used so that evidence can be gathered to allow apprentices to claim RPL in the future.

## Problem solving

Problem solving is not mandatory. Consultation with employers shows that this Wider Key Skill is sufficiently covered in the competence and knowledge elements of this framework.

However providers and apprentices are encouraged to record where and when this Wider Key Skill is being used so that evidence can be gathered to allow apprentices to claim RPL in the future.

# Additional employer requirements

There are no additional employer requirements.



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