Overview of what we will be providing for you

- Induction programme
- Academic study programme incorporating a law degree
- Learning support
- Support for external examinations
- Reviews of your portfolio of competence
- Student support services
- You will be part of City, University of London

Induction programme in September

This will provide an introduction to your working life with your employer and the requirements of the courses that you will undergo. You will meet both your subject tutors and your personal tutor who will support you in your studies. You will also be given guidance on the broader support systems which are available at City.

During your apprenticeship, you will be studying subjects which will grant you a law degree once you pass all the relevant subjects. During the induction you will be introduced to the skills you need to be successful on a degree. This will include guidance on the specific requirements of a part-time distance learning course.

We will ensure that you are made familiar with all of the resources which will support you with your studies. This will include our library and online materials.

We will give you an overview of the subjects you will be studying. We will help you to plan your part-time study so that you are able to combine your studies with your office-based training.

As part of the programme, there will be an opportunity for you to meet solicitor apprentices who are based at other law firms and companies who will be taking the same course at City.

We will support you to meet regularly with the other apprentices so that you can build your own peer support group.

Academic study programme and learning support

You will be working at your organisation four days each week and spending the fifth day studying.

After the induction, you will receive monthly face-to-face tuition in all of your subjects and regular contact with your personal tutor.

At the outset of each academic year, you will be given a weekly planner within the Student Area which will help you to structure your studies.

Laurence Whymark, Solicitor Apprentice, Charles Russell Speechlys
The apprenticeship route to solicitor qualification is excellent for me as a more mature student. It gives me the chance to further extend any knowledge I've gained through my workplace with structured study while still using my work environment as a learning tool. On a practical level, I couldn't be a full time student at this point in life so the apprenticeship route is a perfect way to learn.'

Kate Lambert, Solicitor Apprentice, CBRE Global Workplace Solutions

‘The SRA is currently finalising the content of the assessments that apprentices will undertake. The precise content of the course might change in order to meet the SRA requirements.

In addition to your regular personal tutor meetings, you will have other opportunities to have discussions with your tutors and colleagues. Staff will communicate with you in a variety of other ways including Q & A forums, email and social media.

You will also have access to peer support through an online forum on CILEx Law School’s Student Area.

Part-time LLB in Legal Practice
This is a four year course which will run in parallel with the first four years of your placement. It will provide you with tuition in core legal subjects that are necessary for all solicitors. On successful completion of the course you will be awarded a law degree.

Postgraduate training
For the last two years of your apprenticeship you will study the subjects and professional skills required to practise as a solicitor and prepare for the SQE which are externally assessed two stage exams.

External examinations
SQE Stage 1: Functioning Legal Knowledge Assessments
We will prepare you for computer based central assessments that you will take at the end of year five.

These will be set by the Solicitors Regulation Authority and are called the Functioning Legal Knowledge Assessments. You are required to pass these tests before you can proceed to the final exams and qualify as a solicitor.

The subjects that you cover in the LLB provide some preparation for the knowledge required for the tests.

We will provide an intensive revision programme for you during year five.

SQE Stage 2: Practical Legal Skills Assessments
The subjects covered during years five and six will prepare you for this final exam at the end of year 6.

We will provide intensive revision for the exams during the last six months of your course.

Our experienced tutors will be available to provide regular support, either face-to-face or online.

Portfolio
During your six years as an apprentice, assessments of your office-based work will be carried out to ensure that you are acquiring all the necessary skills to qualify and practice as a solicitor.

You will be allocated a supervisor at your firm who will help you put together a portfolio of the practical work. This will be discussed periodically with an external assessor.

The portfolio will help you map and plan your progress throughout the apprenticeship. It will also ensure that you are supported to build a portfolio of work which ensures you cover all the skills required by the Solicitors Regulation Authority.

The meetings with your external assessor will be supportive and will give you and your internal supervisor a chance to review your progress.

Angela Jackman
The City Law School’s lead solicitor for the Apprenticeship programme and Senior Lecturer at the school has this to say:

“Welcome to The City Law School. We are delighted that we will be working with and supporting you throughout your solicitor apprenticeship. We provide the highest standards of legal education and are confident that you will benefit enormously from your time with us as a student!”

CILEx Law School
The City Law School has entered into a unique partnership with CILEx Law School to deliver a blended online and face-to-face learning experience.

CILEx Law School has been at the forefront of legal apprenticeship design and delivery since 2012 and part of the Trailblazers in Law development group. CILEx Law School has over 450 legal apprentices working in-house legal departments, law firms and local authorities.