Legal Trailblazer

Paralegal, Chartered Legal Executive and Solicitor Apprenticeships
Agenda

- Introductions
- Funding update and the Apprenticeship Levy
- Paralegal and Chartered Legal Executive: Overview of the standards and assessment plans
- Solicitor: Overview of the standard and assessment plans
- Employer case studies of Legal Apprentices (Burges Salmon LLP, Withers LLP and Addleshaw Goddard)
- Questions to our Apprentices and Panel
What is the apprenticeship levy and who pays it?

• Levy on UK employers will fund growth in the apprenticeship programme. In parallel, employers will be given more influence over how apprenticeships are designed and paid for, so that they focus on the skills, knowledge and behaviours that are required of the workforce of the future.

• Growth in apprenticeships will open up opportunities to individuals from all backgrounds and all parts of the country, giving more people the chance to pursue a successful career.

• The levy will come into effect on 6 April 2016, at a rate of 0.5% of pay bill, paid through PAYE. It applies to all employers in all sectors.

• All employers have an allowance of £15,000 to offset against their levy liability. The levy allowance is not a cash payment and cannot be used to purchase apprenticeship training.

• The allowance means that only UK employers with an annual pay bill of more than £3 million are liable to pay the levy. That’s 2% of employer.

• Employers in England who pay the levy will be able to get out more than they pay into the levy, through a 10% top-up to their digital accounts.

The levy will be set at 0.5% of an employer’s pay bill. It will only be paid on any pay bill in excess of £3m.

Employers will have an allowance of £15,000 to offset against their levy payment.
Accessing levy funds to spend on training

Levy funds will be available through a new digital service on gov.uk
- Once registered for the new digital service, levied employers will be able to select their PAYE schemes and access funds available to them as a result of their levy payments.
- This will allow employers with multiple PAYE schemes and connected companies to aggregate levy funds into one account on the service.
- Employers will be able to see their levy contributions coming into the account monthly and accumulating over time.
- Funds will first appear in account in late May 2017 after the employer has completed their RTI submission for April 2017.

How funds in the account will be calculated
- To calculate how much each employer will have to spend through the English system, we are proposing to use data that HMRC already hold about the proportion of each employer’s pay bill paid to employees living in England.
- For example:
  - If 100% of pay bill is in England  
    - 100% of levy payment in digital account
  - If 80% of pay bill is in England  
    - 80% of levy payment in digital account
- Employers will benefit from a 10% govt top up to monthly funds entering an account.
- Funds will expire 18 months after they appear in the employer’s digital account unless they are spent on apprenticeship training. This will also apply to any top-ups.
Purchasing training

The new funding system comes into effect on 1 May 2017, because May is the first month that levy paying employers will declare a levy payment to HMRC. All apprenticeships started before 1 May will be funded through to completion according to the existing rules. Any employer contribution towards training commenced before 1 May will also continue at the current rate.

**Levied employers buying training from May 2017**
- As soon as an employer has funds in their levy account they will be able to select a provider and an apprenticeship programme and commit to this. By committing to apprenticeship training via the digital account, the employer will be entering into a contract agreement with the provider.
- Once committed to training, funds will automatically leave the employer’s digital account on a monthly basis, spread over the lifetime of the apprenticeship.
- We propose to hold back 20% of the total cost, to be paid on completion of the apprenticeship.
- Information and tools in the digital account will help employers forecast the funds that are likely to accumulate in their account over time and manage cash flow.

**Non-levied employers buying training from May 2017**
- Employers that don’t pay the levy will make payments for training direct to providers. We will move them onto the digital system at a later date.
Purchasing training

Digital funds and government funding can be used for:
• apprenticeship training and assessment
• against an approved framework or standard
• with an approved training provider and assessment organisation
• up to the funding band maximum for that apprenticeship

Digital funds and government funding cannot be used for:
• wages
• travel and subsistence costs
• managerial costs
• traineeships
• work placement programmes
• the costs of setting up an apprenticeship programme
NOTE
Employers who don't pay the levy will not need to use the digital apprenticeship service to pay for apprenticeship training and assessment until at least 2018. When we ask them to start using the digital apprenticeship service to pay for apprenticeship training, we will help them to prepare.
Provisional funding bands

**Why?** Setting limits on the amount of government or digital funds that can be used for a single apprenticeship supports quality training whilst ensuring apprenticeships are affordable for individual employers and deliver value for taxpayers.

**Every apprenticeship will be placed in a funding band**
- All existing and new apprenticeship frameworks and standards will be placed within one of these funding bands. This will depend on the level and type of apprenticeship.
  - The upper limit of each funding band will cap the maximum amount of digital funds an employer who pays the levy can use towards an individual apprenticeship.
  - The upper limit of the funding band will also cap the maximum price that government will ‘co-invest’ towards, where an employer does not pay the levy or has insufficient digital funds and is eligible for extra support.

**Employers can negotiate the best price for the training they require**
- Employers will be able to negotiate prices with providers.
  - If employers want to spend more than the funding band limit, using their own money, then they will be free to do that.
  - Funding bands do not have a lower limit.

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There are two types of employers who will be benefit from government support towards the cost of their apprenticeships training:

1. Employers who haven’t paid the levy and want to purchase apprenticeship training from a provider
2. A levy-paying employer who with insufficient funds in their digital account to pay for the cost of training and assessment they want to purchase

We propose that:
• The government pays 90% of the costs of training and assessment.
• The employer will be responsible for paying 10% of the costs.
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<th>WITHIN THE FUNDING BAND LIMIT</th>
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<td>Price you negotiate with your training provider = £5,000</td>
<td>Price you negotiate with your training provider = £7,500</td>
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<td>The cost is <strong>within</strong> the funding band limit</td>
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### With enough funding in your account
- **£5,000 will be deducted from your digital account over the life of the apprenticeship.**

### Without enough funding in your account
- If you have £0 in your account we will pay 90% (£4,500) and you will need to pay 10% (£500).
- If you have digital funds available, these will be used first, and then we will pay 90% of the remaining costs, and you will pay 10%.

- **£6,000 will be deducted from your digital account over the life of the apprenticeship.**
- **You will be responsible for paying £1,500.** This payment can’t be made from your digital account.

### With enough funding in your account
- If you have £0 in your account we will pay 90% (£5,400) and you will need to pay 10% (£600). This is the maximum payable within the limit of the band.
- You will also be responsible for paying the additional £1,500. This payment can’t be made from your digital account.
Additional support for apprentices

Funding for 16-18 year olds
Government proposes to pay £1,000 to employers, and a further £1,000 to training providers if they train a 16-18 year old apprentice.

We propose to help with the extra costs of supporting these individuals so that everyone has the opportunity to benefit from an apprenticeship. Employer funding will be paid through the training provider.

Disadvantaged young people
Government proposes to pay £1,000 to employers, and a further £1,000 to training providers if they train 19-24 year olds leaving care or who have a Local Authority Education and Healthcare plan.

We propose to help with the extra costs of supporting these individuals so that everyone has the opportunity to benefit from an apprenticeship. Employer funding will be paid through the training provider.

Funding for additional learning support
This is the extra amount that we propose to pay to the training provider where an apprentice requires additional learning support as a result of conditions such as dyslexia, learning difficulties or disabilities. We propose to pay training providers up to £150 a month to support these learners, plus additional costs based on evidenced need. This is a continuation of the current system.

Funding for English and Maths training
The government is committed to helping apprentices gain the minimum standard of Level 2 in English and maths.

When employers agree with their training provider that their apprentice needs training to meet the minimum standards in English and maths we propose to pay training providers £471 for each of these qualifications (Level 1 and 2). This will come direct from the government and will not be deducted from an employer’s digital account.
Funding rules

Transferring funding
• During 2018, subject to a final value for money assessment, we propose to introduce means for employers to transfer up to 10% of the levy funds entering their digital account in a given year, to another employer with a digital account, or to an ATA.
• We will assess the impact and effectiveness of these arrangements before considering how they could be expanded.

Prior qualifications
• Employers will be able to use funds in their account or access government co-investment support to train any individual to undertake an apprenticeship at a higher level than a qualification they already hold.
• In addition, we propose that an individual can be funded to undertake an apprenticeship at the same or lower level than a qualification they already hold, if the apprenticeship will allow the individual to acquire substantive new skills and the content of the training is materially different from any prior training or a previous apprenticeship.

Cross-border funding
• The current apprenticeship funding rules place conditions on which individuals can be funded to undertake an apprenticeship through the English system. We propose to simplify the current rules and apply a single test for whether apprenticeship training can be funded through the English system: whether the apprentice’s main place of employment is England.
• We propose that the definition of workplace is the physical place of work, designated by the employer, where the apprentice is expected to spend the majority of their time during their apprenticeship. We welcome feedback from employers on whether this is an appropriate test to apply to eligibility for funding.
• We are continuing to engage with the Devolved Administrations on the scope for reciprocal funding arrangements for employees who live in England but who may work elsewhere in the UK.
Next Steps

In August we published apprenticeship funding proposals. We are inviting feedback on these proposals and will use the summer to test them further, including how they support the government’s emerging industrial strategy and ensure that individuals from all backgrounds and parts of the country have the opportunity to get on in life.

You can provide feedback [here]

October 2016

• The final funding bands that will apply in the new system
• The final, full set of technical rules that underpin the funding system
• Confirmation of how the proportion of pay bill that is paid to employees living in England will be calculated

December 2016

• Further employer guidance from HM Revenue and Customs (HMRC) on how to calculate and pay the apprenticeship levy
Apprenticeship Standards: What are they?

Employers are designing apprenticeship standards to meet the needs of their industry through the Trailblazer programme.

A standard should:

• be short, concise and clear
• set out the full competence needed in an occupation in terms of Knowledge, Skills and Behaviour (KSBs)
• have the support of employers including smaller businesses
• be sufficiently stretching to require at least a year of sustained and substantial training to meet
• align with professional registration where it exists
• contain minimum English and maths requirements and
• only include mandatory qualifications under certain circumstances.
Trailblazer progress so far

- Over 170 Trailblazers currently developing over 400 standards.
- Over 40% are higher/degree level
- 246 standards have been published
- List of standards developed / in development so far available at: https://www.gov.uk/government/publications/apprenticeship-standards-list-of-occupations-available
Institute for Apprenticeships

- An independent employer-led body that will regulate the quality of apprenticeships, set up by April 2017 (shadow form with effect from 2016)

- An independent Chair will lead a small Board comprised primarily of employers, business leaders and their representatives.

- Antony Jenkins (ex-Barclays) and Nicola Bolton (ex-UKTI) appointed shadow chair and shadow chief operating officer in June 2016

- Outline role:
  - Approve/reject Expressions of Interest, standards and assessment plans
  - Provide advice and guidance during their development
  - Maintain a public database of apprenticeship standards and publish information illustrating potential gaps
  - Advise on the maximum rate of Government funding that should be assigned to each standard
Devolved Administrations

If you’re an employer with operations in Scotland, Wales or Northern Ireland, you may also want to contact their apprenticeship authority

Scotland
https://www.apprenticeships.scot/

Wales
https://businesswales.gov.wales/skillsgateway/apprenticeships

Northern Ireland
https://www.nidirect.gov.uk/campaigns/apprenticeships
Introduction

- Paralegal at Level 3
- Chartered Legal Executive at Level 6
- Basic structure of all Trailblazers:
  - Period of training
  - Separate end point assessment which is synoptic
End Point Assessor

- CILEx has been approved as an end point assessor for both the Paralegal and Chartered Legal Executive apprenticeships

- For the Chartered Legal Executive apprenticeship, CILEx will be the only end point assessor

- For the Paralegal, although CILEx is currently the only end point assessor, there may be others in the future
Paralegal Apprenticeship

- Generic occupational standard and assessment plan
- Paralegals can be trained in one of any number of specialist legal areas of practice
Structure

- Training:
  - Level 3 knowledge of specialist area of law and practice
  - Level 3 skills: legal research and client care
  - Level 3 competence: covering the required competencies for a paralegal identified in the standard

- End point assessment
  - Portfolio
  - 2 x timed assessments
Delivery

- **Training**
  - Delivered by a Training Provider selected by the employer
  - Training Provider must be approved by the Skills Funding Agency

- **End Point Assessment**
  - Delivered by an Assessment Organisation, separate from the Training Provider
  - Assessment Organisation selected by the Employer
  - Assessment Organisation must be approved by the Skills Funding Agency for the standard
Paralegal End Point Assessments

- It’s graded:
  - Pass
  - Distinction
  - Fail

- Can cover a wide range of different areas of practice
Off the shelf tests

- CILEx will make available ‘off the shelf’ end point tests in:
  - Civil Litigation
  - Personal Injury
  - Employment
  - Conveyancing
  - Private Client

- Where the apprentice has covered a different area of practice, CILEx will approve a suitable end point test written by the Training Provider
Delivery of the End Point Tests

- In either case, the test will be sat at the Training Provider and then submitted to the Assessment Organisation for marking, moderation, standardisation and certification

- More detailed information on the policies and procedures for administration of the end point tests is currently being considered by the employer group and will be available shortly
Costs for the Paralegal End Point

- Where the Employer uses an off the shelf test, the cost will be £850

- Where the Training Provider has written a test approved by CILEx the cost will be:
  - £750 for the administration of the test and
  - £100 for each submission of a test for approval
Chartered Legal Executive Standard
Chartered Legal Executive

- Mirrors the traditional route to qualification

- Training:
  - Level 6 Knowledge, Client Care and Legal Research skills + competence
  - The academic requirements are a pre-requisite for the regulator and must be developed through either:
    - CILEx examinations
    - LL.B + Graduate Fast Track Diploma or equivalent
End Point Assessment

- Portfolio
- Case study
- Training is delivered by the Training Provider
- The end point test will be delivered by CILEx
More about end point assessment

- NOT graded
- Completed in a number of areas of legal practice including:
  - Civil Litigation
  - Employment
  - Conveyancing
  - Probate
  - Criminal Litigation
  - Family Litigation
Costs

- As part of the training
- CILEx membership fee
- Formative assessment costs for CILEx exams or exemptions
- End point submission fee to include:
  - Assessment
  - Quality Assurance
  - Certification
- £1150
Introduction to the Solicitor Apprenticeship

Julie Brannan
Director of Education and Training
SRA
Training for Tomorrow

• Followed LETR

• Core objective – uphold public confidence in the profession, both domestically and internationally:
  Ÿ consistent, rigorous standards
  Ÿ innovation and flexibility in solicitors' training
  Ÿ promotion of a broad, diverse profession

• Statement of Solicitor Competence (SoSC)

• Solicitors Qualifying Examination (SQE)
Statement of Solicitor Competence

• Describes the core activities all solicitors need to be able to do

• Divided into 4 broad domains:
  ð Ethics, professionalism and judgement
  ð Technical legal practice
  ð Working with other people
  ð Managing themselves and their work

• Key activities listed for each domain and critical factors which affect the individual’s ability to perform the activities competently
Trailblazer apprenticeship leading to qualification as a solicitor (England)

- Level 7 apprenticeship
- 5 - 6 years to complete
- Apprenticeship standard based on the SoSC
- Assessment plan aligned to the SQE
  - On-programme formative work-based assessment against the SoSC
  - On-programme assessment of functioning legal knowledge through SQE Stage 1
  - End-point assessment of practical legal skills through SQE Stage 2
Timeline

• Apprenticeship route to qualification introduced in the November 2015 update of the SRA Handbook

• Two formal consultations on the new approach to qualification, including the SQE, in December 2015 and October 2016

• Subject to the results of the consultation:

  ᵇ Appointment of the assessment organisation for the SQE by end of 2017

  ᵇ Development and testing of SQE during 2018/2019

  ᵇ First live assessments - no earlier than start of academic year 2019
Outline

- Attraction
- Timescales and applications
- Recruitment process
- Induction and support
- Studying whilst working
We are passionate about diversity and developing new talent, which is why we recruit our people from the widest possible pool of candidates. If you’re interested in learning about life at a leading law firm or you would like to gain transferable skills valuable to all employers, an apprenticeship could be just what you are looking for.

What does an apprenticeship involve?

Training through the job and on-the-job learning, apprenticeships give first-hand insight into life at Burgess Salmon and open doors to various legal roles including qualification as a solicitor. Learn more, donate a legal apprenticeship.

Apprenticeships

Burgess Salmon

Overview

In this section

Working at Burgess Salmon
Legal Careers
Trainee Solicitors
Professional
Apprenticeships

Apprenticeships

An apprenticeship at Burgess Salmon will give insight into the legal profession and help you to develop your skillset.

Apprenticeships

National Apprenticeship Week 2016
- March
  - Open days
  - Career events
- 24 April
  - Application closing date
- May
  - Assessment Centre
  - 2nd round interviews
- June
  - Offers of employment
- August
  - Pre-induction day and social
- September
  - Induction week at BPP
  - First day at Burges Salmon
No defined process within industry

Burges Salmon

- Application
- Assessment Day
- Interview with Team Manager
- Interview with Partner
- Pre-induction day and social
- Two-week induction
Employer Case Study

Withers LLP
The Role of The Legal Apprentice at Withers

• To support the operational functioning of a Practice Group whilst learning and developing the key skills and experience required for a paralegal with a view to acquiring a caseload and assisting on files under supervision.

• Our current apprentices are on a 2-year contract during which the firm will sponsor them towards achieving their NVQ Level 3 Advanced Apprenticeship in Legal Services with the ambition that they will eventually transfer onto the solicitor trailblazer and qualify as a solicitor.
- School leavers
- ABB at A Level (or equivalent)
- 5 GCSE’s with B in English Language and Maths
Our recruitment process

- Online Application
- Telephone Interview
- Assessment Day
- 2nd interview with practice group leader
- Offer
Assessment Centre Format

• The assessment Centre included:

• A 1-hour individual interview comprising a 10-minute presentation

• A 50-minute written exercise which included correcting grammar and a letter-writing exercise

• A 40-minute group exercise where the candidates worked collaboratively to try and reach the correct answer of a puzzle.
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Room Requirements:
- 2 interview rooms
- 1 written exercise room
- 1 group exercise room

Assessor/Interviewer requirements:
- 2 interview panels (4 interviewers total)
- Up to 5 group exercise assessors (minimum 3)
- 1 administrator for the written exercise

Group Exercise (40 minutes) - candidates 1-5

Group Exercise (40 minutes) - candidates 6-10

Interview and presentation (panel 1) 60 minutes
Interview and presentation (panel 2) 60 minutes max

Written Exercise (50 minutes)

Break

Break

Final scoring and wash-up
Individual Interview

• Each Individual interview will last 1 hour

• Questions must remain consistent for each candidate

• During the interview they will each give (and be questioned on) a 10-minute presentation on the following topic:

• ‘Is Twitter a great way of debating issues, or is it just mindless chatter??’
Employer Case Study
Addleshaw Goddard LLP
Why we recruited Legal Apprentices
AG Legal Apprentices
AG Experience
Investment
Talent
Quality
Development
Retention
Interest
Jamie
Jess
Della and Hannah
What’s next?
Questions?