



GORDONS APPRENTICESHIP PROGRAMME (GAP)

Apprentice Legal Executive

WHAT DOES THE PROGRAMME ENTAIL?

The programme consists of a mixture of work based learning and education. You will work at Gordons and study for CILEx Examinations (Chartered Institute of Legal Executive Lawyers) which, on average, will take four years of part-time study, attending one day or evening class per week or by following a distance learning course. Exams are held twice per year.

Stage 1 – Level 3 Professional Diploma in Law and Practice (this is set at “A” level standard). Years 1 and 2

Stage 2 – Level 6 Professional Higher Diploma in Law and Practice (this is set at honours degree level). Years 3 and 4

On completion of both stages of the qualification you will be required to undertake a further period of employment of 1 year before becoming a legal executive lawyer at the firm.

AREAS OF SPECIALISM OFFERED

“GAP” encourages specialising in certain areas of law; business recovery and restructuring, commercial contracts, commercial litigation, commercial property, corporate, employment, planning and environmental, personal injury, personal law and residential conveyancing.

ARE YOU RIGHT FOR US?

To be eligible for “GAP” you must:

- Be predicted to obtain or have gained 3 or more A levels at grade B or above in academic subjects this summer (conditional on grades being achieved)
- Have gained 5 GCSEs ideally in academic subjects including English and Mathematics
- Reside within easy travelling distance of our Leeds and Bradford offices
- Be available to attend the work experience week at our offices in Leeds and Bradford which is part of the selection process
- Be hard working and determined

BENEFITS OF GAP

- Support is provided throughout the apprenticeship period by qualified staff
- A starting salary of £12,000 per annum (equivalent to £231.00 per week) which will be reviewed on an annual basis
- 25 days holiday plus 8 bank holidays per year
- All training fees will be paid by the firm
- Practical on the job training which is very marketable in the legal profession

KEY DATES

- On-line application – **Open January**
- Application closing date – **20 May**
- Interviews – Part 1 Selection Process – **W/c 28 May**
- 1 week work experience placement – **Part 2 Selection Process – W/c 30 July**
- Apprenticeship offered (conditional on grades) – **August**
- Apprenticeship programme starts – **1 September**

HOW DO I APPLY?

Read the job description and ensure that you have the desired level of drive and determination before applying. To apply, access our secure application form (available on the website) or alternatively send us a letter with your reasons for applying and why you think this scheme is right for you.

You will need to submit a school reference, attendance records, personal profile and your last two school reports with the application form or letter.

Don't miss out on this fantastic opportunity. Visit www.gordonsllp.com or contact Karen Mills.



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