



GORDONS APPRENTICESHIP PROGRAMME

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

The programme 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 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 OUR APPRENTICESHIP

- Support is provided throughout the apprenticeship period by qualified staff
- An annual salary of £12,750 per annum 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

KEY DATES

- On-line application – **Now Open**
- Application closing date – **26 April**
- Interviews – Part 1 Selection Process – **W/c 27 May**
- 1 week work experience placement – Part 2 Selection Process – **W/c 29 July**
- Apprenticeship offered (conditional on grades) – **August**
- Apprenticeship programme starts – **September**

HOW DO I APPLY?

If you think you have the drive and determination to succeed as a legal apprentice, complete our downloadable application form on the website and submit this by email to apprenticeship@gordonsllp.com along with a school/college reference on headed paper, your attendance record and a recent school/college report.

Don't miss out on this fantastic opportunity to join our award winning programme.

Visit www.gordonsllp.com/careers/apprentice-programme for more details or contact Frances Mitchell.



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