



GORDONS LAW APPRENTICESHIP

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 that include corporate & commercial, commercial litigation, commercial property, property litigation, employment, defendant 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). A-level equivalents will be considered.
- 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
- A starting salary of £14,000 per annum which will be reviewed on an annual basis
- 25 days paid holiday plus 8 paid bank holidays per year
- All training fees will be paid by the firm
- Practical on the job training
- Employee wellbeing package
- Pension and Life Assurance

KEY DATES

- On-line application – **Opens December**
- Application closing date – **30 April 2021**
- Interviews – Part 1 Selection Process – **w/c 24 May 2021**
- Work experience placement – Part 2 Selection Process – **w/c 26 July 2021 (dates to be confirmed)**
- Apprenticeship offered (conditional on grades) – **August 2021**
- Apprenticeship programme starts – **September 2021**

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.



FRANCES MITCHELL

Solicitor

T: 0113 227 0210

E: frances.mitchell@gordonsllp.com