



**THE CITY**  
**LAW SCHOOL**  
CITY, UNIVERSITY OF LONDON  
EST 1894

Academic excellence for  
business and the professions



## Information for Solicitor Apprentices

Your learning and development on the Solicitor Apprenticeship programme will be through The City Law School, part of City, University of London, with support from CILEx Law School.

‘Choosing an apprenticeship over the traditional route to qualification has been the best decision that I could have made. City University have been very supportive and I am loving the challenges and rewards that the combination of practical work and academic study brings.’

Holly Moore,  
Solicitor Apprentice, ITV,  
and part of the first year cohort at  
The City Law School

### 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 study. 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 your subjects and a minimum of monthly contact with your personal tutor.

Between each face-to-face session you will be given a programme of study which will be laid out clearly within the online Student Area which will support the course.



'I love coming to City, University of London once a month to meet with all the tutors, and the face-to-face tuition really doesn't make it seem like a distance learning course at all. I am really impressed with the level of support that we receive, both during those days and also via the CILEx website. I am so glad that I have the opportunity to work and study at the same time and to actually get to see the law we are learning about in action on a daily basis.'

Sarah-Jane Legge,  
Solicitor Apprentice,  
Ashtons Legal

This will include the chapters and other sources that you are required to read, as well as additional activities via online learning objects such as videos. These can be accessed anywhere and at any time – allowing you flexibility to manage your learning around your work/life.

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 and help from their Academic Team in the first year.

### 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 Solicitors Regulation Authority's externally assessed two stage exams.

### External examinations

#### Stage 1:

#### Functioning Legal Knowledge Tests

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 Tests. 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.

#### 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, regular 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 every three months 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.

### The City Law School



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.”

The City Law School is part of City, University of London. City has a long tradition of excellence in legal education and in 2015, the National Student Survey found that City was the top university in London for student satisfaction.

### 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 200 legal apprentices, working at in-house legal departments, law firms and local authorities.

Co-financed by



Skills Funding  
Agency

### Find out more

For further information please contact our Professional Development Department.

E: [Cpd-CLs@city.ac.uk](mailto:Cpd-CLs@city.ac.uk)

T: 020 7040 0316

[www.city.ac.uk/law/courses/continuing-professional-development](http://www.city.ac.uk/law/courses/continuing-professional-development)

The SRA is currently carrying out a consultation on the nature of the assessments that apprentices will undertake. The precise content of the course might change in order to meet the SRA requirements.



Follow us  
@CitySolApps

### The City Law School

Gray's Inn Place Campus  
City, University of London  
4 Gray's Inn Place  
WC1R 5DX

[www.city.ac.uk/law](http://www.city.ac.uk/law)