



**GRADUATE
SOLICITOR
APPRENTICESHIPS**

Employer Pack

July 2024

Dear Employer,

Thank you for your interest in our graduate solicitor apprenticeship programme. We are running apprenticeships programmes from August 2024 onwards.

Within this pack, we have put together the key facts around the programmes to help you and your employee make an informed decision on whether to partner with the College as your training provider.

Our graduate solicitor apprenticeship programmes build on our very successful 40-week SQE preparation courses, with assessments and coaching support from trained lawyers.

We are looking forward to working closely with firms such as yourselves, to invest time and care in ensuring that your apprenticeships thrive in their workplace and pass the SQE assessments.

With best wishes



Dr Giles Proctor
Chief Executive Officer
The College of Legal Practice



LEADING THE WAY

The College of Legal Practice is leading the way in preparing students for the Solicitors Qualifying Examination – the SQE. Our online legal training programmes are designed to help your candidates pass the SQE, thanks to our experienced team led by CEO, Dr Giles Proctor, who was instrumental in the design of the SQE at Kaplan law school. We are an accredited, fully virtual law school based in the UK, with years of expertise in supporting students through every SQE assessment.

The legal training we offer is carefully designed to be flexible to meet the variety of students taking the SQE, including recent graduates, international students and those converting to law. We collaborate closely with partner firms and Universities, developing SQE programmes that meet their needs. Designed for online, our programmes are flexible, affordable and accessible.

Our not-for-profit ethos means we keep our programmes low-cost and high value. Taught by experienced solicitors, our content is grounded in real-world legal practice, with expert personal supervision and support, highly rated by our students. The College of Legal Practice is backed by over 50 years of experience in legal training, through The College of Law in Australia, helping give your employers the best chance of passing the SQE.

Collaboration

We are genuinely committed to supporting our partner firms and organisations, and our approach is to build genuine collaborative working arrangements supported by the best possible client account management and student support.

Our learning model has the following attributes, that enable your trainees to achieve an effective balance between working and learning:

- ◆ **Learning designed for the SQE**, using our SQE and online design expertise, these highly interactive and structured programmes have been designed for passing the SQE, using years of SQE insight and decades of online learning experience. We have not repurposed any LPC materials; we have designed our programmes specifically to

address the new SQE syllabus and de-risk the national exams for Graduate Solicitor Apprentices.

- ◆ **Access to our experienced solicitor supervisors**, gives your apprentices high levels of 1-2-1 supervisor engagement. Plus, through our online platform, your apprentices studying with us can receive support throughout the week.
- ◆ **Access to our experienced graduate solicitor coaching**, gives your apprentice ongoing coaching throughout the programmes, working closely with both your apprentice and you as the employer.
- ◆ **Learning designed for real-life practice**, not just an exam hall. We have designed our Graduate Solicitor Apprenticeship Programmes to give your apprentices a more holistic skillset that they can apply in their day-to-day roles.
- ◆ **Flexible learning which makes the best use of technology**, providing options that fit around your apprentices' work schedule. All the content for our programmes is available online at any time, supporting your firm's commitment to work/life balance and apprentices that are working alongside their study. Our technology allows us to provide accurate performance feedback to assist your apprentices and their employer/ supervisor to give you an up-to-date view on progression.
- ◆ **More affordable and more time-efficient programme**, this means we provide better value and increase accessibility to your apprentice and their training.
- ◆ **Collaborative ways of working with you**, we work closely with you to ensure we, together, identify and address any specific learning and development needs.

Our clients include Reed Smith, Browne Jacobson, Al Tamimi, Clarke Wilmott, Fletchers, Macfarlanes, BCLP, Joelson Law, CFG Law, Sandstone Legal, Acuity Law, Wright Hassall, Capsticks, Al Tamimi and Ashfords

APPRENTICESHIPS

Applications are now open for our graduate solicitor apprenticeship SQE training programme in 2024-25.

The College of Legal Practice is a registered Graduate Solicitor Apprenticeship Provider, and this programme will partner with a number of employers to provide a flexible pathway for the apprentices to work towards the end point assessment (SQE2).

Flexible online programmes

Our programme, as your registered provider will deliver virtual training and coaching to the apprentices. This will not require them to go offsite to a campus on a designated day each week. Instead, the apprentice will complete their required training within the workplace, with the firm and apprentice running the training on a flexible basis.

Two programmes

The two apprentices pathways we offer are:

1. **Two-year programme for law graduates.** This programme includes the SQE1 and SQE2 preparation (SLK and SLS), each studied over 40 weeks of part-time training.
2. **Three-year programme for non-law graduates.** This programme starts with seven modules from our 40-week Graduate Diploma in Law programme and then continues through the two 40-week SQE preparation training over the subsequent two years.

The programmes will include initial contracting, learner assessment (functional skills assessment) and induction with their coach.

2 YEAR PROGRAMME STRUCTURE

For UK law graduates

The programmes are very structured with a clear learner's journey and detailed engagement monitoring and reporting.

Initial diagnosis

The first step for your apprentice, once registered, is to undertake a full induction programme and diagnostic to understand where they are in terms of their legal knowledge against a clear set of competencies.

Preparation for SQE1 and SQE2

The training for SQE1 and SQE2 is through guided learning and live support sessions from the College's supervisors. Weekly deadlines are set for completion of units of learning, and surgeries, town halls, personal supervision and feedback sessions are all offered virtual in short sessions across the week. The detail of the structure of this training can found on our SQE1 and SQE2 preparation course pages.

SQE Assessment

The programme is structured to fully prepare the apprentice for SQE1 in their first year of training. After passing SQE1, SQE2 is taken at the end of their second year – the end point assessment for their apprenticeship.

Should your apprentice not pass SQE1 first time, they can look at one resit, as part of the programme, at no additional cost.

Coaching

Throughout the course the apprentices will have their coach by their side. They will act as a support contact throughout the two or year programme, consistently advising them and monitoring their progress. The coach will also help build a portfolio of workplace evidence and meet with the apprentice and their line manager every 12 weeks.

Appendix A (Learner Journey) provides full details of the Graduate Solicitor Apprenticeship Programme including details of the training preparation, coaching framework, and the progression route for the apprentice. It also includes details of the employer/ supervisor role and responsibilities.

Example timings for the programme

Course	Description	Start Date	Finish Date
Orientation	College induction and orientation	12 August 2024	September 2024
SQE1 preparation (40 weeks) and revision	Part-time SQE1 preparation	2 September 2024	July 2025
SQE1 National Exam	July 2025 Results August/September 2025		
SQE2 preparation (40 weeks) and revision	Part-time SQE2 preparation	September 2025	July 2026
SQE2 Assessment (end point assessment for apprenticeship)	July 2026 Results November/December 2026		

We will be running this programme every six months, with the next programme starting in February 2025.

Three year Apprenticeship Programme: Overview

For non-UK law graduates

The College's first three-year graduate apprenticeship programme will start in February 2025, with the Law foundation training. The second and third years of the apprenticeship programme will mirror the first and second years of the two-year apprenticeship programme, completing the SQE1 preparation and SQE2 preparation and the end point assessments.

Pricing

Please enquire for pricing

The Prices for the programmes include full training programmes, coaching, SQE1 and SQE2 assessment fees and one re-sit fee for SQE1.

Application Process

Please complete the employer application form which can be found by clicking on the link below:

[Application Form](#)

Once completed, please email snicholson@collegalpractice.com to confirm the submission.

We will then arrange an initial call to confirm receipt of the application and agree next steps.

Get in touch

If you have any questions or queries about any of the above, please do come back to [Dr Giles Proctor](#) (email: gproctor@collegalpractice.com; mobile 07494 270828).



APPENDIX A

LEARNER JOURNEY

Graduate Solicitor Apprenticeship – Learner Journey							
Weeks	Activity/focus	Plus	Plus	Formative Assessment	Target Progress	Target OTJ %	Target OTJ Hours
1 to 4	On-line Induction – Group learning session – Getting Started Activities Solicitor Apprenticeship Induction – Tutor contact – Individual learning session introducing the programme, learning materials and learning management systems Online sign up + Coach contact – Individual learning session and initial review					1.1%	6
5 to 10	Guided Learning Activities: Town Hall x 4, Student Services Induction, Group Supervision, 1-2-1 Supervision Surgeries: Tort, Contract, Criminal Practice Independent study via the SQE study pack, learning portal, virtual community and MCQs Coach contact – support and planning – Preparation for portfolio assessment 1 (Planning and Prioritisation)					6.9%	39
11 to 16	Guided Learning Activities: Group Supervision Surgeries: Business, Conduct, Land, Trusts, Criminal Practice, Property Independent study via the SQE study pack, learning portal, virtual community and MCQs Coach contact – support and planning – Feedback on assessment 1 (Planning and Prioritisation)			Formative Assessment Tasters	5%	12.7%	72
	Coach contact – 12-week review – Target setting and review of progress to date			Formative Assessment 1	10%		
17 to 22	Guided Learning Activities: Group Supervision, 1-2-1 supervision Surgeries: Dispute Resolution, Conduct, Wills, Legal Services, Business, Land Independent study via the SQE study pack, learning portal, virtual community and MCQs Coach contact – support and planning – Submission of assessment 1 (Planning and Prioritisation) and preparation for portfolio assessment 2 (XX)			Formative Assessment 2	15%	18.5%	105
	Coach contact – 12-week review – Target setting and review of progress to date			Portfolio Assessment 1	20%		
23 to 28	Guided Learning Activities: Group Supervision Surgeries: Legal Systems, Crime, Tort, Dispute Resolution, Business, Wills Independent study via the SQE study pack, learning portal, virtual community and MCQs Coach contact – support and planning – Feedback on assessment 2 (XX)					24.3%	138
	Coach contact – 12-week review – Target setting and review of progress to date						
29 to 34	Guided Learning Activities: 1-2-1 supervision Surgeries: Contract, Legal Systems, Legal Services, Property, Trusts, Crime Independent study via the SQE study pack, learning portal, virtual community and MCQs Coach contact – support and planning – Submission of assessment 2 (XX) and preparation for portfolio assessment 3 (XX)			Formative Assessment 3	25%	30.1%	171
	Coach contact – 12-week review – Target setting and review of progress to date			Portfolio Assessment 2	30%		
35 to 40	Guided Learning Activities: Group Supervision, 1-2-1 supervision Surgeries: Legal Systems, Business, Wills, Property, Dispute Resolution, Crime, Business Independent study via the SQE study pack, learning portal, virtual community and MCQs Coach contact – support and planning – Feedback on assessment 3 (XX)			Formative Assessment 4	35%	35.9%	204
	Coach contact – 12-week review – Target setting and review of progress to date			SQE 1 Exam	40%		
41 to 46	Guided Learning Activities: SQE Readiness Review Preparation for SQE 1 Exam – Revision and assessment preparation via practice questions and mock assessments Independent revision via the SQE study pack, learning portal, virtual community and MCQs Coach contact – support and planning – Submission of assessment 3 (XX) and preparation for portfolio assessment 4 (XX)			Portfolio Assessment 3	45%	41.7%	237
	Coach contact – support and planning – Submission of assessment 4 (XX) and preparation for portfolio assessment 5 (XX)						
47 to 52	Coach contact – 12-week review – Target setting and review of progress to date			Portfolio Assessment 4	50%	47.5%	270
51 to 58	Coach contact – support and planning – Submission of assessment 5 (XX) and preparation for portfolio assessment 6 (XX)			Portfolio Assessment 5	55%	53.3%	303
	Guided Learning Activities: Group Feedback Session x 2, Town Hall x 3, Personal Supervisor Group Meeting Surgeries: Wills and Intestacy Independent study via the SQE study pack, learning portal, virtual community, MCQs, Skill Practice and Simulated Assessments					59.2%	336
59 to 64	Written Skill Submission x 3, Oral Skills Practice and Individual Feedback Coach contact – support and planning – Feedback on assessment 6 (XX)						
	Coach contact – 12-week review – Target setting and review of progress to date			Portfolio Assessment 6	60%	65.0%	369
65 to 70	Guided Learning Activities: Group Feedback Session x 2, Town Hall, Personal Supervisor Group Meeting Surgeries: Property Practice, Dispute Resolution Independent study via the SQE study pack, learning portal, virtual community, MCQs, Skill Practice and Simulated Assessments						
	Written Skill Submission x 3, Oral Skills Practice and Individual Feedback Coach contact – support and planning – Submission of assessment 6 (XX) and preparation for portfolio assessment 7 (XX)			Skills Assessments	65%	70.8%	402
71 to 76	Guided Learning Activities: Group Feedback Session, Town Hall Surgeries: Business Law and Practice Independent study via the SQE study pack, learning portal, virtual community, MCQs, Skill Practice and Simulated Assessments						
	Written Skill Submission x 2 Coach contact – support and planning – Feedback on assessment 7 (XX)			Skills Assessments	70%	76.6%	435
	Coach contact – 12-week review – Target setting and review of progress to date			Portfolio Assessment 7	75%		
77 to 82	Guided Learning Activities: Group Feedback Session x 2, Town Hall, Personal Supervisor Group Meeting Surgeries: Criminal Litigation Independent study via the SQE study pack, learning portal, virtual community, MCQs, Skill Practice and Simulated Assessments						
	Written Skill Submission x 2, Oral Skills Practice and Individual Feedback Coach contact – support and planning – Submission of assessment 7 (XX) and preparation for portfolio assessment 8 (XX)			Skills Assessments	80%	82.4%	468
83 to 88	Guided Learning Activities: Group Feedback Session, Personal Supervisor Group Meeting Surgeries: Wills and Intestacy, Criminal Litigation Independent study via the SQE study pack, learning portal, virtual community, MCQs, Skill Practice and Simulated Assessments						
	Written Skill Submission x 2 Coach contact – support and planning – Feedback on assessment 8 (XX)			Skills Assessments	85%	88.2%	501
	Coach contact – 12-week review – Target setting and review of progress to date			Portfolio Assessment 8	90%		
89 to 94	Guided Learning Activities: Group Feedback Session x 3 Surgeries: Business Law and Practice, Property Practice Independent study via the SQE study pack, learning portal, virtual community, MCQs, Skill Practice and Simulated Assessments						
	Written Skill Submission x 4, Oral Skills Practice and Individual Feedback Coach contact – support and planning – Submission of assessment 8 (XX) and preparation for portfolio assessment 9 (XX)			Skills Assessments	95%	94.0%	534
95 to 100	Guided Learning Activities: Group Feedback Session x 2, Town Hall x 2 Surgeries: Dispute Resolution Independent study via the SQE study pack, learning portal, virtual community, MCQs, Skill Practice and Simulated Assessments						
	Written Skill Submission x 2, Submission of summative assessments for XX award Coach contact – support and planning – Feedback on assessment 9 (XX)			Portfolio Assessment 9	100%	100.0%	568
	Coach contact – 12-week review – Target setting and review of progress to date						
101 to 106	Preparation for SQE 2 Exam – Revision and assessment preparation via practice questions and mock assessments Independent study via the SQE study pack, learning portal, virtual community, MCQs, Skill Practice and Simulated Assessments						
	Coach contact – support and planning – Submission of assessment 9 (XX)						
	Coach contact – Sign off portfolio and complete gateway review						
GATEWAY							
107 to 122	Preparation for and undertaking SQE 2 Exam – Revision and assessment preparation via practice questions and mock assessments			Exam Ready			
EPA							
122	Completion of apprenticeship upon receipt of a successful SQE 2 result						

 Mentee and English development plus Functional Skills if required
 Identified employer training

ABOUT US

The College of Legal Practice is a postgraduate legal education provider registered in England and Wales. The College can deliver formally accredited higher education programme, due to its inclusion on the Register of English higher education providers regulated by the Office for Students. The College is also on the Apprenticeship Provider register regulated by Ofsted.

Contact Us

If you would like to find out more about our programmes, or for an informal discussion regarding which programme may work best for you, please get in touch:

Email info@collegalpractice.com **or call** 020 3884 4112

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