

# **Level 7 Solicitor Apprentice Information Pack**



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# Welcome

We are a regional award-winning law firm, offering reassurance to a diverse range of businesses, individuals, charities, and educational institutions. Our clients include SME's PLC's and large multi-nationals.

Our team of over 160 colleagues advise on corporate, commercial, real estate, education, employment, environmental & regulatory, debt, litigation, restructuring & insolvency, planning, private wealth and tax law.

Some of our sector specialisms include healthcare, charity, retail, energy and renewables.

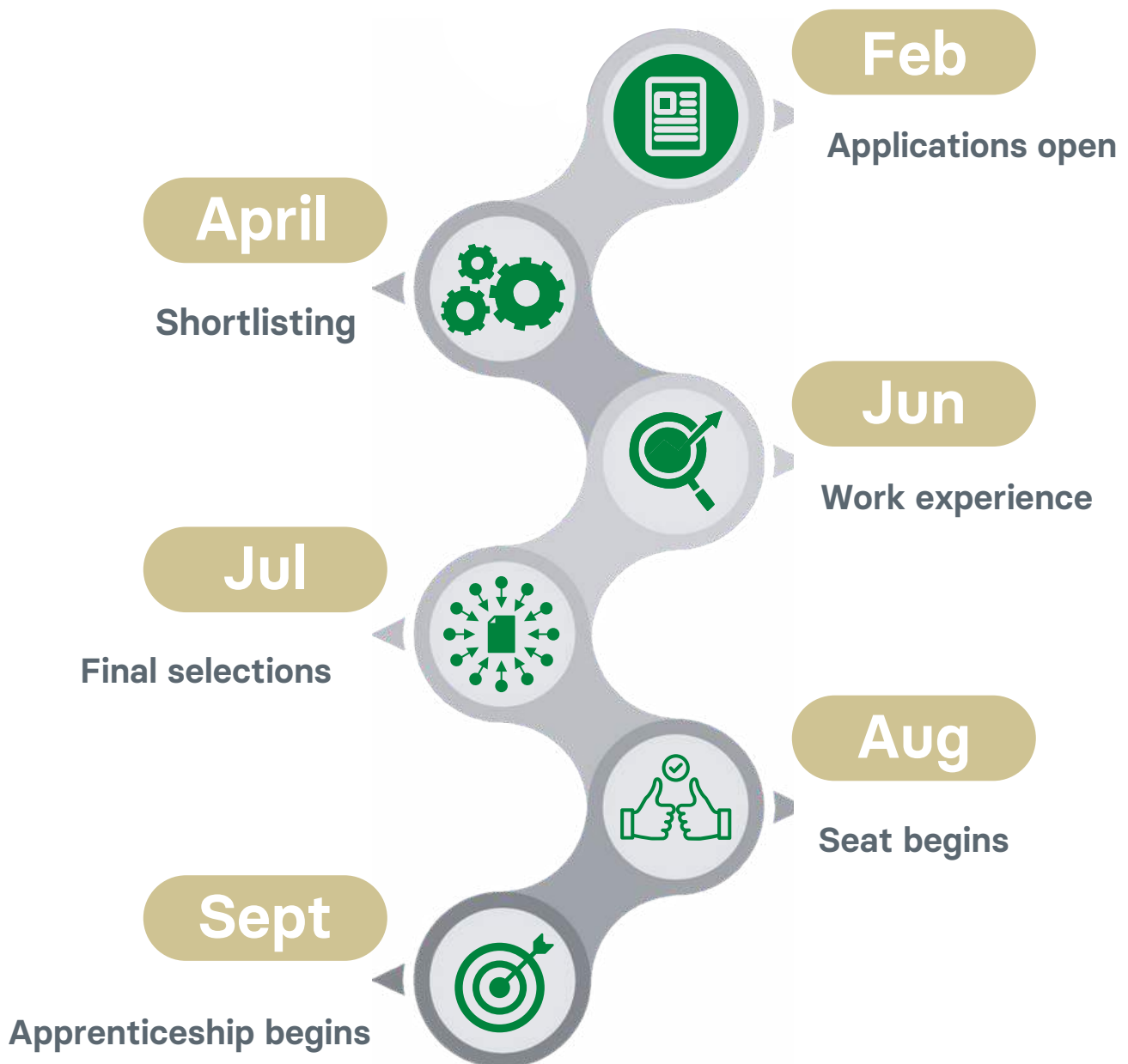
Over a 6 year period you will gain great technical, legal knowledge and learn how to apply understanding whilst becoming a critical thinker to solve problems.

We offer a supportive and nurturing working environment, where you will be encouraged to explore 3 areas of law before you qualify.



# Solicitor apprenticeship applications

## Application timeline







## Applications

Our online applications are taken from February 1st to April 12th 2024. Our application form is linked at the bottom of this information pack and on our website. Work experience takes place from June 24th to 28th 2024.

Eligibility for the Level 7 Solicitor Apprenticeship requires a minimum of 1 A and 2 B's at A level or equivalent 128 UCAS points, as well as 5 GCSE's at grade 4 or above that include Maths and English.

However, academic qualifications aren't everything, and we think there is more to being a good lawyer than your exam grades. We want to see the real you, understand what drives your passion for Law, and to see how your values align with ours.

### Shortlisting

Your application form is important, it will give us a first impression of your level of attention to detail, grammar, spelling and accuracy.

Successful applications will be invited for a face-to-face interview with the HR Director and a member of the Apprenticeship Recruitment Team.

A work experience opportunity will be offered to successful candidates.

### Work Experience

Successful interview candidates will be offered a one-week, voluntary work experience opportunity, where you will be assigned practical tasks to gain experience as a solicitor apprentice.

During work experience week, we will assess your self-development, organisation and time management, collaboration and communication skills, client service knowledge and personal impact. We will also get to know you, to establish if Schofield Sweeney is a good fit for you. You will also be asked to prepare a presentation and invited for a second interview at the end of the week.

### Final Selections

Our final selection process is discussed at length with the apprenticeship panel. All candidates will be notified of the outcome within 7 working days.





## Apprenticeship



# Solicitor Level 7 Apprenticeship

Below is an overview of the apprenticeship entry eligibility and workflow along with our learning provider information and profile requirements.

PROFILE	
<p>This role has responsibility for providing legal advice to clients through:</p> <ul style="list-style-type: none"><li>• acting ethically, with professionalism and judgment</li><li>• progressing legal matters and transactions</li><li>• applying legal knowledge and commercial judgment to produce solutions that meet client needs and address their commercial or personal circumstances</li><li>• deploying the full range of legal skills - research, interviewing and advising, advocacy</li><li>• negotiation, drafting, communicating orally and in writing</li><li>• establishing and maintaining effective and professional relationships with clients and other people</li><li>• managing themselves and their own work effectively</li></ul>	
REQUIREMENTS	
<p>In order to successfully meet the Apprenticeship Standard leading to qualification as a solicitor, apprentices must demonstrate that they can:</p> <ul style="list-style-type: none"><li>• Ethics, professionalism and judgement - Act honestly and with integrity, in accordance with the law and with regulatory requirements and the Solicitors Regulation Authority (SRA) Handbook and Code of Conduct</li><li>• Technical legal practice - obtain relevant facts through legal research. Develop and advise on strategies and solutions. Draft, plan, manage and progress legal matters and transactions</li><li>• Working with other people - communicate effectively, establish and maintain professional relations</li><li>• Managing themselves and their own work - effectively initiate, plan, prioritise and manage work activities on time and to an appropriate standard. Keep, use and maintain accurate, complete and clear records</li></ul>	
DURATION	
6 years	<p>Y1 — Y2 — Y3 — Y4 — Y5 — Y6</p> <p>Change seat    Change Seat    Change Seat (optional)    SQE 1 and SQE 2 Change Seat (if required)</p>
ENTRY REQUIREMENTS	
<ul style="list-style-type: none"><li>• 5 GCSEs, including mathematics &amp; English - grade C or above (or equivalent)</li><li>• 3 A Levels minimum grades A, B,B. or 128 UCAS points</li></ul>	
LEARNING PROVIDER	
BPP University	





**Support**



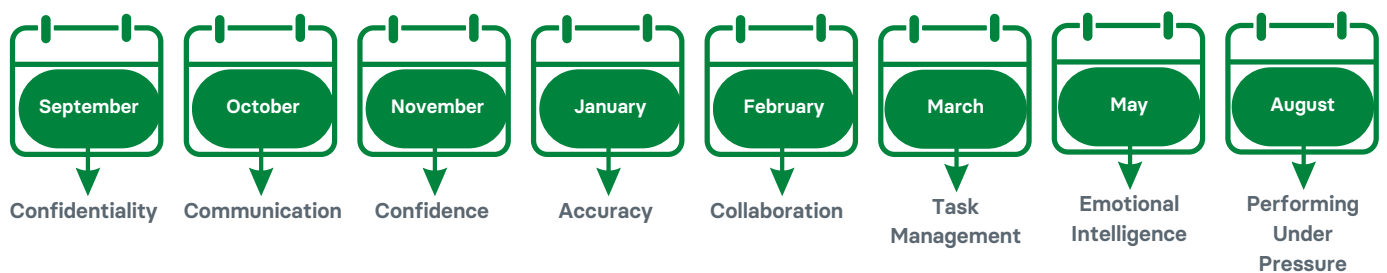
# Our Training Programme

As well as your apprenticeship, we offer an in-house training programme to support your learning. Our programme allows you to ask questions, raise issues and learn from other apprentices and our newly qualified members of staff.

Apprentices report to their supervisor and are assigned a buddy who offers additional support as part of our in-house training programme, which includes:

## Topic Meetings

Held monthly for the first 6 months then quarterly until the end of year 1, offering apprentices the opportunity to develop their skills, and network on a regular basis. Quarterly topic meetings continue throughout the apprenticeship programme up to year 5.



## Study Time

Apprentices take one, paid study day per week and also arrange quarterly study group sessions.

## Performance Development Review Meetings

Performance Development Review meetings take place monthly for the first 6 months, then quarterly until the end of the training period. Technical Skills are introduced into PDR's from year 2.

Areas of self-reflection and evaluation by the supervisor:

- Achievements and challenges
- Workload
- Client and colleague working relationships
- Teamwork
- Training
- Values and wellbeing
- Soft skills
- Objective setting (1 mandatory personal objective)

## Practical Support and SQE Study Aids

Our apprentices have a dedicated supervisor who supports them with any technical learning, and a buddy who helps them with the day to day routine, and emotional and social support. We also have dedicated Mental Health First Aiders and Champions across all three offices.

We provide memberships to additional study aids in preparation for the SQE1 and 2 examinations, as well as premium access to MBL and PLC.

## What our apprentices say

“

Overall, my application process experience was very positive. At each stage of the application, I gained useful tools and skills as well as insight into the legal sector. At all times, I received amazing support and feedback from everybody at Schofield Sweeney.



Paige Hunt  
Solicitor Apprentice

”



Eesa Ubaid Rizwan  
Solicitor Apprentice

“

I have had the opportunity to work with high-profile clients as well as attend professional networking events, this puts me ahead of my peers taking other routes into law.

”



## What our apprentices say

“

I have a great support system, my manager is always available to assist me with work and I have a buddy who I meet with frequently to catch up and discuss any concerns I may have.



Rebecca Foster  
Solicitor Apprentice

”



Katie Cage  
Solicitor Apprentice

“

Everyone at the firm is lovely, so it's easy to ask for support when completing work and when studying for your degree. Having a group of apprentices that will start with you is also perfect, as you can help each other along the way.

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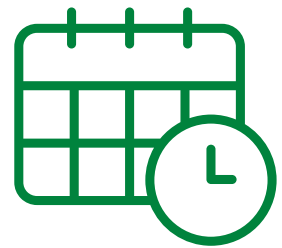
## **Insight evening and 'a day in the life' workshops**





Our open insight evening and 'a day in the life' workshop is an opportunity for teachers, parents and students to find out more about our Level 7 Solicitor Apprenticeship qualification first hand.

Hear from our current apprentices, learn about the programme, the support we offer, our firm values and take a tour of our Bradford office.



### **A Day in the Life Workshop**

(Students)

March 12th, 9.30-1pm

### **Insight Evening**

(Parents and teachers)

March 12th, 4-5.30pm



Schofield Sweeney,  
Church Bank,  
Bradford, BD1 4DY



**More than law**

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## More than law

We go above and beyond at Schofield Sweeney. We are an multi-award winning firm including Law Firm of the Year (Medium) in 2023, and we are recommended in 16 areas in the Legal 500. We also feature in the The Times Best Law firms of 2024.

Wellbeing and ESG (Environmental, Social and Governance) is important to us. We've slept out, baked, soap boxed, paraded through the streets, got muddy and treasure hunted to raise money and awareness for charities and organisations. There is always something happening and everyone is encouraged to get involved.

Click the images to see our ESG activities and latest news.



ESG



Latest News



## Any Questions?



Apply



Web



Email

## Connect with us

See us on social media for all our latest news.



**Be reassured.**

**We're a nationally recognised and award-winning law firm**

★  
The Times  
Best Law  
Firms  
2024

★  
Law Firm of  
the Year  
(medium)  
2023

★  
Employer  
of the  
Year  
2023

★  
Diversity,  
Inclusion &  
Equality  
2022 & 2023

★  
LawTech  
Initiative of  
the Year  
2023



**Schofield  
Sweeney**  
Be reassured