



ROUTES into...



Legal Work

CLCI CODE L

Job titles you may hear...

- Lawyer
- Barrister
- Legal Secretary
- Court Usher
- Office Junior
- Legal Executive
- Solicitor
- Paralegal
- Caseworker

Places You May Work...

- Magistrates Court
- Client Premises
- Police Stations
- Barristers' Chambers
- Government Offices
- Solicitors' Offices
- Crown Court
- Council Offices
- Law Centres

How Can I Get Qualifications/Training In This Type of Work?

The following are ways of getting into a career in Legal Work

Full Time Further Education (College or Sixth Form)

Advanced / Level 3 Courses		
Legal Secretarial Certificate (full or part time) (ILEX)	At least 3 GCSEs grade A/C including English Language. Or a vocational Business Studies/ Administration course at an appropriate level.	Parson Cross Centre
Institute of Legal * Executives part 1 & 2	At least 4 GCSEs A/C or equivalent, including English Language	Parson Cross Centre

NB: * This programme is now only available part time but can be combined with other appropriate advanced level courses eg AS/A2 or AVCE.

AS/A2 Levels / Vocational A Levels

This is the main option if you want to become a solicitor or barrister. You will normally need 2, preferably 3 academic subjects to give entry onto a degree course.

Some institutions will also accept Vocational A levels (also called AVCEs) – make sure your subjects are appropriate for the higher education course and career you are interested in. Law A level is not required for entry to a law degree. See your Options booklet for more details of A level courses.

These courses and others may also be offered at Colleges/6th forms near to Sheffield eg Barnsley, Chesterfield, Dearne Valley, North Derbyshire Tertiary, Rother Valley, RCAT, Thomas Rotherham, North Derbyshire Tertiary College.



Work Based Learning

Although it is possible to qualify as a legal secretary or legal executive through work based training, no local training providers offer this training specifically.

You may be able to begin as an office junior or administrative assistant in a law firm and progress by taking ILEX qualifications. You can contact employers direct to ask if they can offer you work based training.

Employment opportunities

It is possible to enter legal secretarial work with general secretarial or business administration qualifications and then learn the specialist skills at work. The legal secretarial qualification (ILEX) can be taken full or part-time. Legal secretaries may then go on through part-time study to qualify as a legal executive. Paralegals are also increasingly in demand in large practices, mainly to carry out documentation work.

It is possible, once you have qualified as a legal executive, to carry on to qualify as a solicitor, even if you do not have a degree. You must first qualify as a Member or Fellow of the Institute of Legal Executives (which usually takes 5-6 years) then take the Law Society's Common Professional Exam, followed by the Legal Practice course and Professional Skills Course. (Some exemptions may be allowed.) This is an increasingly popular route but will take several years of study.

Most people wishing to become solicitors or barristers take a law degree followed by the one-year Legal Practice Course and a two year training contract (for solicitors) or the Bar Vocational Course followed by a year's pupillage (for barristers).

Job Hunting Tips

If you are looking for work/training, use school/college Careers/Connexions notice boards for vacancy details and handouts from your Connexions Centre giving advice on CVs, job hunting, interviews etc.

For more information use:

School/College Careers Centre
CLIPS
Options Booklet
Kudos

Useful Websites:

www.connexionsinsheffield.org.uk
www.sheffieldfutures.org.uk
www.lawsociety.org.uk
www.ilex.org.uk
www.sheffcol.ac.uk
www.chambersandpartners.com

Please remember to check the latest details of training/college course, as information is likely to change.

You can talk to employers, training providers and college/sixth form staff at the Routes 16 exhibition usually held in November each year or find out more details on www.connexionsinsheffield.org.uk in the Training/Education pages.

It is possible to take a non-law degree then a one-year Common Professional Exam or Post Graduate Diploma in Law to get to the same stage as a law graduate.

Obtaining a training contract with a law firm is very competitive even if you have completed the academic study, as there are more people qualifying than there are training places available. You will have to be very determined to succeed.

Similarly, those wishing to become barristers will face intensive competition to find a pupillage. It is also very expensive, for example the Bar Vocational Course fees are £8,500. However, earnings can be extremely high after several years experience.

Students with two A levels or equivalent may find work as a case worker with the Crown Prosecution Service, which is part of the Civil Service. There are also administrative jobs at all levels. To be a court usher you do not need any formal qualifications but most courts prefer to recruit mature people.

If you are successful in finding employment remember to find out whether you will be offered the chance to do further education and/or training whilst you are working. Many 16/17 year olds have the right to paid time off work for study to gain nationally recognised qualifications eg NVQ's.

Make sure your personal adviser/careers adviser knows your plans so that they can keep you informed about opportunities.

Choices
Occupations
College/Sixth Form Prospectuses
18+ Booklet

Information updated October 2002
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