



## Standard in development

### L7: Solicitor

#### Title of occupation

Solicitor

#### UOS reference number

ST0246

#### Core and options

No

#### Option title/s

#### Level of occupation

Level 7

#### Route

Legal, finance and accounting

#### Typical duration of apprenticeship

60 months

#### Degree apprenticeship

non-degree qualification

#### Target date for approval

01/01/0001

#### Resubmission

No

#### Would your proposed apprenticeship standard replace an existing framework?

No

#### Does professional recognition exist for the occupation?

Yes

## Occupation summary

This occupation is found in law firms (private practice), central or local government, legal departments within organisations (in-house), the Crown Prosecution Service and law centres

The broad purpose of the occupation is to represent and defend the rights and interests of clients and provide advice and assistance to clients on a range of legal matters. Depending on the area of law and the type of organisation they chose to work in in this can include:

- Giving expert advice on legal transactions such as buying and selling property or making a will
- Representing clients in civil and criminal proceedings
- Assisting clients to understand or enforce the legal rights and obligations which arise in a particular transaction or agreement, for example in an insurance contract or an employment contract
- Ensuring individual rights are protected and they are treated fairly
- Advising businesses on commercial matters and transactions

A solicitor's work can be divided into contentious and non-contentious legal work. Contentious work concerns resolving disputes, usually in a court or tribunal. Non-contentious legal work deals with the legal aspects of a client's business or a personal matter, for example managing a company merger, or making a will.

In their daily work, an employee in this occupation interacts with the general public, clients, government agencies and other organisations such as the Courts Service, Police depending on their areas of practice. They may work in a large team and supervise others workloads and as a line manager. They may work in a small firm with little or no supervisory requirements.

An employee in this occupation will be responsible for leading and resolving legal matters and transactions working within the legal, professional and ethical frameworks administered by the Solicitors Regulatory Authority (SRA)

## Typical job titles



**Public law solicitor****Real estate solicitor****Residential property solicitor****Social welfare law solicitor****Tax solicitor**

## **Are there any statutory/regulatory or other typical entry requirements?**

Yes

### **Entry requirements**

Individual employers will identify any relevant entry requirements in terms of previous qualifications or other criteria.

The Solicitor's Regulatory Authority recommended minimum entry requirements are one of the following:

- 5 GCSEs, including mathematics & English - grade C or above (or equivalent);
- 3 A Levels (or equivalent) - minimum grade C. And / or:
- Relevant employer- led work experience;
- Level 3 Advanced Apprenticeship in a relevant occupation - Business Administration, Legal Services, Providing Financial Services;
- Level 4 Higher Apprenticeship in a relevant occupation - Legal Services, Professional Services, and Providing Financial Services (may be entitled to exemptions from training);
- Paralegal Apprenticeship (may be entitled to exemptions from training);
- Level 6 Chartered Legal Executive Apprenticeship (may be entitled to exemptions from training);
- Law Degree/ Graduate Diploma in Law / Legal Practice Course (entitled to exemptions from training).

### **Occupation duties**

DUTY	KSBS
<b>Duty 1</b> act ethically, with professionalism and judgement in delivering legal matters and transactions	K1 K2 K8 K9 S1 S2 S4 S8 B1 B2
<b>Duty 2</b> progress legal matters and transactions	K1 K2 K4 K8 K9 S2 S3 S4 S8 B3 B5
<b>Duty 3</b> apply legal knowledge and commercial judgement to produce solutions which meet clients' needs and address their commercial or personal circumstances	K1 K2 K4 K5 K6 K8 K9 S2 S3 S4 S5 S8 B3 B5
<b>Duty 4</b> undertake research on legal matters	K4 K5 K6 K9 S2 S3 S4 S5 B3
<b>Duty 5</b> interview and advise clients and stakeholders on legal matters and transactions	K1 K3 K4 K6 K7 K8 K9 S1 S4 S5 S8 S9 B3 B4
<b>Duty 6</b> advocate and negotiate on behalf of clients on legal matters and transactions	K1 K7 K8 K9 K11 K12 S4 S5 S7 S8
<b>Duty 7</b> draft and review legal documents	K5 K6 K10 S2 S3 S6
<b>Duty 8</b> communicate complex concepts to technical and non-technical audiences using a range of tools and approaches	K3 K6 K7 K8 K10 K11 S2 S3 S5 S6 S7 S9
<b>Duty 9</b> establish and maintain effective and professional relationships with clients and other stakeholders	K1 K2 K3 K7 K8 K11 K14 S1 S2 S3 S4 S5 S7 S8 S9 B4

**Duty 10** manage workloads and prioritise work effectively to meet timelines

K2 K8 K13 K14

S2 S3 S4 S8 S9

B5

## KSBs

### Knowledge

**K1:** Core legal principles and rules to practise effectively as set out in the Solicitors Regulatory Authority Statements of Functioning Legal Knowledge. This includes for example property law, contract law, criminal law, business law and special rules relating to property transactions, criminal proceedings and the resolution of disputes in proceedings relating to contract disputes and negligence claims.

**K2:** Solicitors Regulatory Authority Standards and Regulations, Principles and Code of Conduct.

**K3:** Approaches to effective questioning and active listening.

**K4:** Approaches to legal research including identification of relevant sources, analysis, assessment of information and identification of evidence gaps.

**K5:** Approaches to interpreting and evaluating information.

**K6:** Approaches to recording and presenting information accurately and clearly.

**K7:** Approaches to developing options, strategies and solutions.

**K8:** Approaches to identifying the client including their commercial and personal circumstances, needs, objectives, priorities and constraints.

**K9:** Approaches to developing and providing advice informed by appropriate and factual legal analysis.

**K10:** Principles of drafting documents from scratch and using precedents which address all legal and factual issues, comply with all formalities and uses clear, accurate and succinct language.

**K11:** The requirements for effective spoken and written advocacy in court and outside of formal court hearings.

**K12:** Approaches to negotiation.

**K13:** Principles of workflow and case management, for example, case management systems and software packages.

**K14:** Principles of risk assessment.

### Skills

**S1:** Obtain relevant facts by effective questioning and active listening to obtain relevant information.

**S2:** Find, analyse, and assess documents to extract relevant information including recognise when additional information is needed, interpret and evaluate information obtained, record and present information accurately and clearly.

**S3:** Recognise when legal research is needed and use appropriate methods and resources including identify, find and assess the relevance of sources of law, interpret, evaluate and apply research results, record and present findings of research accurately and clearly.

**S4:** Develop strategies and solutions including an understanding of a client's commercial and personal circumstances, their needs, objectives, priorities and constraints.

**S5:** Provide advice which is informed by appropriate and factual legal analysis and identify the consequences of different options.

**S6:** Draft documents from scratch and use precedents which address all legal and factual issues, comply with all formalities and use clear, accurate and succinct language.

**S7:** Undertake effective spoken and written advocacy in court and outside of formal court hearings including: effective preparation by identifying and mastering relevant facts and legal principles, organize facts to support an argument or position, present a reasoned argument in a clear, logical, succinct persuasive way, make appropriate references to legal authority, comply with formalities, deal with witnesses appropriately, respond effectively to questions or opposing arguments, identify strengths and weaknesses from different parties' perspective.

**S8:** Negotiate solutions to clients' issues including: identify all parties' interests, objectives and limits, develop and formulate best options for meeting parties' objectives, present options for compromise persuasively, respond to options presented by the other side, develop compromise between options or parties.

**S9:** Plan and manage legal cases and transactions including apply relevant processes and procedures to progress matters effectively, assess, communicate and manage risk, bring a transaction or case to a conclusion.

## Behaviours

**B1:** Ethics - Act honestly and with integrity, in accordance with the law and the Solicitors Regulation Authority's Standards and Regulations, Principles and the Code of Conduct including consideration of the principles of equity, diversity and inclusion.

**B2:** Professionalism and Judgement - Maintain the level of competence and legal knowledge needed to practise effectively, taking into account changes in their role or practice context and developments in the law and work within the limits of their competence and the supervision which they need, drawing on a detailed knowledge and understanding of their field(s) of work in order to practise effectively.

**B3:** Problem solving mindset - apply understanding, critical thinking and analysis to solve problems.

**B4:** Collaborative - Working with other people to establish and maintain effective and professional relations with clients and other people.

**B5:** Managing self and own work - Initiate, plan, prioritise and manage work activities to ensure that they are completed efficiently, on time and to an appropriate standard, both in relation to own work and work that they lead or supervise, keep, use and maintain accurate, complete and clear records and apply good business practice

## Qualifications

### English and Maths

Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment. For those with an education, health and care plan or a legacy statement, the apprenticeship's English and maths minimum requirement is Entry Level 3. A British Sign Language (BSL) qualification is an alternative to the English qualification for those whose primary language is BSL.

### Does the apprenticeship need to include any mandated qualifications in addition to the above-mentioned English and maths qualifications?

Yes

### Other mandatory qualifications

SQE1

Level: 7 (non-degree qualification)

## Professional recognition

This standard aligns with the following professional recognition:

- Solicitors Regulatory Authority for Solicitor
- Law Society of England and Wales for Solicitor

## Regulated standard

This is a regulated occupation.

### Regulator body:

Solicitors Regulation Authority (SRA)

Training Provider does not require approval by regulator body

EPAO does not require approval by regulator body

## Consultation

xxxxxxxxxxxxpendingxxxxxxxxxxxxxx

## Progression Routes

## **Supporting uploads**

**Mandatory qualification uploads**

**Mandated degree evidence uploads**

**Professional body confirmation uploads**

## **Notice period**

Immediately (generally meaning within 14 days)

The content of the standard and EPA has not changed materially as it continues to reflect the requirements of the Solicitor Regulatory Authority