

Legal Services - A-Z of Job Roles Mapped to Apprenticeships

Click on each link to read the Apprenticeship Standard, which describes the knowledge, skills and behaviours achieved through each apprenticeship and any entry requirements for the apprenticeship. The apprenticeship's page also links you to the approved apprenticeship training provider search function.

Please also see the [Legal Services Apprenticeship Pathway Tool](#) which should be read in conjunction with this A-Z listing.

(Duration): When planning an apprenticeship, particularly for staff appointed on a fixed term contract, it is essential to plan for the whole duration of the apprenticeship – from the start of training, until the end of the end point assessment.

The published Standards list the typical apprenticeship duration to gateway and separately the typical end point assessment timeline.

This A – Z Guide lists the duration of the apprenticeship as the TOTAL of the published duration to gateway plus an averaged 3 months for an end point assessment to take place. But to note that a more accurate end point assessment period is given in the 'Key Information' section of each apprenticeship's linked page and in their Assessment Plan, and in some cases may take up to 6 months to schedule and complete

[Funding Band]: This is the funding rate assigned to the Apprenticeship when it was approved by the Institute for Apprenticeships & Technical Education. The price agreed with each employer depends on whether the apprentice has prior learning or experience that results in an exemption from any of the content that reduces duration and therefore price You can explore the full list of 700 apprenticeships available and in development on the [Institute for Apprenticeships & Technical Education](#) website. Plus see the LGA's full [Apprenticeship Mapping Tool](#) to view apprenticeships mapped to job roles across all service areas.

KEY: * = Apprenticeship in development

Job Role/Title	Apprenticeships			
	Including potential progression and specialisms available			
Business Support Assistant	Customer Service Practitioner L2 (15 Months) [£3,500]	Business Administrator L3 (21 Months) [£5,000]	Public Service Operational Delivery Officer L3 (15 Months) [£2,500]	Governance Officer L4 (21 months) [£11,000]
Business Support Assistant (Senior)	Regulatory Compliance Officer L4 (27 months) [£6,000]	Improvement Practitioner L4 (17 months) [£6,000]	Team Leader or Supervisor L3 (15 Months) [£4,500]	Procurement and Supply Assistant L3 (21 Months) [£6,000]
Business Support Manager/Supervisor	Operations or Departmental Manager L5 (33 months) [£7,000]	Commercial Procurement and Supply L4 (27 Months) [£9,000]	Data Protection and Information Governance Practitioner L4 (31 months) [£10,000]	Project Manager (Integrated Degree L6) (51 Months) [£22,000]
Business Support Operations Manager	Public Service Operational Delivery Officer L3 (15 Months) [£2,500]	Team Leader or Supervisor L3 (15 Months) [£4,500]	Improvement Technician L3 (17 months) [£4,000]	Improvement Specialist L5 (17 Months) [£9,000]
Deputy Head/ Head of Legal Services	Chartered Legal Executive L6 (63 months) [£12,000]	Solicitor L7 (63 months) [£12,000]	Chartered Manager (Degree L6) (51 months) [£22,000]	Senior Leader L7 (27 months) [£14,000]

Education Appeals Manager	Operations or Departmental Manager L5 (33 months) [£7,000]	Improvement Practitioner L4 (17 months) [£6,000]	Improvement Specialist L5 (17 Months) [£9,000]	Chartered Legal Executive L6 (63 months) [£12,000]
Education Lawyer	Paralegal L3 (27 months) [£11,000]	Chartered Legal Executive (63 months) [£12,000]	Solicitor L7 (63 months) [£12,000]	Improvement Specialist L5 (17 Months) [£9,000]
Executive Support Assistant/ PA	Business Administrator L3 (21 Months) [£5,000]	Customer Service Specialist L3 (18 Months) [£4,000]	Team Leader or Supervisor L3 (15 Months) [£4,500]	Paralegal L3 (27 months) [£11,000]
Executive Support Manager	Team Leader or Supervisor L3 (15 Months) [£4,500]	Operations or Departmental Manager L5 (33 months) [£7,000]	Improvement Specialist L5 (17 Months) [£9,000]	Improvement Leader L6 (21 Months) [£17,000]
Investigation Officer/Counter Fraud Investigator	Counter Fraud Investigator L4 (27months) [£15,000]	Public Sector Compliance Investigator and Officer L3 (21months) [£14,000]	Data Protection and Information Governance Practitioner L4 (31 months) [£10,000]	Senior Compliance and Risk Specialist L6) (39 months) [£27,000]
Legal Assistant	Business Administrator L3 (21 Months) [£5,000]	Paralegal L3 (27 months) [£11,000]	Chartered Legal Executive L6 (63 months) [£12,000]	Chartered Legal Executive Litigator and Advocate L7 (69 months) [£27,000]
Legal Assistant (Senior)	Paralegal L3 (27 months) [£11,000]	Team Leader or Supervisor L3 (15 Months) [£4,500]	Solicitor L7 (63 months) [£12,000]	Operations or Departmental Manager L5 (33 months) [£7,000]
Legal Clerk	Business Administrator L3 (21 Months) [£5,000]	Paralegal L3 (27 months) [£11,000]	Team Leader or Supervisor L3 (15 Months) [£4,500]	Chartered Legal Executive (63 months) [£12,000]
Legal Support Officer	Business Administrator L3 (21 Months) [£5,000]	Paralegal L3 (27 months) [£11,000]	Chartered Legal Executive L6 (63 months) [£12,000]	Chartered Manager (Degree L6) (51 months) [£22,000]
Practice Manager/ Practice Development Manager	Operations or Departmental Manager L5 (33 months) [£7,000]	Improvement Practitioner L4 (17 months) [£6,000]	Improvement Specialist L5 (17 Months) [£9,000]	Improvement Leader L6 (21 Months) [£17,000]
Principal Commercial Lawyer	Solicitor L7 (63 months) [£12,000]	Chartered Legal Executive L6 (63 months) [£12,000]	Chartered Manager (Degree L6) (51 months) [£22,000]	Chartered Legal Executive Litigator and Advocate L7 (69 months) [£27,000]
Principal Solicitor	Solicitor L7 (63 months) [£12,000]	Chartered Legal Executive (63 months) [£12,000]	Chartered Legal Executive Litigator and Advocate L7 (69 months) [£27,000]	Senior Leader L7 (27 months) [£14,000]
Project Manager	Project Manager (Integrated Degree L6) (51 Months) [£22,000]	Operations or Departmental Manager L5 (33 months) [£7,000]	Improvement Specialist L5 (17 Months) [£9,000]	Improvement Leader L6 (21 Months) [£17,000]
Senior Legal Executive	Chartered Legal Executive L6 (63 months) [£12,000]	Solicitor L7 (63 months) [£12,000]	Chartered Manager (Degree L6) (51 months) [£22,000]	Chartered Legal Executive Litigator and Advocate L7 (69 months) [£27,000]
Senior Solicitor	Solicitor L7 (63 months) [£12,000]	Chartered Legal Executive L6 (63 months) [£12,000]	Chartered Manager (Degree L6) (51 months) [£22,000]	Senior Leader L7 (27 months) [£14,000]
Solicitor	Solicitor L7 (63 months) [£12,000]	Paralegal L3 (27 months) [£11,000]]	Chartered Legal Executive L6 (63 months) [£12,000]	Chartered Manager (Degree L6) (51 months) [£22,000]

[LGA: Correct APRIL 2024]