

# #TeamJCP Academy Route To Qualification

LEVEL	FUNDING	WHAT IS IT	WHAT YOU WILL LEARN	WHAT YOU WILL DO
Level 2 Business Administration Apprentice	Fully funded	NVQ (available to school leavers with 5 A-C grade GCSE's including Maths and English)	The course is designed to develop your business and administration skills.	As a Business Administration Apprentice, you will provide general business administration support within our central services team, including printing, mail opening, scanning and assisting with front-of-house duties.
Level 3 (Legal Apprentice) - 2 years	Fully funded	Paralegal qualification	A foundation level of law, legal practice and legal skills that can be used to develop your skills as a paralegal.	As a Legal Apprentice, you will be working in our Business Support team, providing support to legal teams across the business. You will assist with onboarding activities such as new enquiries, file opening, compliance, liaising with and supporting legal teams and fee earners, mail sorting and drafting client communications.
Level 5 (Legal Apprentice) - 2 years	Fully funded	Advanced paralegal qualification (available upon completion of Level 3)	At this stage you will develop more technical knowledge and the practical application of law relating to key practice areas. You will also enhance business awareness and learn about regulation of the industry at this stage.	At Level 5, you can expect to be applying to work within our legal teams as a Legal Assistant. You will be supported and trained to deal with clients, draft documentation, conduct legal research and enhance your legal technical knowledge.  On successful completion of this course, you can apply to become a 'Legal Advisor' earning client fees and advising clients directly.
Chartered Legal Executive or Solicitor (Level 6 and 7)	Part funded / Student funding available	Cilex Lawyer or Solicitor qualification (available upon completion of Level 5)	At this stage, you can apply to take the route to a Cilex Lawyer through the CPQ or a Solicitor through the SQE route after converting your Level 5 to an LLB law degree. You will learn legal knowledge, skills and behaviours that will allow you to practice as a qualified legal professional.	You will be working as a Legal Assistant or Legal Advisor whilst you study. Once qualified you will be a "fee earner" responsible for your own clients and cases. However, development and mentoring will continue throughout your career so that you are fully supported in this role. You can expect to be taking client instructions, communicating with clients, drafting and producing legal documents, conducting and applying research, making decisions and managing financial information.