

Qualifications Required

GCSE (A-C), NVQ 2 up to A level, NVQ 3

The minimum entry requirements for The Chartered Institute of Legal Executives (CILEx) training are four GCSEs, or equivalent, at grade C/4 or above. An English subject is compulsory.

To get on to a higher apprenticeship in legal services, you'll need some GCSEs and A levels.

Relevant vocational qualifications or the International Baccalaureate Diploma is an acceptable alternative to A levels.

Many other qualifications will be considered for entry. Check with the employer to see whether your qualifications are accepted.

Some universities accept the Advanced Welsh Baccalaureate as equivalent to one A level



Skills and Qualities

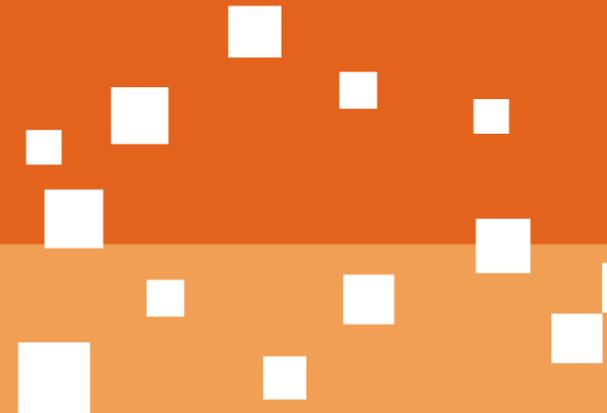
To become a Legal Executive, you'll need:

- An in-depth knowledge of law
- Excellent communication skills
- To be able to absorb and interpret complex information
- The ability to use concise, plain English to explain things to clients
- Good organisation skills to plan and prioritise cases, which you may have to take on at short notice
- The ability to work well under pressure
- Strong listening skills and to know how to ask the right questions to find out more about a client's situation
- IT skills

In many specialist areas, including probate, civil law compensation claims and conveyancing, good number skills are important.

Do I need Welsh Language skills?

Welsh Language skills are often asked for. Being able to read, write and speak Welsh may be an advantage when you're looking for work in Wales



Entry Routes

New entrants to the Legal Executive Lawyer training course are recommended to have a minimum of 4 GCSEs at grade C/4 or above. However, many entrants have higher-level qualifications.

Higher apprenticeships in legal services are available and can be used as a route into this career. These courses are aimed at people with GCSEs and A levels, or equivalent qualifications.

The Chartered Institute of Legal Executives (CILEx) offers a fast-track route for law graduates holding a qualifying law degree awarded within the last seven years.

If you already hold a Legal Practice Course (LPC) or Bar Professional Training Course (BPTC) qualification, then you are exempt from the CILEx academic qualifications.

Students who do not meet the minimum access requirements may get on the programme by taking the one-year vocational Paralegal studies diploma qualification offered by CILEx in conjunction with City & Guilds



Salary

The pay rates given below are approximate.

- Starting: £28,000 - £34,000

- With experience: £35,000 - £55,000



To find out more click on the QR code below



For entry to many schools Sixth Form, students need 5 A*-C at GCSE

These may prove to be beneficial:

Maths

Law

English/Welsh

Business

Economics

Religious studies



For more information or help with your career planning please

contact

Deb Smith
Careers Adviser
Careers Wales
Mobile: 07890 274896

E-mail: deb.smith@careerswales.gov.wales

