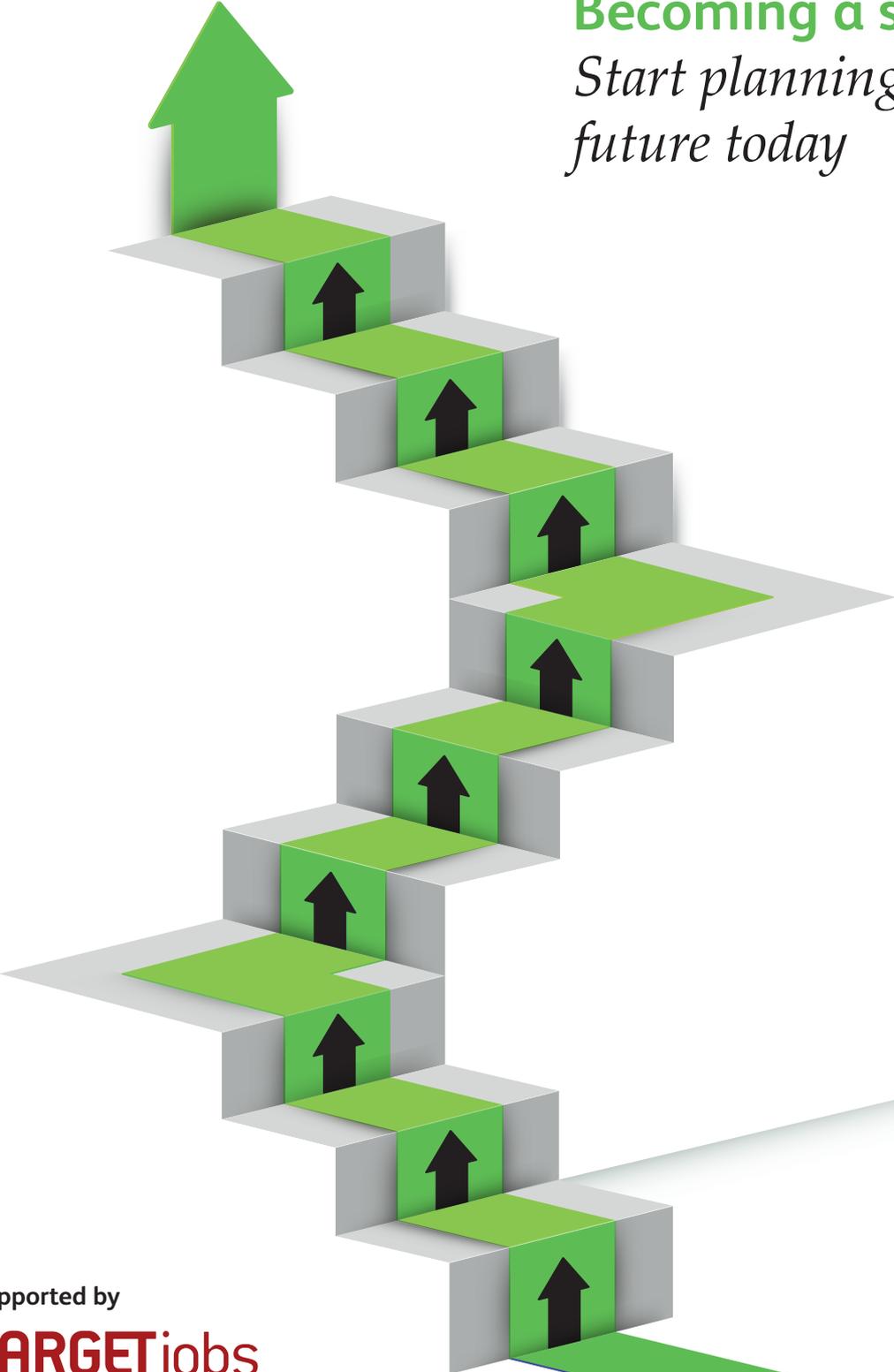




The Law Society

# Becoming a solicitor

*Start planning your future today*



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# Law

*In-depth  
knowledge*

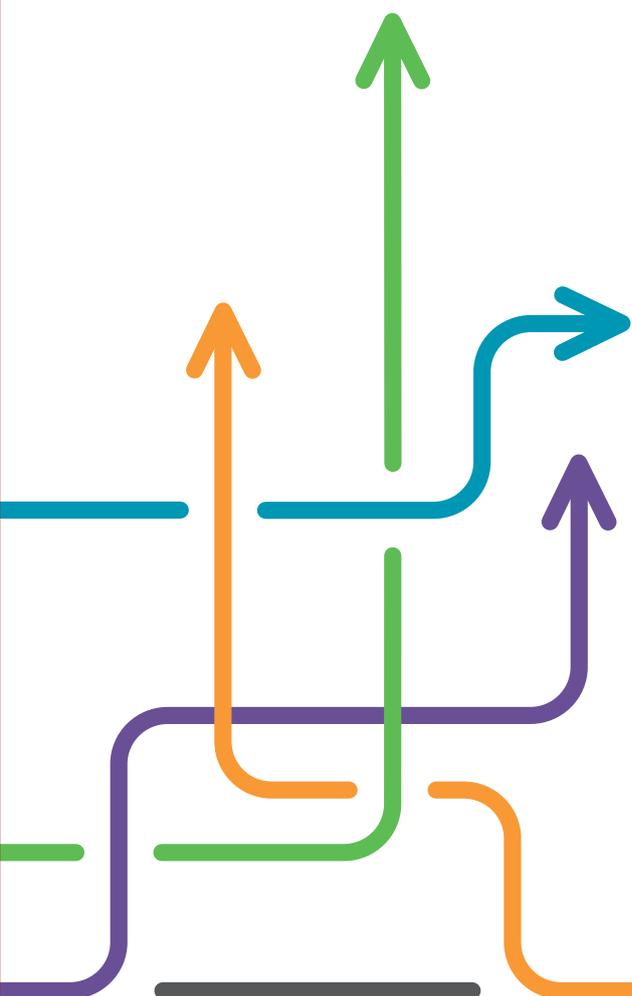
- ⦿ Expert advice
- ⦿ Application tips
- ⦿ Employer events
- ⦿ Legal news
- ⦿ Trainees review their own firms
- ⦿ Training contracts & pupillages
- ⦿ Vac schemes & mini-pupillages

## Strengthening applications



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## Getting started

This brochure aims to answer the questions you might have if you are thinking about becoming a solicitor. It covers:

- **the skills and training you need**
- **the different routes to qualification**
- **career options**

It also includes checklists to help you assess your progress.

A career as a solicitor can be incredibly rewarding, providing many exciting challenges and opportunities. The range of work is diverse and growing all the time as new areas of specialisation emerge in response to new legislation and client demand.

Training to become a solicitor demands considerable commitment over a number of years. It is important that you carry out research to find out as much as you can about what a career as a solicitor is really like. Talk to people in the profession and try to get some relevant work experience. Make sure you are right for the profession and the profession is right for you.

## The right choice

To succeed as a solicitor, you need to be determined and highly motivated.

It will take at least three years to train if you are a law graduate, at least four years if you are a non-law graduate and at least six years if you are not a graduate.

The Solicitors Regulation Authority (SRA) is currently reviewing the qualification of solicitors with a view to ensuring consistent high standards of entry into the profession, providing confidence for both employers and the public and opening up new pathways into the profession. Please see the SRA website for regular updates (*see useful contacts*).

## Understanding the realities

Qualifying as a solicitor is not easy. You will face the intellectual challenge of exams and you will have to fund your studies. Many trainee solicitors finish their training with debts. Others are not able to finish their training because they cannot get a suitable job. There is no guarantee of getting a job either as a trainee or as a solicitor. However, some students are sponsored through part of their studies and the great majority of students who pass the Legal Practice Course qualify and enjoy successful careers.

You will need to:

- show you have the academic ability to cope with a demanding course
- compete with very able people to win a place
- find a firm/organisation that will supervise you while you complete your training



### Who becomes a solicitor?

A career as a solicitor demands:

- intellectual ability – the law is complex
- versatility – no two days are the same
- a desire to work with people
- commitment – the training is rigorous and requires substantial effort and resources

Academic excellence is important, but employers look for many other personal skills and attributes:

- dedication, commitment and a capacity for hard work
- professional responsibility – personal integrity and an ethical approach - this forms the basis of solicitor/ client relationships
- commercial awareness
- numeracy skills – the ability to understand financial statements and interpret accounts
- personal effectiveness skills – the ability to manage your time, prioritise conflicting demands, delegate and plan projects
- flexibility and a positive approach to new ideas and concepts
- problem solving skills
- communication skills – written and oral; the ability to understand complex language and information and to present information in plain English
- interpersonal skills – you will have to work well with other people and in teams

You must be cooperative, collaborative and a good listener, with the ability to communicate with people at all levels and win their confidence and respect:

- IT skills – you will need to be proficient in word processing, case management systems, spreadsheets, financial accounting packages, email and information retrieval systems
- Commitment to ensure you remain competent throughout your working life as a solicitor

Taking part in activities will enable you to define and refine your skills in real life situations.





## What solicitors do

There are more than 135,000 solicitors currently working in England and Wales.

As a solicitor you are a confidential adviser who will have direct contact with your clients, combining legal expertise and people-skills to provide expert legal advice and assistance in a range of situations.

- **Everyday issues**  
Solicitors provide expert guidance on the issues people regularly face such as buying and selling houses, drawing up wills, and dealing with relationship breakdown.
- **Promoting business**  
They help businesses with the legal side of commercial transactions.
- **Protecting the rights of individuals**  
Solicitors advise people of their rights, ensuring they are treated fairly by public or private bodies, and that they receive compensation when they have been unfairly treated.
- **Supporting the community**  
Many solicitors spend a portion of their time providing free help for those unable to pay for legal services.

Solicitors can represent clients personally in the lower courts (magistrate court, county court and tribunal) and with specialist training are also able to represent them in higher courts (crown court, high court, court of appeal).

## A wide range of career options

Once you qualify your career options are very varied. You could choose to work in private practice, within a business or organisation, in local or national government or in the court services.

### Private practice

Over 91,000 solicitors in England and Wales work in private practices. These range from sole practitioners to multinational firms with hundreds of partners and offices across the world. Many solicitors in private practice work with individual clients. You may become involved in helping to buy and sell property, investigating claims for injury compensation, arranging wills, advising on divorce or representing clients in court and at tribunals.

You might work for a firm advising businesses and corporate clients in areas such as employment law, contracts or company mergers and acquisitions.

Work in overseas offices may involve advising local clients on English, EU or foreign law.

Other firms advise on insurance, the registration of patents and copyrights, shipping, banking, the media, entertainment and other specialist areas.

In private practice solicitors are employed at various levels of seniority. You may eventually become a partner or proprietor of a firm – in other words, you own the business. This carries with it the rewards of profit-sharing but also the risk of fluctuating success.

## Commerce and industry

Another 18,000 solicitors are employed by commercial and industrial organisations dealing with their legal business in-house.

Legislation has considerable impact on corporate decisions and, as an in-house solicitor, you will play a key role in developing and implementing corporate strategy. Your work will be demanding and varied – ranging from multi-million pound projects such as mergers and takeovers to employment issues and industrial relations.

You could also have opportunities to move into more general management roles.

## Local and central government

Around 4,000 solicitors are employed in local government where their role is to advise on the services the authority provides to the community. The range of this work is diverse and you could be providing advice on everything from education and social services to planning and construction.

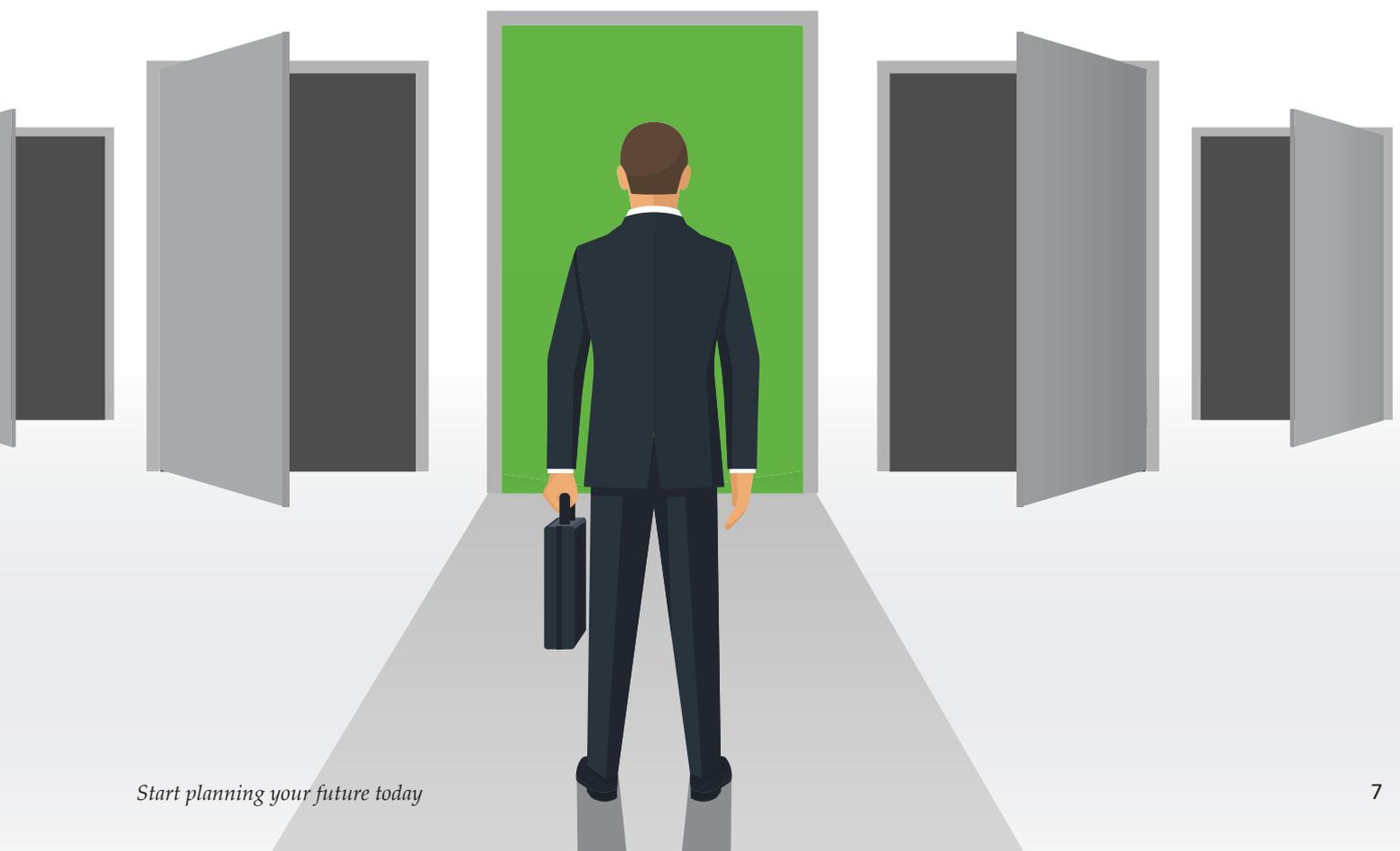
Approximately 1,000 solicitors work in the government legal service. This could involve advising government ministers and implementing government decisions, as well as prosecuting people who contravene regulations.

## Court services

You might choose to apply to the Crown Prosecution Service, which employs approximately 2,000 solicitors. The Service prosecutes the majority of criminal cases in England and Wales and advises the police on prosecutions. It provides the opportunity to work in all areas of the country and to practise advocacy.

## Other careers

Other opportunities include the Magistrates' Court Service where you would be involved in advising magistrates on a wide range of matters, including criminal law, family law and licensing. Additional career paths include law centres, charities and the armed forces.





## Routes to becoming a solicitor

There are two key stages to qualifying as a solicitor in England and Wales, the academic stage and the vocational stage. There are a number of ways that you can complete the academic stage of training but if you are studying or intend to study in a UK university the usual routes are either by completing a qualifying law degree at a UK university or a degree in a different subject followed by a conversion course. The vocational stage includes the Legal Practice Course, a period of recognised training and the Professional Skills Course. The three main routes to becoming a solicitor in England and Wales are:

- the law graduate route
- the non-law graduate route
- the Chartered Institute of Legal Executive (CILEx) routes

Another route to qualification, Equivalent means, allows the Solicitors Regulation Authority (SRA) to recognise the knowledge, skills outcomes and standards which may have been achieved through other assessed and work-based learning. In these cases the SRA may grant exemption from all or part of the academic or vocational stages. Further information can be found on the SRA website (*see useful contacts*).

## Solicitors Qualifying Examination (SQE) - new route to qualification coming in 2020

In autumn 2020, the SRA will introduce a new examination that all prospective solicitors will need to pass in order to qualify. This examination will replace the current system. The new assessment aims to ensure that everyone will meet the same high standard at the time of qualification. An outline of the new examination can be found on the SRA website (*see useful contacts*).

## Apprenticeships

The legal apprenticeship is an alternative to the traditional graduate route to qualification. In most cases, an apprentice is an individual who will join a law firm straight from school, rather than going to university. Apprentices will be able to qualify as solicitors, legal executives or paralegals while working within a legal environment. Apprentices receive a salary and a blend of on and off the job learning. The standards expected of apprentice solicitors will be the same as those expected of all solicitors with the same rigorous assessments before they are admitted to the roll. It is not a requirement to study for a degree as part of the apprenticeship, although it is likely that a part time degree will form part of many legal apprenticeships.

Legal apprenticeships are open to post A Level students and university graduates that have not completed the LPC. The recommended minimum entry requirements are:

- 5 GCSEs including mathematics & english - grade C or above (or equivalent)
- 3 A Levels (or equivalent) - minimum grade C

Solicitor apprenticeships last five to six years. This may be reduced if exemptions from training are applicable. Further information can be found on the SRA website (*see useful contacts*).

## Law graduate route

The majority of solicitors qualify by this route. The key stages are:

- **qualifying law degree** – three years full-time
- **Legal Practice Course** – one year full-time
- **period of recognised training incorporating the Professional Skills Course** – two years full-time
- **admission to the roll of solicitors**

## Qualifying law degree

Your qualifying law degree will involve studying the following seven foundations of legal knowledge:

- contract
- tort
- criminal law
- equity and Trusts
- law of the European Union
- property law
- constitutional and administrative law

Further information on a qualifying law degree can be found on the SRA website. You should note that not all law degrees are qualifying law degrees if you want to qualify as a solicitor you should ensure that the programme you undertake is a qualifying law degree (*see useful contacts*).

### Exempting law degree

Some teaching institutions offer shorter degrees or a combined degree and Legal Practice Course (LPC), known as exempting law degrees. The exempting law degree combines the academic stage with the vocational stage, these programmes are usually over a four year period and after completion you can start a period of training.

## Legal Practice Course (LPC)

After completing your law degree you will have to take the LPC, which ensures you have the necessary skills to work in a solicitor's office. The LPC can be delivered and studied in two stages:

### Stage 1:

- **Core practice areas of litigation** – which covers the three essential practice areas of business law and practice, property law and practice and litigation. Alongside course skills, professional conduct and regulation, taxation as well as wills and administration of estates.

### Stage 2:

- **Vocational electives** such as employment law, family law, commercial property law. The vocational electives focus on specialist areas of law and practice – you must study three from a range of subjects covering different aspects of practice.

## Applying for a course

There are a number of colleges and universities across the country offering the LPC. Law graduates can apply for the LPC from the September in their final year and non-law graduates from the September in their GDL year. There is no closing date for applications. You can take the LPC as a full-time or part-time course. For full-time courses, you should apply to the Legal Practice Course Central Applications Board (*see useful contacts*). For part-time courses, you should contact the teaching institutions direct. Details of the institutions can be found on the SRA website (*see useful contacts*).

## Period of recognised training

The next step to qualification is to undertake practice-based training, known as a period of recognised training, usually for a period of two years, although it can be reduced if you have gained suitable and relevant previous legal experience. Training can take place after the LPC or whilst you are completing the LPC.

This part of the qualification process will enable you, under supervision, to apply the skills and knowledge you have acquired during the academic and vocational stages.

You will be required to gain experience in at least three distinct areas of law and practice.

Most trainees undertake this training in private practice, but you can train within local and central government, commerce and industry, the Crown Prosecution Service, the Magistrates' Court Service or other approved organisations. Competition for training positions is strong, you should start applying in the second year of your undergraduate studies.



## Professional Skills Course (PSC)

This is normally taken during the period of recognised training and must be completed to qualify as a solicitor. It builds on the knowledge and skills you have acquired during the LPC.

The PSC consists of electives and three compulsory core areas:

- **financial and business skills**
- **advocacy and communication skills**
- **client care and professional standards**

The compulsory element involves 48 hours tuition with assessments and the elective element 24 hours tuition.

## Admission to the roll

Once you have successfully completed your degree, Legal Practice Course, Professional Skills Course and period of recognised training, you can apply to the roll of solicitors in England and Wales, which entitles you to practise as a solicitor.

The SRA will check the character and suitability of all applicants applying for admission and also before the start of your period of recognised training.

If you know that you have a character and suitability issue that may risk you not qualifying for admission, or you are unsure as to whether you may have an issue, it is very important that you disclose this as early as possible to the SRA and at least six months before you would anticipate starting a period of recognised training.

## Non-law graduate route

About 20 per cent of solicitors qualify via the non-law graduate route, this is sometimes referred to as the conversion course route. The key stages are:

- **degree in any subject** – three years full-time
- **Common Professional Examination / Graduate Diploma in Law** – one year full-time
- **Legal Practice Course** – one year full-time
- **period of recognised training incorporating the Professional Skills Course** – two years full-time
- **admission to the roll of solicitors**

## Common Professional Examination or Graduate Diploma in Law (CPE/GDL)

This intensive conversion course prepares non-law graduates whether you studied in the UK or not for the LPC. It is an intense course built around the core curriculum and assessment requirements of the Qualifying Law Degree. This course would be suitable for those that have acquired career experience or academic/vocational qualifications the SRA considers to be equivalent to an undergraduate degree. If you have graduated from a course that has subjects which form a smaller part of the required curriculum in a qualifying law degree, then you may be eligible for credit and be exempt from assessment in subjects already taken. If you think you may be eligible for Accreditation of Prior Learning, you should formally apply to your CPE provider, ideally at the time of making your application to the course. Details of eligibility can be found on the SRA website (*see useful contacts*).

The CPE/GDL is offered by many academic institutions as a one year full-time or two year part-time course or by distance learning over two years.

## Applying for a course

Your application for the Common Professional Examination/Graduate Diploma in Law will be assessed on academic merit. Lists of institutions offering the courses and entry criteria are available from your careers adviser. Details of the institutions can also be found on the SRA website (*see useful contacts*).

Places on full-time courses are allocated through the Central Applications Board (*see useful contacts*). For part-time courses, contact the academic institution direct.

**Legal Practice Course (LPC)** – see page 9

**Period of recognised training** – see page 9

**Professional Skills Course (PSC)** – see page 9

**Admission to the roll** – see page 10

## CILEx routes

There are two routes to qualifying as a solicitor through the Chartered Institute of Legal Executives (CILEx), CILEx fellowship route and CILEx membership route. These routes are based on exams set and authorised by the CILEx. Qualification by the CILEx routes is longer than the other routes because it is designed to enable you to study while working. The key stages you pass through on your route to qualification are:

- CILEx examinations undertaken while you are working under the supervision of a solicitor or CILEx Fellow
- Common Professional Examination / Graduate Diploma in Law (exemptions may be available on a subject for subject basis)
- Legal Practice Course
- period of recognised training - CILEx membership route only
- Professional Skills Course
- admission to the roll of solicitors

## CILEx examinations

To qualify for the CILEx routes, it is recommended that you have a minimum of four GCSEs (including English language or literature) or equivalent. If you are already employed in the legal profession, you can simply apply to take the CILEx Level 3 Professional Diploma in Law when you feel you are ready. Alternatively, if you are not working in the legal profession, you can enrol as a student member of the Institute and take the CILEx Level 3 Professional Diploma in Law before applying for employment.

The CILEx routes take a minimum of five years. During those five years you will have to take the CILEx Level 6 Professional Diploma in Higher Law and Practice examinations. In order to go on to qualify as a solicitor, a chartered legal executive (CILEx fellow or member) must then go on to complete the academic and vocational training as above.

**CILEx membership route** – No period of qualifying legal employment is required in order to become a CILEx member you would therefore be required to undertake a period of recognised training after completion of the academic stage.

**CILEx fellowship route** – This route involves working and training under the supervision of a solicitor for two years after gaining membership. CILEx fellows are therefore exempted from the formal period of recognised training.

For further details on this route to qualification, or for information on a career as a chartered legal executive, contact the Chartered Institute of Legal Executives (*see useful contacts*).

**Common Professional Examination or Graduate Diploma in Law (CPE/GDL)** – see page 10

**Legal Practice Course (LPC)** – see page 9

**Period of recognised training – CILEx membership route** - see page 9

**Professional Skills Course (PSC)** – see page 9

## Admission to the roll

CILEx Fellows are exempt from the formal period of recognised training as they qualify by passing exams administered by CILEx whilst working under the supervision of a solicitor. Once you have successfully completed the required training you can apply to the roll of solicitors in England and Wales, which entitles you to practise as a solicitor.



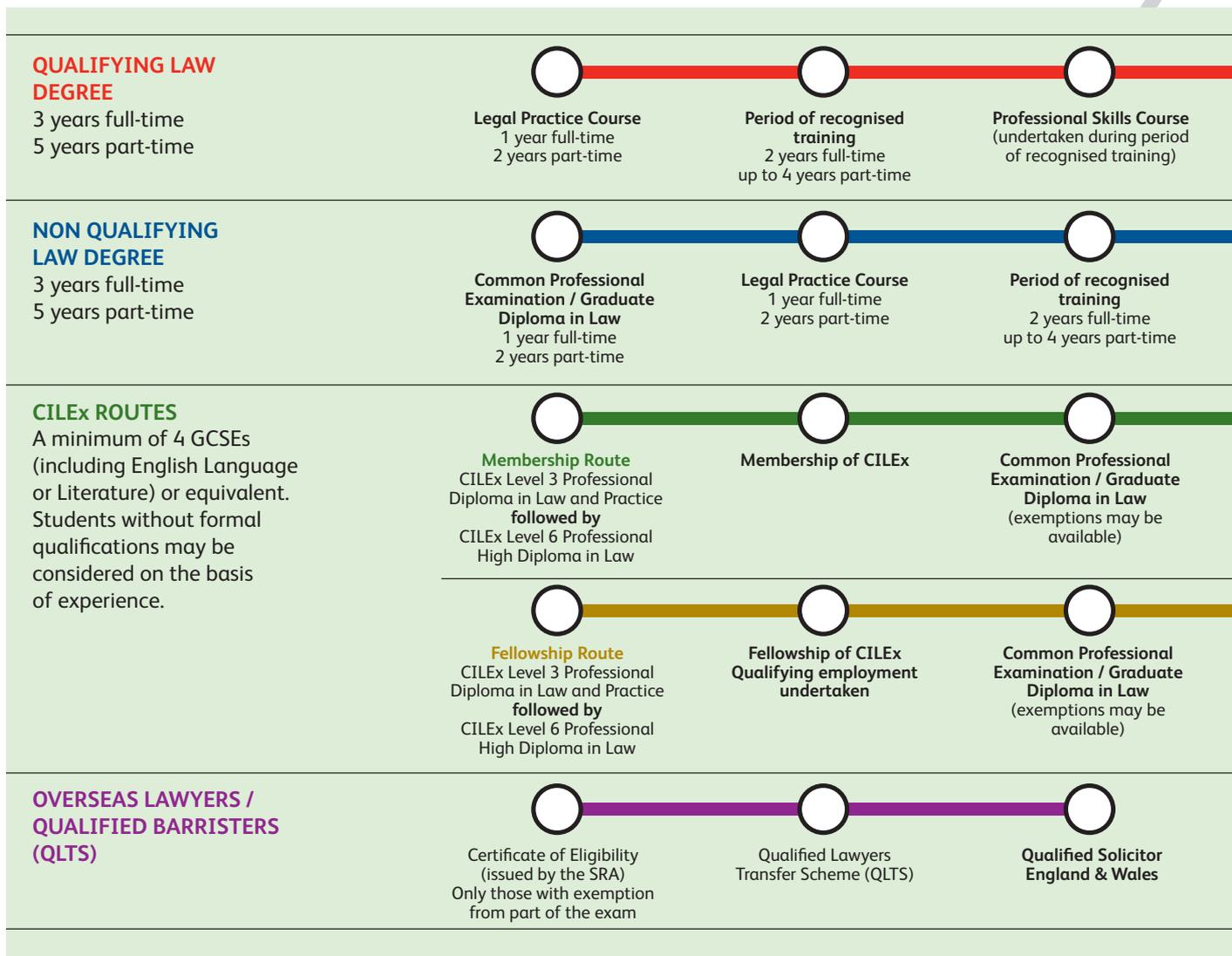
# Qualified Lawyers Transfer Scheme (QLTS)

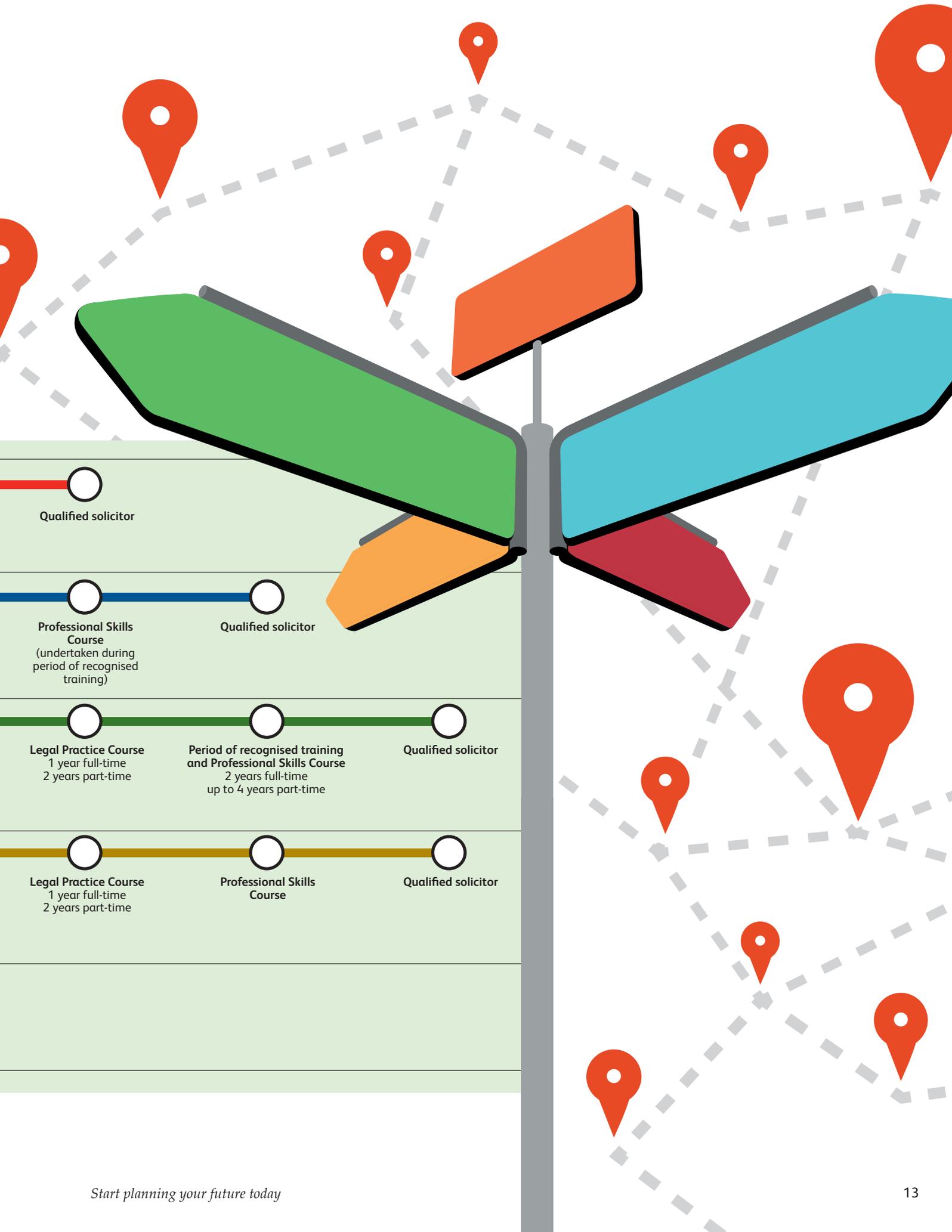
The QLTS route is for lawyers from other jurisdictions and barristers of England and Wales who have completed pupillage that want to be admitted as a solicitor in England and Wales. The QLTS ensures that the necessary standard of knowledge and skill required of a newly qualified solicitor are met. There are two separate tests that are administered on behalf of the SRA by Kaplan QLTS (see useful contacts).

## Routes to becoming a solicitor

### NO A LEVELS OR EQUIVALENT

- CILEx route (see below)
- Access / Introductory Programme – 1 year full-time (Access Certificate qualifies you for University entry)





Qualified solicitor

Professional Skills Course  
(undertaken during period of recognised training)

Qualified solicitor

Legal Practice Course  
1 year full-time  
2 years part-time

Period of recognised training and Professional Skills Course  
2 years full-time  
up to 4 years part-time

Qualified solicitor

Legal Practice Course  
1 year full-time  
2 years part-time

Professional Skills Course

Qualified solicitor



# Checklists

## Law undergraduate

### First year

1. When you choose your options for your second and third years, ensure that you will cover the foundation subjects (see page 8).
2. Talk to career advisers, they will have information on the profession, career fairs/open days and work placement schemes.
3. Find vacation placement work – this will give you an insight in to the different types of firms and assist you in knowing whether the profession is right for you. Any relevant work experience will help to enhance your CV.
4. Give thought to where you want to work and the area of law you would wish to practise.

### Second year

1. Make full use of your careers service to discuss the profession generally to ascertain whether the profession is right for you.
2. Talk to members of the profession.
3. Explore funding possibilities for your legal training.
4. Apply for vacation placement work – this will give you an insight into the different types of firms and assist you in knowing whether the profession is right for you. This will also demonstrate to recruiters that you are serious about a career in law.
5. Attend law fairs / open days. This is your opportunity to meet firms face to face.
6. Research the type of firm or organisation that interests you and prepare your CV carefully.
7. Apply for a training position in your final term.

### In your third/final year (autumn)

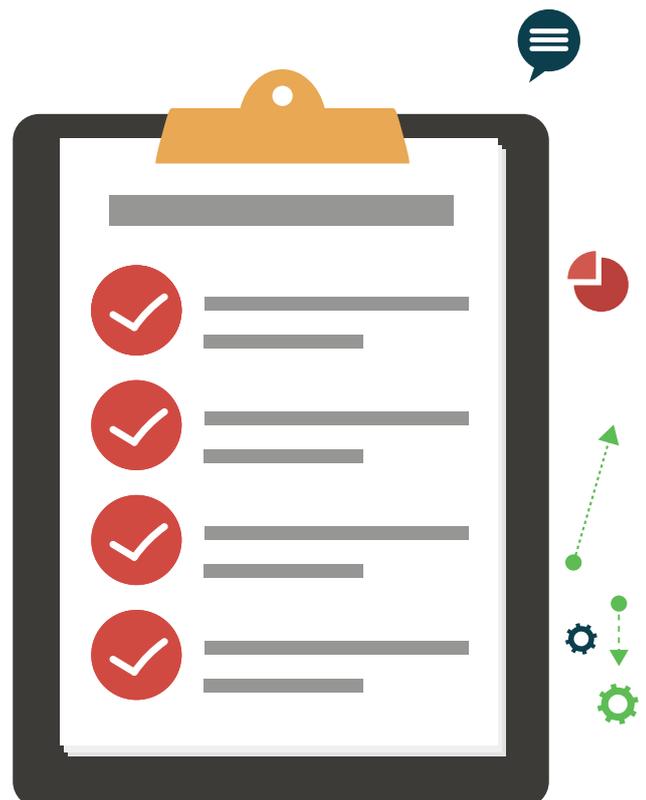
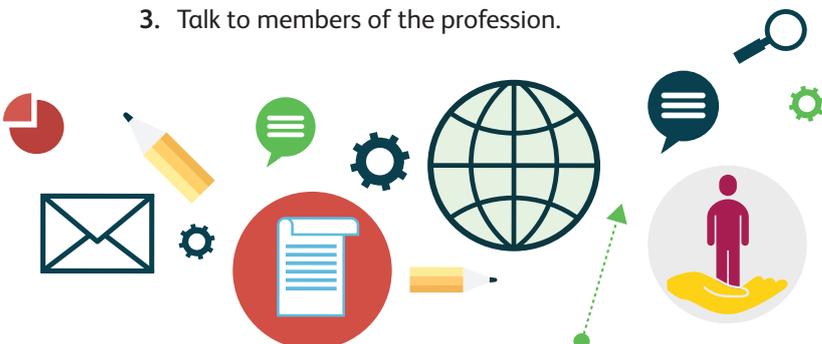
1. Attend interviews for a period of recognised training.
2. Apply for a place on the Legal Practice Course.

### Spring term

1. Apply for a training position if not already secured.
2. Disclose any character and suitability issues to the SRA.

### During the LPC year

1. Apply for a training position if not already secured.
2. Check for advertisements.
3. Talk to members of the profession.



## Starting your period of recognised training

1. The SRA will check your suitability at this stage.
2. Sign your contract and ensure that the registration form is sent to the SRA.
3. Attend the Professional Skills Course.

### At the end of your training position

1. If the firm is not keeping you on after completion of the training, apply for a post as an assistant solicitor.
2. Apply for admission to the roll of solicitors in England and Wales. The SRA will check your suitability again at this stage.

## Non-law undergraduate

In your first degree – third/final year

1. Apply for a place on the Common Professional Examination / Graduate Diploma in Law Course.
2. Arrange funding for the conversion course.
3. Try to organise work experience - this will give you an insight in to the different types of firms and assist you in knowing whether the profession is right for you. This will also demonstrate to recruiters that you are serious about a career in law.
4. Research the type of firm/organisation that interests you and prepare your CV carefully.
5. Attend law fairs/open days. This is your opportunity to meet firms face to face.
6. Apply for a training position in your final term.

## In your CPE / GDL year

### Autumn

1. Apply for your place on the Legal Practice Course for the following year.
2. Apply for a training position if not already secured.

### Spring term

1. July / August - Arrange funding for the Legal Practice Course.

During the LPC year – see page 14

Starting your period of recognised training – see page 15

At the end of your period of training – see page 15





## Application / selection – top tips

By the time you reach the stage of applying for a period of recognised training you should have carried out extensive research and know where you want to work. It is highly recommended that you undertake some relevant work experience as this will help to enhance your CV. It is important to allocate enough time for completing applications. The level of research and time needed to prepare a quality application is often underestimated. When submitting applications for a training position bear in mind that many firms look to fill their places two years in advance.

Keep copies of all the applications you submit.

## Covering letter

- every CV requires a covering letter
- ensure your letter is addressed to an individual
- research the firm/organisation – consider whether you have the skills, abilities and qualities required
- consider how you are suited to the firm/organisation and how this can be best conveyed
- indicate evidence for the claims you make about yourself in your CV
- explain why you are applying to the firm/organisation
- highlight the best things you can offer the firm/organisation
- your letter should persuade the employer that you are the best candidate for the job
- express what you need to say as concisely as you can
- first impressions are important - check for spelling and other errors

## Letter format

### Beginning

A brief introduction to who you are, the job you are applying for, where you saw the advertisement and why you are applying to that particular firm/organisation. Say that your CV is enclosed.

### Middle

Say why you are interested in the job and firm/organisation. Demonstrate that you understand the requirements of the role and firm/organisation. Sell yourself – why are you right for the role? Demonstrate your strengths and why you are right for the role. The letter should be tailored to the specific role and firm/organisation.

### End

Be positive and say that you look forward to hearing from them.





## Applications

Many firms/organisations use application forms or online applications to select candidates for interview.

- be clear and concise - this is your opportunity to demonstrate your written communication skills
- prepare by researching about the firm/organisation and its recruitment criteria
- gauge your answers by the size of the space provided
- the word count specified on online applications indicates how much detail is required
- read through the form and carefully follow instructions
- prepare a draft first to ensure you can fit the information into the boxes
- ensure your application is neat. Do not resort to tiny writing to squeeze more in
- be clear about the selection criteria and match your skills, knowledge and experience to them closely
- do not leave gaps in your life. It is better to explain time spent travelling for example

## Interviews

Prepare thoroughly for interviews. Find out as much as you can about the firm/organisation and try to get a feeling of the ethos of the firm/organisation. Consider:

- why you want a career in law
- what areas interest you
- what type of firm you want to practise in
- why this firm/organisation in particular
- what you can offer

The interview is your opportunity to demonstrate that you have the criteria required.

## Interview tips

- arrive on time. Dress smartly. Be polite.
- ensure you are familiar with your CV/application and able to talk about it.
- listen carefully to the questions.
- be succinct, whilst also ensuring that you 'sell' yourself.
- if there is more than one interviewer try to address your answers to each equally.
- if you don't understand something, don't be afraid to say so.
- it is normal to be asked whether you have any questions – think about them in advance.

If your questions are answered during the interview, cross them off mentally. Don't ask anything you should already know from information given to you by the firm/organisation.

- at the end of the interview thank the interviewers for seeing you.
- reflect on the interview – do you want to work for that firm/organisation? Are you content with your performance? Could you do better next time?
- if you are not successful, try to seek feedback.

### Assessment centres

Assessment centres are now used by many firms/organisations as a major part of their selection process. An assessment centre invites candidates to undertake a combination of individual and group exercises. These are designed to assess your competencies and personal qualities to measure your suitability for the firm/organisation and the role.

You will be assessed on your analytical skills, and business sense rather than your legal knowledge. They can be as short as half a day or as long as three days. Throughout the exercises you will be observed by assessors. It can be daunting but remember, this is your opportunity to show off your skills and also to assess whether the firm/organisation is right for you. You should also bear in mind that being invited to an assessment centre means that you have overcome one hurdle, as you will have been chosen on the strength of your application.

Employers normally only invite promising candidates to assessment centres. You will need to prepare in the same way you would for an interview, give thought to how you may approach a case study or working within a group. It is advisable to practise presentation skills and in-tray exercises as these are widely used. Do seek advice from your university careers adviser.

The following free webinars that provide assistance with the application/selection process are available on the Law Society Professional Development Centre (*see useful contacts*):

- **Things to consider before making an application: Tips for getting ahead of the game**
- **CV and application tips**
- **How to survive interviews and assessment days**

### Alternative options

Some law graduates decide that becoming a solicitor is not for them. This might be because of a lack of training places or jobs, or financial pressure, or just a change of mind.

However law graduates are sought after by a wide variety of employers and the training includes many transferable skills including the ability to:

- conduct research
- collect and analyse large amounts of information
- weigh-up points and counter points
- create a logical argument and reasoned conclusion from a set of facts
- communicate clearly
- be discreet
- work under pressure
- remember a lot of facts

Alternatively you could choose another legal career. You might consider a legal support role, such as paralegal, law costs draftsmen, legal secretary or barrister's clerk. Or you might decide on one of a number of administrative and advisory roles, such as executive officer in the Court and Crown Prosecution Services, or adviser in a citizen's advice bureau, welfare rights or social organisation.



## Useful contacts

### Courses

For entrance requirements for admission to full-time undergraduate law degree courses at universities of higher education you should apply to:

#### The Universities and Colleges Admissions Service (UCAS)

Rose Hill  
New Barn Lane  
Cheltenham  
Gloucestershire  
GL52 3LZ  
Telephone 0371 468 0468  
[www.ucas.com](http://www.ucas.com)

The Central Application Board administers online systems for processing full-time applications for the Legal Practice Course and Common Professional Examination / Graduate Diploma in Law course

#### The Central Applications Board

Ground Floor, Suite 2  
River House  
Broadford Business Park  
Shalford  
Surrey GU4 8EP  
[www.lawcabs.ac.uk](http://www.lawcabs.ac.uk)

Students wishing to study the courses part-time should contact the teaching institutions directly.

#### Kaplan

For further information on the Qualified Lawyers Transfer Scheme contact:

Kaplan QLTS  
Spring House  
40-44 Holloway Road  
Highbury East  
London N7 8JL  
Telephone: 0203 040 4900

Email: [qlts@kaplan.co.uk](mailto:qlts@kaplan.co.uk)  
[www.kaplanqlts.com](http://www.kaplanqlts.com)

#### Apprenticeships

For general information on apprenticeships.

[www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk)

Consult legal recruiters for the latest apprenticeship vacancies.

## The Law Society

For information on how the Law Society can provide support throughout your career contact:

#### The Law Society's Hall

113 Chancery Lane  
London WC2A 1PL  
Telephone: 020 7242 1222  
Email: [careers@lawsociety.org.uk](mailto:careers@lawsociety.org.uk)  
[www.lawsociety.org.uk](http://www.lawsociety.org.uk)

### Law Society Communities

For information on all Law Society communities and the wide range of targeted support that is available to support you in your professional life.

[www.lawsociety.org.uk/communities/](http://www.lawsociety.org.uk/communities/)

Email: [communities@lawsociety.org.uk](mailto:communities@lawsociety.org.uk)

The Law Society communities include:

- Junior Lawyers Division
- Ethnic Minority Lawyers Division
- Women Lawyers Division
- Lawyers with Disabilities Division

### Solicitors Regulation Authority

For additional information on qualification requirements.

Telephone: 0370 606 2555

[www.sra.org.uk](http://www.sra.org.uk)

### The Bar Council

For more information on a career as a barrister, contact:

General Council of the Bar

289-293 High Holborn

London

WC1V 7HZ

Telephone: 020 7242 0082

Email: [contactus@barcouncil.org.uk](mailto:contactus@barcouncil.org.uk)

[www.barcouncil.org.uk](http://www.barcouncil.org.uk)

### The Chartered Institute of Legal Executives

If you are interested in following the chartered legal executive routes, contact:

**The Chartered Institute of Legal Executives**

Kempston Manor

Kempston

Bedfordshire

MK42 7AB

Telephone: 01234 841 000

[www.cilex.org.uk](http://www.cilex.org.uk)

### Law Society Gazette

The Gazette jobs provides access to the latest legal jobs:

[www.lawgazettejobs.co.uk](http://www.lawgazettejobs.co.uk)

### TARGETjobs Law

For legal jobs and career guidance:

[www.targetjobslaw.co.uk](http://www.targetjobslaw.co.uk)



## Careers service

Your careers adviser at your teaching institution will have a wide range of reading material.

## Local authorities / commerce and industry

If you wish to train within commerce, industry or a local authority, you should contact relevant organisations direct.

## Crown Prosecution Service

For more information on a career at the Crown Prosecution Service, contact:

### The Staff Management Unit

Rose Court  
2 Southwark Bridge  
London SE1 9HS  
Telephone: 020 3357 0000  
[www.cps.gov.uk](http://www.cps.gov.uk)

## Government

For details about a career as a solicitor in government, contact:

### The GLS Recruitment Team (legal trainee recruitment enquiries)

11th Floor  
Lower Castle Street  
Castlemead  
Bristol  
BS1 3AG  
Telephone 0117 923 4417

Email: [glstrainees@tmpw.co.uk](mailto:glstrainees@tmpw.co.uk)  
[www.gls.gov.uk](http://www.gls.gov.uk)

## The Magistrates' Association

For more information on a career in the Magistrates' Court Service, contact:

### The Magistrates Association

10A Flagstaff House  
St George Wharf  
London SW8 2LE  
Telephone 020 7387 2353

Email: [mic@magistrates-association.org.uk](mailto:mic@magistrates-association.org.uk)  
[www.magistrates-association.org.uk](http://www.magistrates-association.org.uk)

## The Government Legal Department

One Kemble Street  
London  
WC2B 4TS  
Telephone 020 7210 3000

Email: [thetreasurysolicitor@governmentlegal.gov.uk](mailto:thetreasurysolicitor@governmentlegal.gov.uk)  
[www.gov.uk](http://www.gov.uk)

# The role of the Law Society

As the representative body for solicitors in England and Wales, the Law Society is here to support you at every stage of your training, qualifying and throughout your career as a solicitor.

The Law Society is committed to attracting the most able candidates into the legal profession and to promoting equality at all stages. Solicitors are drawn from all walks of life and around 5,000 qualify each year in England and Wales.

A career as a solicitor is open to anyone and the Law Society is actively promoting diversity in entrants to the profession. In recent years more women than men have been qualifying as solicitors and at least 18 per cent of people qualifying have been from minority ethnic groups.

## Equality in the profession

The Law Society has developed the Diversity Access Scheme to aid diversity in the profession.

- **Diversity Access Scheme**

The Law Society Diversity Access Scheme aims to improve social mobility in the legal profession by supporting promising entrants who also face exceptional social, educational, financial or personal obstacles to qualification. The scheme offers successful applicants financial assistance with Legal Practice Course fees, access to relevant high quality work experience and a professional mentor.

- **Diversity Access Scheme Plus (DAS PLUS)**

The DAS PLUS award provides assistance with fees for the Legal Practice Course and guarantees a period of recognised training at a national law centre for the successful applicant. To be eligible for DAS PLUS, applicants must meet the standard DAS criteria and must either be:

- an employee of six months or longer at a national law centre on the date DAS PLUS applications open or
- a volunteer of six months or longer at a national law centre on the date DAS PLUS applications open.

For further information email [diversityaccessscheme@lawsociety.org.uk](mailto:diversityaccessscheme@lawsociety.org.uk)





The Law Society

## Contact us



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The Law Society



lawsociety.org.uk



020 7242 1222



113 Chancery Lane, London  
WC2A 1PL

