

KEY PROGRAMME INFORMATION

Originating institution(s) Bournemouth University		Faculty responsible for the programme Faculty of Media and Communication	
Apprenticeship Standard https://www.instituteforapprenticeships.org/apprenticeship-standards/solicitor-v1-1		Assessment Plan https://www.instituteforapprenticeships.org/media/cbidwgss/st0246_solicitor_l7_reg-aligned-epa-v11-publication.pdf	
End Point Assessment type Non-Integrated	Main training provider Bournemouth University	Approved sub-contractors	
Type of apprenticeship Degree Level Apprenticeship			
Final award(s) and title(s) Level 7 Solicitor Apprenticeship PG Dip Solicitor Apprenticeship - 120 credits (60 ECTS) Level 7 PG Cert Solicitor Apprenticeship - 60 credits (30 ECTS) Level 7			
External reference points <ul style="list-style-type: none"> Solicitor Apprenticeship Standard v1.1 Ofsted/Education Inspection Framework (https://www.gov.uk/government/publications/education-inspection-framework) IfATE apprenticeships quality statement (https://www.instituteforapprenticeships.org/quality/what-is-a-quality-apprenticeship/) Apprenticeship funding rules (https://www.gov.uk/guidance/apprenticeship-funding-rules) DQB guidance on external QA of End Point Assessments (integrated apprenticeships only) (https://dqbengland.org.uk/apprenticeships/) Solicitors Regulation Authority JISC Digital Capabilities Framework. UN Sustainable Development Goals. The Federation for Industry Sector Skills and Standards: (particularly for foundation degrees and Higher National awards). Degree Apprenticeship Standards and Assessments, Institute for Apprenticeships 			
LARS (Learning Aims Reference) code TBC			
Professional, Statutory and Regulatory Body (PSRB) links n/a			
Locations of off-the-job training delivery Bournemouth University (Talbot Campus)			
Mode(s) of delivery Day Release			
Typical duration (include any requirements stated in Apprenticeship Standard) Length of Practical Training Period is to be 24 months. Length of Gateway Period will vary depending upon the apprentice's ability to submit evidence of Qualifying Work Experience (QWE) in line with the SRA guidelines. The QWE period is 24 months. To reach 24 months, an apprentice would need up to six months further QWE to qualify. Apprentices, however, with prior QWE that pre-dates the GSA will be able to use this QWE to accelerate their time in gateway. The SQE allows students to re-sit each of its three exams up to three times within a six-year period. This means the maximum length of registration would be seven and a half years.			

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Date of first intake September 2025	Expected start dates September
Maximum apprentice numbers Not applicable	
Partner(s) N/A	Partnership model N/A
Date of this Programme Specification January 2025	
Version number v1.0-0925	
Approval, review or modification reference numbers E2324AP10	
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PROGRAMME STRUCTURE

Year 1				
Unit Name	No. of hours off-the-job training	Expected contact hours per unit	Formative assessment	No. Of Credits
Legal Practice, Ethics and Skills	108	36	Legal Research Exercise and Multiple-Choice Exam	20
Property Practice and Private Client	108	36	Client Interview, legal drafting and Multiple-Choice Exam	20
Litigation	108	36	Advocacy Exercise and Multiple-Choice Exam	20

Year 2				
Unit Name	No. of hours off-the-job training	Expected contact hours per unit	Formative assessment	No. Of Credits
Business Law and Practice	108	36	Case and matter analysis and Multiple-Choice Exam	20
SQE 1 Ready	54	18	Full SQE 1 mock exam	20
Skills for SQE 2	162	54	Full SQE 2 mock exam	20

End Point Assessment

This award is a non-integrated apprenticeship and includes an end-point assessment (EPA) carried out by an external End Point Assessment Organisation. The apprentice must pass the EPA to complete the apprenticeship.

The EPA period must only start once the employer and BU are satisfied that the apprentice is demonstrating the knowledge, skills and behaviours of the apprenticeship standard, and all of the pre-requisite gateway requirements for EPA as defined in the assessment plan have been met.

Please provide details of the Gateway and End Point Assessment requirements here:

The full details of the EPA are outlined here:

https://www.instituteforapprenticeships.org/media/cbjdwgss/st0246_solicitor_i7_reg-aligned-epa-v11-publication.pdf

This apprenticeship has a statutory integrated EPA. The EPA will use the assessment arrangements in use for other entry routes into this occupation. Alignment of the statutory integrated EPA is permitted because the following criteria are met: 1. the occupation (profession) must be regulated by a statutory regulator that carries out a range of functions in relation to the occupations they regulate, including making sure individuals have the necessary qualifications and/or experience to practise the occupation and taking any necessary enforcement action and 2. the occupational standard and statutory integrated EPA meet the apprenticeship requirements.

As solicitor is a protected title, who gets to use this title is decided by the statutory regulatory body of solicitors. For solicitors in England and Wales, this is the Solicitors Regulation Authority (SRA). The SRA was set up as the regulatory body of The Law Society after the Legal Services Act 2007 required the separation of all regulatory and representative functions relating to the legal professions. The SRA's powers include specifying the education and training requirements for qualifying as a solicitor. All of its regulatory activities must be approved by the Legal Services Board (LSB). The LSB is the oversight regulator of Legal Services in England and Wales.

The SRA's regulatory objectives includes setting standards for solicitors. The Authorisation of Individuals Regulations set out the SRA's requirements relating to the qualification and admission requirements for

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solicitors. The SRA introduced the Solicitors Qualifying Examination (SQE) in 2021. Anyone who wants to be a solicitor must pass SQE (unless they are subject to transitional arrangements relating to pre-SQE education and training requirements). SQE assesses solicitor competence by reference to the SRA's Statement of Solicitor Competence. The delivery of the apprentices training must be aligned to the Statement of Solicitor Competence to ensure that apprentices are able to hold the qualification of Solicitor and seek admission to the Roll of Solicitors. 'Solicitor' is a protected title and only those admitted to the Roll are entitled to use it.

To enter gateway, the end-point assessment plan for Solicitor statutory integrated apprenticeship requires that:

- Apprentice has met the knowledge, skills and behaviours.
- Employer is satisfied the apprentice has consistently demonstrated they meet the KSBs of the occupational standard.
- The apprentice must complete training towards English and maths qualifications in line with the apprenticeship funding rules.
- Apprentice has passed Solicitors Qualifying Examination 1 (SQE1).

The EPA period should only start once the employer is satisfied that the apprentice is consistently working at or above the level set out in the occupational standard. Once the apprentice has successfully entered gateway the apprentice must:

- Pass the Solicitors Qualifying Exam 2 (SQE2)

And

- Submit evidence of Qualifying Work Experience (QWE) in line with the SRA guidelines. Details of the rules of which can be found- <https://www.sra.org.uk/become-solicitor/sqe/qualifying-work-experience-candidates/>

The EPA will determine the overall apprenticeship standard and grades of: fail or pass.

Once the EPA is completed, the apprentice must apply to the SRA for admission to the Roll. The apprentice is not required to carry out any additional assessments. However, prior to admission as a solicitor, the apprentice will be required to complete a prior conduct and DBS check and meet the character and suitability requirements set out in the Character and Suitability Rules.

The length of Gateway will be determined by two factors. Firstly, the length of time until the next opportunity for the apprentice to sit SQE 2. Secondly, the length of qualifying work experience the apprentice needs to complete their two years of qualifying work experience.

Exit qualification: Solicitor Apprenticeship Level 7

PG Dip Solicitor Apprenticeship requires 120 credits at Level 7

PG Cert Solicitor Apprenticeship requires 60 credits at Level 7

AIMS OF THE DOCUMENT

The aims of this document are to:

- define the structure of the apprenticeship;
- articulate how delivery will enable apprentices to demonstrate the Knowledge, Skills and Behaviours of the apprenticeship standard;
- articulate the regulations governing the apprenticeship defined within the document.

AIMS OF THE PROGRAMME

The Graduate Solicitor Apprenticeship (GSA) aims to provide law graduates^[1] with the knowledge, skills and behaviours necessary “ to represent and defend the rights and interests of clients and provide advice and assistance to clients on a range of legal matters”^[2] to the standard of a Day One Solicitor.^[3]

To achieve this standard, the GSA equips apprentices to pass the Solicitors Qualifying Exam (SQE). To aid apprentices in passing SQE 1, the GSA ensures apprentices have knowledge of the core legal principles and rules to practise effectively as set out in the Solicitors Regulation Authority Statements of Functioning Legal Knowledge. Building on this knowledge of the law, the GSA prepares apprentices for SQE 2 by putting the development of professional legal practice at the heart of teaching. Moreover, the GSA is “aligned to the Statement of Solicitor Competence to ensure that apprentices are able to hold the qualification of Solicitor and seek admission to the Roll of Solicitors.”

The GSA requires that apprentices demonstrate;

1. An understanding of the core legal principles and rules to practise effectively as set out in the Solicitors Regulation Authority Statements of Functioning Legal Knowledge.
2. Knowledge of the Solicitors Regulation Authority Standards and Regulations, Principles and Code of Conduct.
3. Develop approaches to effective questioning and active listening; interpreting and evaluating information; developing options, strategies and solutions; legal research including identifying relevant sources, analysing, assessing information and identifying evidence gaps; identifying the client including their commercial and personal circumstances, needs, objectives, priorities and constraints; developing and providing advice informed by appropriate and factual legal analysis; negotiation.
4. Draft documents from scratch and using precedents which address all legal and factual issues, complying with all formalities and using clear, accurate and succinct language.
5. Effective spoken and written advocacy in court and outside of formal court hearings.
6. Knowledge of the principles of workflow and case management, for example, case management systems and software packages and risk assessment.

The L7 GSA delivery structure will consist of six core units that add to a law graduates pre-existing knowledge of the law for the purposes of successfully passing SQE 1 and 2 and demonstrating KSBs for the level 7 GSA standard and the ILOs for the purposes of achieving credit for each unit. The programme will be completed over a period of 24 months prior to gateway. Once in Gateway, apprentices will be required to complete the external EPA outlined earlier in this document.

^[1] Including those who have taken a conversation course or ‘crasher’ course covering the foundations of law.

^[2] <https://www.instituteforapprenticeships.org/apprenticeship-standards/solicitor-v1-1>

^[3] <https://www.lawsociety.org.uk/career-advice/becoming-a-solicitor/solicitors-qualifying-examination-sqe/what-the-sqe-assessment-will-cover>

ALIGNMENT WITH THE UNIVERSITY'S STRATEGIC PLAN

Law at BU has played a significant part in the education and professional training of the regional legal profession for over two decades. From the provision of qualifying law degrees to delivery of the Legal Practice Course, our provision has evolved to now prepare our apprentices to qualify under the professionally regulated, Solicitors Qualifying Examinations (SQE).

In line with BU's Apprenticeship vision, the GSA seeks to be the region's degree apprenticeship of choice, strengthening the regional workforce and addressing the current challenges faced by regional employers. Building on our well-established employer relations, and in direct response to their requests for an apprenticeship provision, an extensive consultation was carried out to develop the GSA. The resulting curriculum has been developed in line with BU's 2025 Strategic Vision (BU 2025) of inspiring learning, advancing knowledge and enriching society. The apprenticeship programme provides a curriculum that meets the specific needs of our regional employers and the Solicitor Qualifying Examinations, whilst apprentices learn from inspiring academics in legal practice and fusion learning is embedded, in order to acquire the knowledge, skills and behaviours of a day one solicitor equipped to represent and defend the rights and interests of individuals and wider society upon completion.

STAFF DELIVERING THE APPRENTICESHIP

Apprentices will usually be taught by a combination of senior academic staff qualified professional practitioners, demonstrators/technicians, and research apprentices, where appropriate, according to the content of the unit.

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KNOWLEDGE, SKILLS AND BEHAVIOURS/INTENDED LEARNING OUTCOMES MAPPING SCHEDULE

The knowledge, skills and behaviours (KSBs)/Intended Learning Outcomes (ILOs) of the apprenticeship standard are evaluated and assessed at the final level of the apprenticeship (e.g. level 5, 6 or 7 depending on the apprenticeship standard). This applies to all judgements made on the KSBs from the skills-scan at the start of the apprenticeship to the end point assessment.

	Legal Practice, Ethics and Skills	Property Practice and Private Client	Litigation	Business Law and Practice	SQE 1 Ready	Skills for SQE 2
K1					X	
K2	X					
K3		X				
K4						X
K5			X			
K6		X				
K7			X			
K8				X		
K9					X	
K10						X
K11			X			
K12				X		
K13	X					
K14	X					
S1		X				
S2				X		
S3		X				
S4				X		
S5					X	
S6						X
S7			X			
S8				X		
S9			X			
B1	X					
B2	X					

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ENGLISH, MATHS AND CAREERS INFORMATION, ADVICE AND GUIDANCE

Unit	English	Maths	Careers IAG
Legal Practice, Ethics and Skills	Apprentices undertake legal research for their assignment which involves the level 2 functional English skills of reading and writing. Most prominently this requires the apprentice to comprehend and provide written commentary on complex written documents.	Apprentices will study how solicitors allocate their time, record their time, and bill their time. Apprentices will learn how to prepare solicitors accounts. This unit will assist apprentices with their knowledge of fractions, decimals and percentages.	This unit incorporates learning about the legal profession. In particular, the structure of promotion within a solicitors' firm. This unit will also touch upon the importance of CPD.
Private Client and Property Practice	Apprentices will complete an oral interview and write an attendance note based on the contents of the meeting. This will develop apprentices' Level 2 functioning English skill of speaking, listening and communication. Additionally, apprentices will need to complete a written attendance note of this meeting that will help develop their writing skills.	Apprentices will learn how to apply inheritance tax and capital gains tax to trusts and wills. This will assist apprentices in developing a wide range of Level 2 functional maths skills, including, using whole numbers, fractions, decimals and percentages, how to use common measures, handling information and data and solving mathematical problems and decision making.	N/A
Litigation	Apprentices will complete an oral litigation exercise. This will develop apprentices' Level 2 functioning English skill of speaking, listening and communication. Throughout the unit, apprentices will complete several mock exercises to help develop the skill.	Apprentices in civil and criminal litigation will need to consider maths when assessing damages/loss/sentences and strategies that best suit their clients' legal needs.	This unit will educate apprentices about future CPD opportunities they might undertake as solicitors concerning advocacy. We will also introduce the apprentices to the BU careers service to understand more about keeping record of their own career development.
Business Law and Practice	Apprentices will read a complex case study across various documents. The student will then have to synthesis these documents into their own legal writing to provide accurate legal advice.	Apprentices will learn about tax policy and how to calculate and apply taxes to their clients' business. This requires apprentices to use whole numbers, fractions, decimals and percentages, handle information and to use data to solve mathematical problems and decision making,	This unit will touch upon the notion of 'in house' solicitors and the difference between working for a law firm and working in-house for a specific client.
SQE 1 Ready	Apprentices will have to read numerous multiple choices questions. These questions contain complex legal problems facing potential clients. Apprentices will have to select the most	Apprentices will complete a range of multiple-choice questions, a selection of which will require knowledge of tax and accounts. This will require apprentices to perform mathematics under pressure in the context of a time constrained exam.	N/A

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	accurate answer from a range of best possible choice answers.		
SQE 2 Skills	Apprentices will be expected to draft multiple legal documents. These documents will be assessed to the standard of legal documentation in practice, and thus, the highest level of English language skills will be required.	Apprentices, when required by the SQE 2 exams, will be required to use Level 2 functioning maths skills to assist particular clients with their issues that may or may not require mathematics.	This unit will educate apprentices about future CPD opportunities they might undertake as solicitors concerning advocacy.

SAFEGUARDING, PREVENT AND FUNDAMENTAL BRITISH VALUES

Unit	Safeguarding	Prevent	British values
Legal Practice, Ethics and Skills	In this unit, apprentices will learn about how lawyers operate within a regulated profession and the statutory obligations imposed upon Solicitors. Apprentices will learn about the Solicitors Regulation Authority Standards and Regulations, Principles and Code of Conduct. This will touch upon the apprentice's duty of care towards their clients, the general public, themselves, and the court.	Apprentices will be introduced to the concept of PREVENT and how lawyers might come into contact with radicalised individuals through their work.	This unit focuses on respect and tolerance and examines the modern law firm and the industries commitment to the values of equality, diversity and tolerance. This unit will also examine the role of the legal profession in British democracy; protecting the rule of law and upholding individual liberty.
Private Client and Property Practice	When considering wills and estates law, apprentices will be expected to learn the specific safeguarding rules regarding vulnerable clients and death. Apprentices will consider how to look for signs of undue influence being applied to clients in the context of wills and gifts.	Apprentices will consider how to look for signs for radicalisation through the commitments an individual may make within their will.	This unit focuses on Individual Liberty and the importance of respecting the wishes of others as it relates to their personal property. It does this through considering the dignity, rights, choice, and necessary consent and individual needs to demonstrate when deciding how to plan for the distribution of their assets post-life.
Litigation	Apprentices will consider how to deal with representing clients with mental health conditions and the professional obligations towards these clients. This will cover both the criminal and civil context.	N/A	This unit focuses on democracy and the rule of law. The right to independent legal representation sits at the heart of our democratic legal system and is vital to ensuring the rule of law is upheld and through this unit apprentices will learn how legal professionals play a central role in upholding both of these values.
Business Law and Practice	Apprentices will be taught the rules on financial services and how to look for signs of money laundering.	Apprentices will be taught the rules on financial services and how to look for signs of money laundering.	Business Law and Practice considers the balance needed between the two British values of individual liberty and respect and tolerance. This unit does this through its discussion of free enterprise within the

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			context of the need for corporate social responsibility.
SQE 1 Ready	Apprentices will apply their knowledge of safeguarding to SQE 1 style problem questions that might appear on the SQE as questions on solicitors' ethics and code of practice.	Apprentices will apply their knowledge of safeguarding to SQE 1 style problem questions that might appear on the SQE as questions on PREVENT and radicalisation.	Apprentices will examine constitutional law which details the principles of western liberal government in the context of the British constitutional system. This includes looking at parliamentary democracy, elections, the rule of law and the importance of human rights.
SQE 2 Skills	Apprentices will apply their knowledge of safeguarding to SQE 2 style practical activities that might highlight ethics issues that might appear on the SQE 2 practical activities.	Apprentices will apply their knowledge of PREVENT and radicalisation to SQE 2 style practical activities that might highlight PREVENT and radicalisation issues that might appear on the SQE 2 practical activities.	Apprentices will consider the role of the legal profession is upholding the rule of law. Apprentices will do this through considering how each of the documents they procedure for the SQE 2 is a physical manifestation of the rule of law in action.

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INDICATIVE TIMELINE FOR DEMONSTRATING KNOWLEDGE, SKILLS AND BEHAVIOURS

This is an indicative timeline of when apprentices might typically be able to demonstrate each element of the Knowledge, Skills and Behaviours described in the apprenticeship standard. This is intended only as a guideline – the actual timeline will vary for each apprentice, based on prior learning and individual rates of progress.

Start Month	End Month	Unit / Activity Name	Year/Level	Credits	Taught OTJ Hours	Non-Taught OTJ Hours	Qualification Learning Outcomes
1	1	Legal Practice, Ethics and Skills	1	20	36	72	K2, K13, K14, B1, B2
2	6	Private Client and Property Practice	1	20	36	72	K3, K6, S1, S3
7	11	Litigation: Civil and Criminal	1	20	36	72	K5, K7, K11, S7, S9
13	13	Business Law and Practice	2	20	36	72	K8, K12, S2, S4, S8
14	16	SQE Ready	2	20	18	36	K1, K9, S5
18	24	Skills for SQE 2	2	20	54	108	K4, K10, S6

ASSESSMENT REGULATIONS

The [End-point assessment plan for Solicitor statutory integrated apprenticeship](#), as defined in the Institute for Apprenticeships and Technical Education Occupational Standard for Level 7 Solicitor, defines the End Point Assessment regulations and requires an end point assessor organisation (EPAO) to assess the apprenticeship against the KSB's related to the standard.

Apprentices must hold Mathematics and English level 2 qualifications (or equivalent [as specified by the Education and Skills Funding Agency](#)) prior to entering the Gateway stage of the End Point Assessment

ADMISSIONS REQUIREMENTS

Law Degree/ Graduate Diploma in Law / Legal Practice Course

Candidates are required to have or to have obtained at least level 2 qualifications in FUNCTIONAL ENGLISH and FUNCTIONAL MATHS by Gateway.

PROGRESSION ROUTES

Not applicable. No progression routes onto any other BU programmes of study.

APPROVED SUB-CONTRACTORS

Not applicable.