

**YOUR LEGAL  
CAREER, YOUR  
CHOICES**

**hcr**

**harrison clark  
rickerbys solicitors**



# A PASSION FOR PEOPLE

## START YOUR LEGAL CAREER WITH HCR

People are at the heart of everything we do. When you join HCR you will be taking the first step on your legal career path in a company of entrepreneurial, energetic and committed colleagues, who are as diverse as our clients. We make a difference – to clients, to each other and to our communities.

## CHOOSE YOUR PATH

We offer a range of routes into your legal career, including the apprenticeships covered here, which combine learning and earning. If you feel that the degree route is not for you, or if you have already done your degree and want to progress, consider one of these options as a way to get started. They can take you right to the top of the profession.

# LEGAL TRAINING JOURNEY



Taking the first steps in your legal career can take you in two different directions, but with the same ultimate goal – to become great lawyers.

Whether you choose the CILEx route which includes the apprenticeship option, or the university and law degree route, you will find opportunities for you here at Harrison Clark Rickerbys.

\*SQE 1 and 2 replace GDL and LPC

## TWO ROUTES TO QUALIFY



## THE PARALEGAL APPRENTICESHIP

This gives you the experience, knowledge and qualification you need to start a career as a paralegal.

You will help with case handling duties, working under supervision to move high-value and demanding cases forward. It is a busy and challenging role – no two days are the same.

You will be speaking to clients regularly, either over the phone, by writing or in person. So you will need excellent communication skills and a sensitive, confidential and professional approach.

We will give you hands-on experience while you learn essential skills through the study programme run by the Chartered Institute of Legal Executives (CILEx).

### Entry requirements

This is the course for you if you are:

- a school leaver with at least three Cs at A-level, with good written English and the maturity to study law
- someone who wishes to pursue a paralegal or other administrative role within a legal environment
- someone who demonstrates great potential
- someone who has already completed an intermediate apprenticeship (e.g. level 2 Apprenticeship in Legal Administration with the required grades at GSCE/A Levels)

### Course content

This course gives you a CILEx Level 3 Certificate in Law and Practice, which includes an introductory unit, a law unit, a practice unit and two professional skills units.

Apprentices select their law and practice units of study to best fit with their job roles.

For unit options and assessment details, please email us at [recruitment@hcrlaw.com](mailto:recruitment@hcrlaw.com)



**Andrew Caldicott**



**Nathalie Payne**

## CASE STUDY: ANDY CALDICOTT, EQUITY PARTNER, FAMILY LAW TEAM

I was keen to find a long-term and rewarding profession that involved helping others. I started aged 18 as a junior, I went on to become a Managing Partner by the age of 36.

I began part-time study as a Legal Executive and over the years I was able to combine both learning on-the-job with part-time study.

This taught me respect for people at all levels of the profession and enabled me to develop my practical skills along the way. It was really demanding, but it taught me the benefits of commitment and hard work. I would like to think that, despite now leading the firm's Family Law team, my feet have always been firmly on the ground!

I think there are now even more compelling reasons to combine study and work – the sheer cost of university, for example, and the scarcity of training contracts.

My role is full-on, and very varied – my typical week, includes court hearings (I'm a Solicitor Advocate and that's one of my primary roles), meetings with clients, team discussions and case management work.

## CASE STUDY: NATHALIE PAYNE, LEGAL EXECUTIVE (FILEX ILEX), FAMILY LAW TEAM

I started my career as a Business Support Assistant, but wanted to learn more – my head of service team was really supportive and suggested that I study part time to gain a law qualification and to eventually become a Legal Executive. This fitted in with my life perfectly, as studying part time allowed me to stay within my current job and to continue to learn valuable skills on the job.

As a working mother of young twin daughters, I could not afford to give up full time employment in order to attend university. Being burdened with student loans and debts was not an option for me - this pathway has been a lifeline.

With the ongoing support of the firm, I have been able to complete the Level 3 Professional Diploma in Law and Practice and Level 6 Diploma in Law and Practice. I have made some lifelong friends along the way, and learned that with hard work and dedication, anything is possible. Being a mother is not a reason to stop you from progressing within your career.



## THE CHARTERED LEGAL EXECUTIVE (CLE) APPRENTICESHIP SCHEME

This leads to qualification as a Fellow Chartered Legal Executive and incorporates the CILEx level 3 Professional Diploma in Law and Practice and the CILEx Level 6 Higher Diploma in Law and Practice. It takes five years in total to reach Fellow status. Apprentices who already hold a law degree are exempt from several of the Level 6 CILEx units.

Again you can select modules to study, so you have the chance to specialise. After four years you will become a graduate member of CILEx – and following a further year of qualifying employment, you will become a Fellow.

### Entry requirements

You must meet the same criteria as for the Paralegal Apprenticeship, but you must also be able to demonstrate drive, and a commitment both to learning and to a career in HCR to be considered for this route.

It is also open to those who have already taken a law degree – they will complete it in a shorter period.

For more details, including on assessments, please email us at [recruitment@hcrlaw.com](mailto:recruitment@hcrlaw.com)



**Hefin Archer-Williams**



**Laura Bufton**

## CASE STUDY: HEFIN ARCHER-WILLIAMS, PARTNER, DISPUTE RESOLUTION TEAM

Having completed my law degree, I started my working life in the city as a broker for a large company for 18 months, but decided that I wanted to get back to the law.

My first legal role was one with no title, in a boutique firm in London. I didn't know about the Legal Executive route but it was mentioned to me in an appraisal.

As I had commitments and a mortgage, this route appealed, as it meant I could qualify as a lawyer and earn at the same time. Whilst I had to start from the bottom, I think that this has enabled me to be more resilient.

I made a move to Cardiff and qualified. I did exactly the same as any solicitor - I worked on a variety of litigation matters and I quickly progressed which led to me becoming head of department of an international firm.

I love helping people and I have an inquisitive and investigative mind, but most importantly I find out what my client wants and needs, so that I can help them best in a commercial way – I think this has come from the way in which I have qualified through CILEx.

## CASE STUDY: LAURA BUFTON, (ACILEX), DISPUTE RESOLUTION TEAM

I started my career as a legal secretary, and after several years, the CILEx route was mentioned to me as an option.

The Legal Executive route means I can work and study at the same time. I have day release from work to attend lectures, and whilst it is a significant amount of work and sacrifice at times, it allows me to pursue a career that would have otherwise been out of reach for me.

I like the feeling of learning something new and putting it into practice in a situation which comes up at work. It is very fulfilling to see the progress I have made during the course, and the firm has been supportive throughout my journey, especially my head of service team who gave me the vote of confidence I needed to start the process.



## WHAT OTHER ROUTES ARE THERE?

### The Legal Business Apprenticeship

Legal administrators play a vital role in HCR. They support fee-earners and clients and contribute to organisational efficiency of their team. As well as qualifying with a level 3 Business Apprenticeship, you also study a number of CILEx (Legal) units.

Depending on the role, apprentices will study three CILEx units in either:

- The legal environment
- Proofreading
- The area of law most relevant to their team

Or

- Proofreading
- Text processing
- Audio typing

## FAQs

### Why does HCR offer these routes?

We want to encourage talent and these routes offer vocational and practical approaches which fit in with people's lives and commitments while allowing them to specialise in their chosen fields.

### Can I do the apprenticeship if I have my LPC?

Unfortunately not; you will be too skilled to be accepted into an apprenticeship - please speak to our People team to discuss other options.

### Can I cross qualify as a solicitor as part of this programme?

Yes, you can – you can do so as a Fellow of CILEx, where there are aligned business and personal reasons to do so. You must have passed your SQE1 & 2, achieved your qualifying employment and completed your portfolio demonstrating evidence of competence.

But, given that as a Fellow, you can be promoted to partner and undertake much of the work that solicitors do, it is not expected that many of our Fellows will have the need or desire to cross qualify.

### How long does the training take?

- Paralegal Apprenticeship - two years
- CLE Apprenticeship - three to five years

### How much will I have to pay?

- Nothing! The firm will support you through the process, both financially and practically.

### How do I apply?

Please check our current vacancies on our website at [www.hcrlaw.com](http://www.hcrlaw.com).

Send a completed application form (accessed through the website) along with your CV, to [recruitment@hcrlaw.com](mailto:recruitment@hcrlaw.com)

If you are successful, you will be invited to an interview/ assessment centre depending upon the level of apprenticeship applied for.

## Birmingham

63 Church Street  
Birmingham  
B3 2DP

## Cambridge

Compass House  
Chivers Way  
Histon  
Cambridge  
CB24 9AD

## Cardiff

Unit B  
Copse Walk  
Cardiff Gate  
Business Park  
Pontprennau  
Cardiff  
CF23 8RB

## Cheltenham

Ellenborough  
House  
Wellington  
Street  
Cheltenham  
GL50 1YD

## Hereford

Thorpe House  
29 Broad Street  
Hereford  
HR4 9AR

## London

62 Cornhill  
London  
EC3V 3NH

## Thames Valley

Aquis House  
49-51 Blagrave  
Street  
Reading  
RG1 1PL

## Worcester

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## Wye Valley

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