

Application of Learning Agreement

Programme name:	Solicitor Level 7 Apprenticeship		
Pathway (tick relevant pathway):	LLB version	LLB with exemptions	Graduate Entry

Learner name:
Learner job title:

Line Manager name:
Line Manager job title:

Taking the exciting step to study for an apprenticeship programme isn't just about gaining new knowledge or a qualification. It's about the learner having a unique opportunity to develop their career by combining the acquisition of new Knowledge, Skills and Behaviours, with immediate application in their workplace.

As their Line Manager, you have two key roles to play.

1. Helping your employee get onto their desired programme of study as quickly as possible.

It is a big step for them to have chosen to study and keeping the momentum going is key to their success.

2. Support them through their studies.

This document relates to the first role. You will need to:

- Confirm that the programme of study selected by your employee is appropriate to the role they are working in and that their role meets the requirements of the programme. This means that their role needs to provide them with the opportunity to gain the Knowledge, Skills and Behaviours needed to succeed in their apprenticeship and that they will have the opportunity to evidence this whilst working and studying.
- In this document there is a column labelled "In the workplace, the learner will:". This is where your employee can see the work tasks they will undertake in your workplace to support the achievement of the learning outcomes. You will see that we have pre-populated this column with examples. Some of these examples may be relevant in your workplace, but many of them will not. They act as a guide of the type of tasks your employee might undertake, and also a guide as to the depth and breadth of tasks we would expect an employee to undertake on the job. If an activity is relevant, you can leave it in, but we encourage you to give real consideration to the tasks your employee will undertake on the job and to edit the document so that it truly reflects your work environment.
- Once completed and submitted, BPP will review the plan to ensure it provides your employee with the best opportunity to develop in their role. This document will be a key part of your employee's learning journey and you will see it used in coaching sessions with BPP. You should feel able to talk to the Coach and employee about the learning journey and how what they do in the workplace is supporting their 20% development time during contracted hours. In that way both you and your employee will get the most out of the programme and we look forward to supporting you in achieving your goals.

Please briefly outline the main duties and responsibilities of your employee in their current role.

Please confirm that you have attached or uploaded the learner's job description.

If you would like more detailed information on the contents of the Apprenticeship, please click on the following link.

[Apprenticeship Standard](#)



Knowledge, Skills and Behaviours requirements

For each of the requirements listed below, we have indicated tasks the learner may do at work to meet the outcome. You can use these, or add your own specific examples in the column highlighted in blue below.

Skills (what your employee will do) and Behaviours (how your employee will deliver in the role)			
Skills and Behaviours:	By the end of the apprenticeship, the learner will be able to:	In the workplace, the learner will:	At BPP, the learner will study:
		Completed by you, as Line Manager	
Learn: Ethics, Professionalism and Judgement	<p>Act honestly and with integrity, in accordance with legal and regulatory requirements and the SRA Handbook and Code of Conduct, including;</p> <ol style="list-style-type: none"> Recognising ethical issues and exercising effective judgement in addressing them. Understanding and applying the ethical concepts which govern their role and behaviour as a lawyer. Identifying the relevant SRA principles and rules of professional conduct and following them. Resisting pressure to condone, ignore or commit unethical behaviour. Respecting diversity and acting fairly and inclusively. 		
	<p>Maintain the level of competence and legal knowledge needed to practise effectively, taking into account changes in their role and/or practice context and developments in the law, including:</p> <ol style="list-style-type: none"> Taking responsibility for personal learning and development. Reflecting on and learning from practice and learning from other people. Accurately evaluating their strengths and limitations in relation to the demands of their work. Maintaining an adequate and up-to-date understanding of relevant law, policy and practice. Adapting practice to address developments in the delivery of legal services. 		
	<p>Work within the limits of their competence and the supervision which they need, including:</p> <ol style="list-style-type: none"> Disclosing when work is beyond their personal capability. Recognising when they have made mistakes or are experiencing difficulties and taking appropriate action. Seeking and making effective use of feedback, guidance and support where needed. Knowing when to seek expert advice. 		

Skills (what your employee will do) and Behaviours (how your employee will deliver in the role)

Skills and Behaviours:	By the end of the apprenticeship, the learner will be able to:	In the workplace, the learner will:	At BPP, the learner will study:
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	<p>Draw on a sufficient detailed knowledge and understanding of their field(s) of work and role in order to practise effectively, including:</p> <ol style="list-style-type: none"> Identifying relevant legal principles. Applying legal principles to factual issues, so as to produce a solution which best addresses a client's needs and reflects the client's commercial or personal circumstances. Spotting issues that are outside their expertise and taking appropriate action, using both an awareness of a broad base of legal knowledge (insofar as relevant to their practice area) and detailed knowledge of their practice area. 		
	<p>Apply understanding, critical thinking and analysis to solve problems, including:</p> <ol style="list-style-type: none"> Assessing information to identify key issues and risks. Recognising inconsistencies and gaps in information. Evaluating the quality and reliability of information. Using multiple sources of information to make effective judgements. Reaching reasoned decisions supported by relevant evidence. 		
Learn: Technical Legal Practice	<p>Obtain relevant facts, including:</p> <ol style="list-style-type: none"> Obtaining relevant information through effective use of questioning and active listening. Finding, analysing and assessing documents to extract relevant information. Recognising when additional information is needed. Interpreting and evaluating information obtained. Recording and presenting information accurately and clearly. 		
	<p>Undertake legal research, including:</p> <ol style="list-style-type: none"> Recognising when legal research is required. Using appropriate methods and resources to undertake the research. Identifying, finding and assessing the relevance of sources of law. Interpreting, evaluating and applying the results of the research. Recording and presenting the findings accurately and clearly. 		
	<p>Develop and advise on relevant options, strategies and solutions, including:</p> <ol style="list-style-type: none"> Understanding and assessing a client's commercial and personal circumstances, their needs, objectives, priorities and constraints. Ensuring that advice is informed by appropriate legal and factual analysis and identifies the consequences of different options. 		

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	<p>Draft documents which are legally effective and accurately reflect the client's instructions including:</p> <ul style="list-style-type: none"> a. Being able to draft documents from scratch as well as making appropriate use of precedents. b. Addressing all relevant legal and factual issues. c. Complying with appropriate formalities. d. Using clear, accurate and succinct language. 		
	<p>Undertake effective spoken and written advocacy, including:</p> <ul style="list-style-type: none"> a. Preparing effectively by identifying and mastering relevant facts and legal principles. b. Organising facts to support the argument or position. c. Presenting a reasoned argument in a clear, logical, succinct and persuasive way. d. Making appropriate reference to legal authority. e. Complying with formalities. f. Dealing with witnesses appropriately. g. Responding effectively to questions or opposing arguments. h. Identifying strengths and weaknesses from different parties' perspectives. 		
	<p>Negotiate solutions to clients' issues, including:</p> <ul style="list-style-type: none"> a. Identifying all parties' interests, objectives and limits. b. Developing and formulating best options for meeting parties' objectives. c. Presenting options for compromise persuasively. d. Responding to options presented by the other side. e. Developing compromises between options or parties. 		
	<p>Plan, manage and progress legal cases and transactions, including:</p> <ul style="list-style-type: none"> a. Applying relevant processes and procedures to progress the matter effectively. b. Assessing, communicating and managing risk. c. Bringing the transaction or case to a conclusion. 		

Skills (what your employee will do) and Behaviours (how your employee will deliver in the role)

Skills and Behaviours:	By the end of the apprenticeship, the learner will be able to:	In the workplace, the learner will:	At BPP, the learner will study:
		Completed by you, as Line Manager	
Develop: Working with Other People	<p>Communicate clearly and effectively, orally and in writing, including:</p> <ol style="list-style-type: none"> Ensuring that communication achieves its intended objective. Responding to and addressing individual characteristics effectively and sensitively. Using the most appropriate method and style of communication for the situation and the recipient(s). Using clear, succinct and accurate language avoiding unnecessary technical terms. Using formalities appropriate to the context and purpose of the communication. Maintaining the confidentiality and security of communications. Imparting any difficult or unwelcome news clearly and sensitively. 		
	<p>Establish and maintain effective and professional relations with clients, including:</p> <ol style="list-style-type: none"> Treating clients with courtesy and respect. Providing information in a way that clients can understand, taking into account their personal circumstances and any particular vulnerability. Understanding and responding effectively to clients' particular needs, objectives, priorities and constraints. Identifying and taking reasonable steps to meet the particular service needs of all clients including those in vulnerable circumstances. Identifying possible courses of action and their consequences and assisting clients in reaching a decision. Managing clients' expectations regarding options, the range of possible outcomes, risk and timescales. Agreeing the services that are being provided and a clear basis for charging. Explaining the ethical framework within which the solicitor works. Informing clients in a timely way of key facts and issues including risks, progress towards objectives, and costs. Responding appropriately to clients' concerns and complaints. 		

Skills (what your employee will do) and Behaviours (how your employee will deliver in the role)

Skills and Behaviours:	By the end of the apprenticeship, the learner will be able to:	In the workplace, the learner will:	At BPP, the learner will study:
		Completed by you, as Line Manager	
	<p>Establish and maintain effective and professional relations with other people, including:</p> <ul style="list-style-type: none"> a. Treating others with courtesy and respect. b. Delegating tasks when appropriate to do so. c. Supervising the work of others effectively. d. Keeping colleagues informed of progress of work, including any risks or problems. e. Acknowledging and engaging with others' expertise when appropriate. f. Being supportive of colleagues and offering advice and assistance when required. g. Being clear about expectations. h. Identifying, selecting and, where appropriate, managing external experts or consultants. 		
Develop: Managing Themselves and Their Own Work	<p>Initiate, plan, prioritise and manage work activities and projects to ensure that they are completed efficiently, on time and to an appropriate standard, both in relation to their own work and work that they lead or supervise, including:</p> <ul style="list-style-type: none"> a. Clarifying instructions so as to agree the scope and objectives of the work. b. Taking into account the availability of resources in initiating work activities. c. Meeting timescales, resource requirements and budgets. d. Monitoring, and keeping other people informed of, progress. e. Dealing effectively with unforeseen circumstances. f. Paying appropriate attention to detail. 		
	<p>Keep, use and maintain accurate, complete and clear records, including:</p> <ul style="list-style-type: none"> a. Making effective use of information management systems (whether electronic or hard copy), including storing and retrieving information. b. Complying with confidentiality, security, data protection and file retention and destruction requirements. 		
	<p>Apply good business practice, including:</p> <ul style="list-style-type: none"> a. Demonstrating an adequate understanding of the commercial, organisational and financial context in which they work and their role in it. b. Understanding the contractual basis on which legal services are provided, including where appropriate how to calculate and manage costs and bill clients. c. Applying the rules of professional conduct to accounting and financial matters. d. Managing available resources and using them efficiently. 		

Declaration

Line Manager

By signing this document you are confirming that this workplace application document is an accurate representation of the apprenticeship and that the learner will be given every opportunity to evidence the above requirements as part of the learner's professional development, ensure they are ready for the End Point Assessment, and that this is either a new job role or an existing job role, where the learner needs significant new knowledge and skills. If any part of this agreement changes during this learner's time, then you are required to notify BPP immediately.

Learner

By signing this document you are confirming that you require the Knowledge, Skills and Behaviours outlined above and that you do not already possess them.

Signed by Learner:

Signed by Line Manager:

Date:

Date:

Confirmation that eligibility has been checked, approved and, based on the information provided, that this is the most appropriate learning programme for the learner.

BPP representative name:

Signed by BPP representative:

Date:

