



Solicitor Apprenticeship

Information Booklet



INVESTORS IN PEOPLE®
We invest in people Platinum



HELLO FROM JASON



Fair and open access to the legal profession is something I have always felt passionately about. To me, it doesn't matter where you come from - you should be able to become a lawyer if you have the ability, drive and interest to do so.

That's why the North East Solicitor Apprenticeship programme is such a fantastic opportunity. You can experience real life work, qualify as a solicitor and achieve an LLB university degree without the burden of university fees.

At Muckle LLP we are always looking to the future and planning how we will continue to grow and succeed. We hire people first, lawyers second, because we're extremely focussed on building a team our clients enjoy working with. I think it also helps to make Muckle a fun place to work.

To be successful in your career as an apprentice here, you will need three things.

- 1. The right attitude.** It's not easy working and studying at the same time, but support and guidance is always available.
- 2. Personality.** Unlike a lot of law firms, Muckle is full of bright, enthusiastic, articulate, colourful and confident people. People with something about them. People who relish the prospect of a challenge and get out of bed each morning looking forward to the cut and thrust of another working day.
- 3. Values.** Our values of trust, teamwork, responsibility and care are really important to us. We look for people who believe in and demonstrate these, every day.

If that strikes a chord, we'd love to hear from you. You can find out lots more in this guide, and please get in touch if you have any questions. Contact Tracy Murray, HR Manager, on 0191 211 7843 or email tracy.murray@muckle-llp.com

Best of luck
Jason Wainwright, Managing Partner

WHY JOIN MUCKLE?

Muckle is a law firm for businesses of all shapes and sizes. We employ around 168 people, including around 109 lawyers. Our clients span the UK but are mostly based in the North East and we look after them all from our Newcastle city centre base.

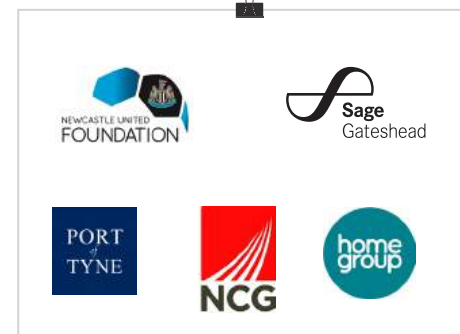
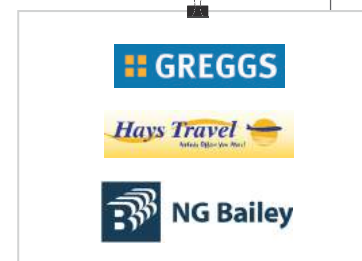
Pride of place

We are very proud of our North East roots and have invested significantly to promote agile working, with our people having the ability to work from wherever suited them best, long before COVID-19, whilst also taking advantage of our excellent, modern open plan office facilities as our base. This is a real advantage for clients and for you. With no barriers to your development, you'll very quickly get to grips with how we work and see which areas of commercial law interest you most.

Our firm's history can be traced back over 100 years, but it is really over the last 25 years that we have developed the business to the point where it is now acknowledged as one of the leading commercial law firms in the region.

Amazing clients

Imagine being the go-to lawyer for The FA or playing a crucial role in a ground-breaking architectural project or multi-million pound deal. We work with all kinds of companies, large and small, with loads of opportunities to shine.



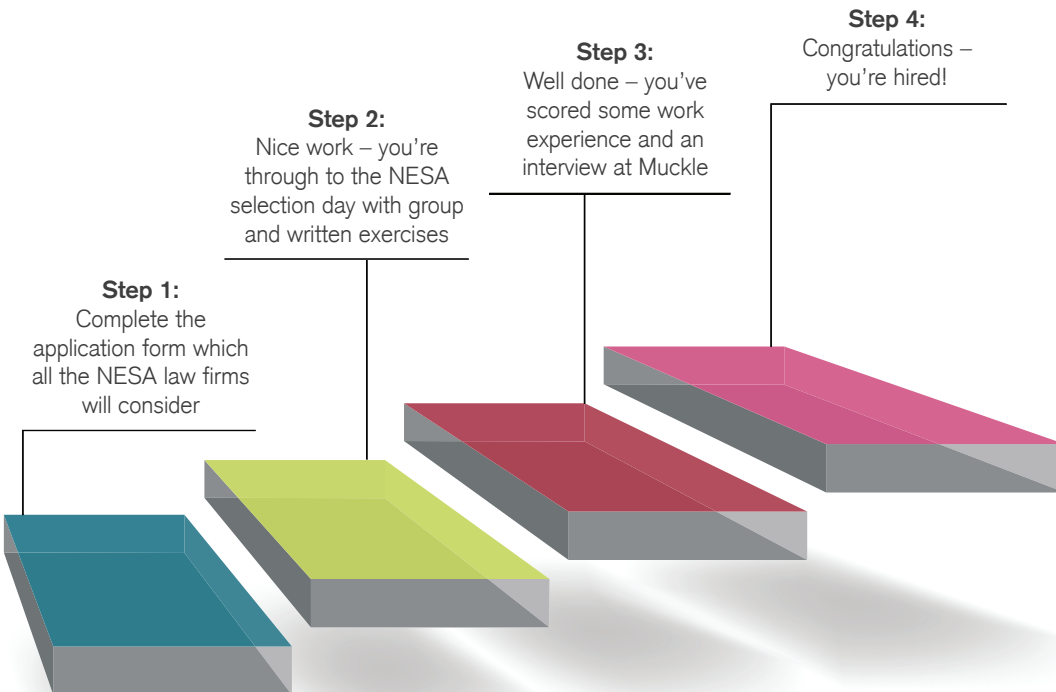
BECOME A SOLICITOR APPRENTICE

The Trailblazer Level 7 solicitor apprenticeship is a relatively new route into the legal profession. Since 2017, Muckle has worked with a group of law firms to deliver the North East Solicitor Apprenticeship (NESA) programme and offered a number of apprenticeships across the region. This year we're delighted to be running the scheme again, working with Northumbria University, who will provide academic support to apprentices recruited in September 2023.

Solicitor apprenticeships in a nutshell

- **6 of the best** - it's a 6 year programme of work based learning and part time study incorporating an LLB (Hons) in Legal Practice and leading to qualification as a solicitor
- **Earn and learn** - take home a competitive salary and have no university fees to pay
- **Opportunity knocks** - successfully complete your apprenticeship and you have a great chance of securing a permanent job with us

4 steps to 'you're hired'



Supporting you all the way

You'll have a supervisor to guide and support you. They'll also provide regular reviews and feedback to let you know how you're doing.

As an apprentice, you'll carry out supervised work-based learning to meet the Solicitors Regulation Authority's competence statement and you'll also build up a work-based assessment portfolio. As well as exams throughout the apprenticeship, there will be Solicitors Regulation Authority assessments that you'll need to pass.

You'll have to work hard, but there are plenty of non-work activities going on at Muckle to help strike the perfect balance. We'll even pay you to study, although you'll also need to use your own time for that too.

ARE WE RIGHT FOR YOU?

Our values



trust



teamwork



responsibility



care

Everything we do at Muckle is underpinned by four core values:

- **trust** – we trust each other to do the right thing
- **teamwork** – we are one team and work selflessly for each other
- **responsibility** – we are self-starters and take responsibility for how we work together and communicate
- **care** – we care about our people, clients and community

As a Muckle employee, you'll receive a host of benefits including:

- £19,838 minimum starting salary
- 27 days' annual leave (pro-rata) plus additional days for long service, with the opportunity to buy or sell holidays
- 2 wellbeing days
- pension scheme – we contribute 4 or 5% after 6 months and 6% after 5 years, depending on your contributions
- interest free annual travel pass loans
- life assurance
- permanent health insurance after 6 months
- cycle to work scheme
- we celebrate milestone birthdays and weddings with our people
- professional subscriptions, such as the Junior Lawyers Division
- health and wellbeing initiatives
- corporate discounts on a variety of products and services
- 2 paid community days per year to support a charity of your choice

You'll also have a mentor to help you settle in with advice and encouragement every step of the way. And if that's not enough, there are lots of other reasons why working for Muckle is a fantastic experience.

The region's #1

This year we were awarded Investors in People's Platinum awards and are ranked 2nd in the world for legal sector employers. We also won a host of awards, including the North East Chamber of Commerce – Inspiring Female Award and the North East Business Awards – Heart of the Community Awards. Our corporate team were ranked the North East's top dealmaker for YTD 2022 in rankings published by Experian MarketIQ and picked up two awards at the Insider Dealmaker Awards.

Awesome people

Enthusiasm, integrity and honesty are so important to us and we firmly believe a promise is a promise. We are all genuine people who build strong relationships, do what we say, on time and within budget with excellence, every time. We're also a close, friendly bunch and you'll get to work directly with some of the region's leading lawyers.

Community spirit

Another big part of our culture is supporting our local community. From scout groups and sports teams to established charities, we donate 1% of our profits to worthy causes each year. You also get two days annual volunteering leave to help charities you care about.

Become a specialist

Our lawyers have different legal specialisms – we don't have generalist lawyers who do a bit of everything.

For example, the corporate team might help a business to buy its competitor. The employment team will help transfer that competitor's workforce into the purchasing company and our real estate team may work on selling any property no longer needed once production has moved to the new company.

In other words, you can experience the full spectrum of commercial law and decide where you'd like to make your mark.

A fantastic place to work

We understand the importance of hard work. We also know how to have fun. You could join our running or cycling clubs or be part of our regular social events and impromptu nights out in Newcastle.

We've created a unique culture which has been recognised by a number of awards:

- Investors in People Platinum award accreditation
- Investors in People Health and Wellbeing accreditation
- North East Better Health at Work Maintaining Excellence award

We are really proud of the results of our recent Investors In People survey, in which 99.2% of our people believe Muckle is a great place to work. Our overall results place Muckle LLP in 69th position for ALL Investors In People organisations (of which there are over 10,000 throughout the world) and **2nd for organisations within the legal activities sector IN THE WORLD (across 75 countries)!**

But don't just take our word for it...

GENERATION NEXT

Meet our apprentices

Our first two apprentices, Ben Evans from Durham and Anna Douglas from Gateshead, are now fully immersed in the cut and thrust of our busy firm. Lauryn Hellewell, originally from Darlington, and Paula Normington, who was already working as a paralegal at Muckle, got off to a flying start and picked up the Northumbria Law School prize for performance after their first year. Ben, Anna, Lauryn and Paula have now successfully completed their Qualifying Law Degree. Jake Thompson from Ashington, has also hit the ground running. We also welcomed Victoria Walton from Killingworth and Ellen Williamson from Gosforth in 2021, who are fully embracing their apprenticeship opportunity at Muckle, followed by our two latest apprentices Amalie and Awa.

All nine apprentices are from different backgrounds from across the North East and Paula's appointment also shows that apprenticeships aren't only for people who are just out of school or college.



"During my selection process, the ethos and culture at Muckle really stood out. People were happy to help and were extremely supportive and friendly. I chose the apprenticeship route due to the invaluable work experience I will gain alongside my studies with the support of top solicitors at Muckle."

Anna Douglas

"The welcome we were met with at Muckle was fantastic and the support I receive on a daily basis is integral to how I have developed. Muckle is a modern and forward-thinking place to work that really makes you want to do your best."

Ben Evans



"Even though some of my selection process was online, the personalities and culture at the firm were obvious and something I feel privileged to be a part of."

Ellen Williamson

"When joining Muckle, you are treated as part of the team immediately.

It can be nerve wracking going through the apprenticeship route especially if you come straight out of sixth form, like I did, but the support channels within your team and the entire business make you feel at ease and welcome!"

Awa Traore



"I've worked in the sector for a number of years and becoming a lawyer is the next step in my career progression. Full time higher education isn't a practical option for me, so this apprenticeship now means I can continue in my day-job and qualify as a solicitor at the same time."

Paula Normington

"On my first day at Muckle, I was met with an amazing welcome, I was made to feel like I had been a member of the team for years. The values and culture of Muckle really set them apart from other firms during my selection process."

Victoria Walton



"I was made to feel like part of the team from the moment I joined. I have already learned so many different skills and it amazes me to think about what I will know after six years."

Lauryn Hellewell

"When I learned about the firm's core values and diverse range of people, I knew this was the firm I wanted to pursue. The other firms were good, but in a room full of them Muckle definitely stood out the most."

Jake Thompson



"Everyone at Muckle treats each other with the utmost respect no matter what stage you're at in your career. The firm welcomed me with open arms and the values that Muckle hold immediately stood out. I've received endless support in my time so far and can't wait to see what the next 6 years look like."

Amalie Mason



RECRUITMENT Q&A

How many apprentice solicitors are you recruiting?

We are looking to recruit 1 apprentice solicitor at Muckle, to start in September 2023.

What are you looking for in candidates?

The solicitor apprenticeship is available to people with a minimum of five GCSEs (or equivalent), grades C/5 or above, including Maths and English. You should also be expecting, or have already achieved, at least 1 A, 2 B grade A Levels (or equivalent). We are looking for people with strong communication skills, enthusiasm, personality and a positive attitude. Finally, we are also looking for a genuine motivation to work at Muckle.

Will you accept lower grades?

Ideally applicants will have obtained a minimum of 1 A and 2 B grade A Levels, or will be predicted to achieve them. However, we're willing to listen if there are mitigating circumstances.

I don't have any work experience. Will my application be adversely affected?

Not at all, but we are interested in other experiences you've had and how they might help you in the workplace, such as community volunteering or a project you led at school.

I have a law degree. Can I still apply?

No. Sorry, anyone with a law degree, CILEx Level 6, GDL, LPC or BPTC is not eligible to apply.

Do you pay travel expenses for interviews?

No. Sorry, we don't reimburse travel expenses for interviews.

AND FINALLY...

Before you start

We consider you to be a part of our team from the moment you accept our solicitor apprenticeship offer, so expect us to keep in touch before you join. There might be opportunities to spend time in the firm before you officially start, and we'll make sure you're invited to any legendary Muckle social events that come up. That way you can get to know as many people as possible, as soon as possible, including your mentor.



Best of luck!



Muckle LLP

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