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# COULD YOUR ORGANISATION HELP SHAPE THE NEXT GENERATION OF LEGAL PROFESSIONALS BY OFFERING AN INDUSTRY PLACEMENT?

We are looking for Legal Services placements for our T Level students.

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## Course overview

A T Level is a Level 3 technical qualification for 16 to 19-year-old students equivalent to three A Levels in size and rigour.

What sets the course apart is its substantial industry placement. Students complete a minimum of 315 hours in a relevant workplace.

Industry placements typically run 1 or 2 days per week, though block placements are also available. This flexibility allows students to build meaningful, sustained experience in their chosen sector, all while continuing their studies.

## Hybrid placements

Wherever possible, students are encouraged to spend their industry placements working face-to-face with an employer in a real workplace. Students studying the T Level Technical Qualification in Legal Services may complete up to one-fifth of their industry placement hours remotely, where hybrid working is already established within the firm or where travel distance makes daily commuting impractical.

Remote working must take place in a suitable and supported environment, with employers providing appropriate supervision, guidance and opportunities for meaningful engagement. This flexibility helps ensure industry placements remain accessible, inclusive and reflective of modern working practices, while maintaining the quality and integrity of the experience.

## Advice from CILEX

The Chartered Institute of Legal Executives (CILEX) has confirmed that students who complete the T Level Technical Qualification in Legal Services will be exempt from the CILEX Foundation Stage assessments in the following subjects:

- Legal Systems
- Contract Law
- Law of Tort
- Professional Skills: Legal Environment
- Professional Skills: Legal Research

Students can therefore progress directly onto the CILEX Professional Qualification (CPQ) with nearly full Foundation Stage exemptions, providing a faster route into a legal career. After the Foundation Stage, students become CILEX Paralegals and could progress to the CPQ Advanced and CPQ Professional to become a CILEX Lawyer.

## Contact us



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[Phone number 1]  
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[Email address 1]  
[Email address 2]

[NAME] [Job title]

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## T Level Technical Qualification in Legal Services – Industry placement checklist

Students completing the T Level Technical Qualification in Legal Services gain valuable, hands-on experience through their industry placements.

Below is an overview of the types of activities and skills that can be developed during a placement within your organisation:

### Research and analysis

- Conduct legal research on case law and statutes
- Assist in preparing case files and organising evidence

### Communication

- Draft simple legal documents, letters or case notes
- Shadow client interviews and write-up notes
- Provide professional customer service to clients or colleagues

### Teamwork

- Collaborate with colleagues on legal projects
- Use project management or administrative tools

### Professionalism and ethics

- Handle confidential information appropriately
- Support equality, diversity and inclusion initiatives


### Legal work experience


- Use digital case management systems
- Observe or support in court or tribunal settings
- Assist with basic financial or business law documents


**Industry placements are a powerful way for employers to invest in future legal talent, while allowing students to develop the insight, confidence and skills needed to succeed in the profession.**

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If you are an employer interested in finding out more information about industry placements, please contact:

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