



fladgate

# Solicitor Apprenticeships

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# Welcome

## *A note from Jonathan Riley, our Apprenticeship Principal*

Hello, I am Jonathan Riley, a partner and the apprenticeship principal leading the apprenticeship initiative within Fladgate.

Thank you for taking the time to look through this brochure – we really hope it explains why Fladgate is such a great place for you to undertake your apprenticeship.

As a Fladgate apprentice, you will be trained to qualify as a lawyer, earn a good salary and work with a great team.

When you are here, you will be encouraged to contribute ideas and suggestions – because it is your ideas that will shape the continued success of our business.

We will support you to be your best. For us, that means learning how to be a great lawyer and businessperson, as well as learning how to maximise your personal growth - including the skills to manage your mental and physical well-being.

We recruit apprentices hoping that they will become the future leaders of the firm. Becoming part of the Fladgate family as an apprentice is a big decision for you and for us, so we will work with you to make sure that Fladgate is right for you and that you are right for us.

We are ambitious, inclusive, hardworking and cheerful. We are proud of our diverse team; we have no barriers (and every encouragement) for all members of our firm to succeed in their field – to be the best they can be.

If the above sounds like your kind of firm, we would love to meet you.



*Jonathan Riley, Head of Private Wealth and Apprenticeship Principal at Fladgate LLP*



## About Us

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Fladgate is an innovative, progressive and commercially astute international law, underpinned by clear and dynamic thinking. We pride ourselves on our unique structure which allows us to deliver a partner-led model that is about keeping things personal, being agile, valuing intellectual rigour, and taking an enterprising approach.

From our base in the heart of Covent Garden, the firm services a wide range of corporate, institutional and private clients. Today we are one of the UK's top 100 law firms, with over 80 partners and 250 staff.



In addition to advising a substantial UK-based client base, the firm provides a proactive and efficient service for clients with international business through specialist groups which serve continental Europe, India, Israel, South Africa, the Middle East, Russia/CIS, US, Canada and the Asia Pacific region. Operating from London and comprising multilingual and multi-qualified lawyers, these groups facilitate cross-border activities for a diverse range of companies. The firm is a member of the International Lawyers Network, a worldwide non-exclusive association of high-quality full service law firms based in 67 countries.

## What we do

Fladgate has a broad skills base that covers a wide spectrum of legal services across the business lifecycle and shaped to operate collaboratively to move fast and flexibly:

- Dispute Resolution: which includes regulatory, corporate governance and investigations, banking and financial services litigation, international commercial arbitration, insurance, contentious trusts and family, civil fraud and asset protection
- Corporate: including private capital, capital markets, M&A, tax, restructuring and employment
- Real estate: including planning, construction, real estate finance and real estate litigation.
- Funds, Finance and Regulatory: including investment funds, private equity, fund managers, asset and investment managers



# The solicitor apprenticeship scheme

An alternative route to qualification



Starting in September 2022, Fladgate will be offering 4 Solicitor Apprenticeship positions. This combines practical work based learning with formal study at the University of Law.

We're offering a 6 year programme working alongside lawyers in our core fee earning departments.

# Why choose the apprenticeship scheme at Fladgate?

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## What sets us apart?

Here at Fladgate we believe in our people and we pride ourselves on our commitment to being friendly, personable, smart, collaborative and enterprising. It is our people who shape the Firm and we are committed to promoting and supporting the success of all of our 'up and coming' aspiring solicitors...hopefully the future Partners of Fladgate!

As an apprentice at Fladgate, you will gain hands-on experience working alongside industry leading fee-earners whilst simultaneously completing a fully funded law degree at the University of Law. This means you could qualify as a Solicitor within 6 years, with no student debt, whilst earning a competitive salary and receiving first rate "career-changing" training, at a Top 100 law firm.

The nature of our business and small intake of apprentices each year means you will be given exposure a variety of different learning opportunities and a great deal of guidance and support from an early stage.





## The Role; what to expect

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As an apprentice at Fladgate you will be exposed to a core of contentious and non-contentious practice areas. You will work in one of our four fee-earning departments (Dispute Resolution, Corporate, Funds Finance & Regulatory and Real Estate) for four days a week, and study for one day per week, externally with the University of Law.

A comprehensive induction will ensure apprentices are fully immersed into their new role at Fladgate. There will also be regular training provided and informative sessions to stay up to date on any legislative changes.

The University of Law will also host an induction and provide the opportunity to meet other apprentices at different firms.

Typical tasks of our apprentices will initially include:

**Support fee earners of all levels with a range of legal and administrative tasks**

**Draft documents and assist with day to day correspondence**

**Conduct legal research**

**Liaise with clients**

**Maintain diaries**

**Undertake internal and external training within the department**

**Assist with billing and invoices**



## What we offer

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Fladgate has remained highly competitive in the market when it comes to remuneration. As an Apprentice you will receive all of the core company benefits as well as an annual salary and a fully funded Law Degree conducted with the University of Law .

Starting salaries for apprentices in 2022 are £22,000, rising year on year up to £35,000 in year four. In the fifth year of the apprenticeship scheme you will join the graduate trainee cohort to complete a 24 month training contract. As such, your salary will be in line with your fellow trainees and if offered a role to remain at the firm upon qualification, you will receive newly qualified Associate salary.

We outline our Apprentice salaries below: \*figures accurate as of September 2021.



1st Year  
Apprentice  
£22,000

5th Year  
Apprentice  
£40,000

Newly Qualified  
Associate  
£68,000

## What level of support will I receive?

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Every Fladgate apprentice will be provided with a carefully selected support network, comprised of:

- A day to day **Associate supervisor** who will ensure that you are developing the required skills and assist with your portfolio.
- An **Apprenticeship Partner** responsible for the oversight of the Firm's Apprenticeship programme.
- An **HR point of contact** for support throughout your apprenticeship.
- A **“buddy”** to help you settle into life at Fladgate.
- A **skills coach** from University of Law - a qualified solicitor from the ULaw network who can assist with your portfolio
- A University of Law **Apprentice Manager**, a key relationship manager for you to keep in touch with.



## Eligibility

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### What we're looking for

As the firm grows, we aim to recruit astute, motivated and enthusiastic individuals to join us.

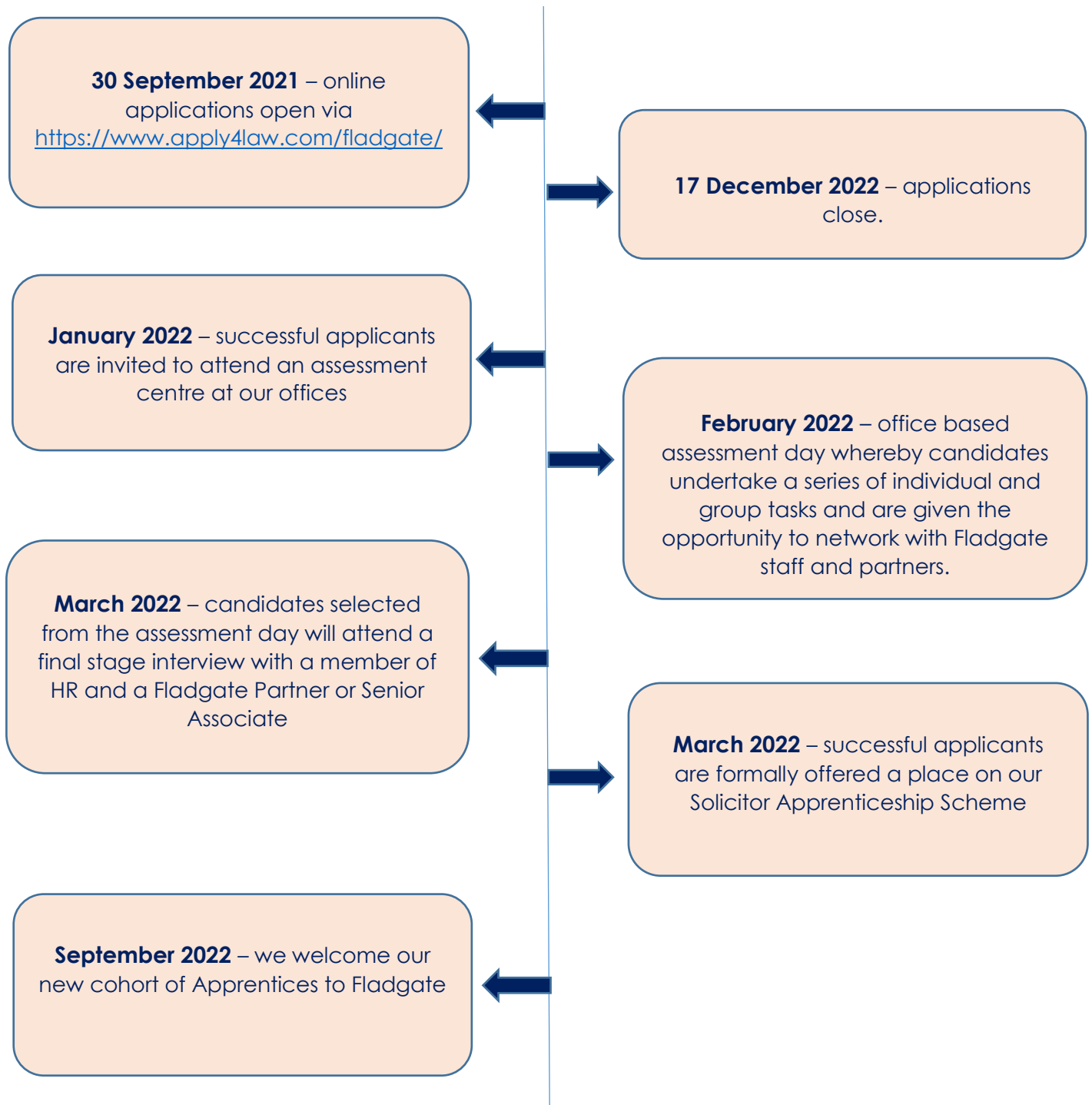
Successful candidates will have:

- A minimum of 2Bs & 1C achieved at A-Level or equivalent before joining.
- Be at least 18 years old upon joining.
- A commitment to a career in law.
- Excellent organisation, communication and team work skills.
- Reliable and dependable with meticulous attention to detail.
- Ability to work with technology packages such as Word, Excel and Outlook.
- Work experience in a legal or professional services environment would be advantageous though by no means essential.





## Application & Selection Process



\*Keep an eye on our website and social media channels for updates and key information.



# A day in the life...

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We hear from **Lizzie Inglis**, Administrator in our Real Estate department.



- 9:00am:** I always grab a coffee on the way into the office, head to my desk and set myself up for the day. There's usually a few Associates and Partners in at this point, everyone makes a big effort to say hello to each other and see how people are no matter how busy they may be. Today I have a quick catch up with a colleague who's recently had some exciting news before unpacking my things.
- 9:30am:** I check in with my team when I log on every morning and see if anyone needs help with what they're working on. I then work through my emails to see if there are any on-going matters that need further action. Once my on-going matters are in hand I check our work list. This morning I had some urgent payments to process, then I carried out conflict checks for two new matters we've just opened and drafted client care letters to be sent out prior to us commencing work for the client.
- 11:00am:** I sit in on a workshop about licences to alter held by a property Partner. The department usually put on two or three workshops a month and they are always on different topics. They can be focussed on new developments in the law, complicated areas of law people need further guidance on or just a topic that the presenter is passionate about.
- 12:00pm:** Some post requests have come in from team members working from home, property is a very paper heavy team and we need to send original documents out to the other side. I had to locate a signed Lease from someone's desk today but sometimes we need to print legal documents and swap out pages, then date them and scan them back into the system. Next I draft a covering letter and send this out with the Lease.

- 1:30pm:** I bring a packed lunch to work most days so I grab this from the kitchen and head across to Lincoln Inns Field to eat in the sun.
- 2:30pm:** As property still involves so many paper documents we've got boxes of files that need sorting and sending to storage. When I'm in the office I like to dedicate a couple of hours to working through these deeds and find it quite therapeutic- it's so satisfying to start with a big pile and work through them until I've got an empty desk. I tell my team what I'm doing, put some music on and get to work.
- 4:30pm:** I work through my emails again to see if there's been any more progression on matters I've been working on and ask around to see if anyone has any last minute post that needs to go out before the end of the day.
- 5:30pm:** I say goodnight to my team via email and leave the office for the day. Sometimes I'll go for dinner in central London after work, being in Covent Garden is very convenient for going out and meeting friends. Sometimes I'll have drinks locally with other people from the office, everyone is so friendly, it's not just my own team I socialise with and it's great to meet other people from the office in the local pub. Otherwise I'll head home and relax.



## A day in the life...

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We hear from **Cecilia Ricks**, Trainee Solicitor  
in the Employment team



- 7:30am:** I normally arrive at the office at around 7:30am. Having cycled into work, I go and have a shower and get ready for the day in the changing rooms.
- 8:30am:** Upon arriving at my desk, I like to take some time to review my emails and plan my day accordingly. I review the amendments to some Heads of Terms I've been sent and email the Partner in charge, setting out my opinion on the proposed amendments and suggesting some next steps.
- 9:30am:** I have a catch up with a couple of the work experience students before they start their sessions for the day. I will meet up with them again on Friday evening for something to eat and bowling.
- 10:00am:** I am responsible for preparing the final hearing paperwork bundle for an Employment Tribunal and have been assisting with setting up and preparing for the witness interviews. I make some further amendments to the bundle as well as preparing a list of questions to ask the witnesses.
- 11:00am:** I have a call with the Partner in respect of my earlier email regarding the Heads of Terms. We discuss the other side's proposed amendments and I am instructed to email the client about the Heads of Terms and suggested next steps.
- 12:00pm:** I have a call with a Solicitor colleague regarding the hearing bundle and the witness interviews.
- 1:00pm:** I head outside to grab some lunch – being in Covent Garden, we always have a wide array of restaurants and coffee shops to pick from.

- 2:00pm:** I have a catch-up with one of the first year trainees who will be joining the Employment Team in September.
- 2:30pm:** A Partner and I have a call with the Advisory, Conciliation and Arbitration Service to explain a potential claim our client may want to bring against his former employer.
- 3:00pm:** I continue to work on some of the hearing preparation.
- 5:00pm:** I have been asked to review the employment related disclosures for a due diligence exercise. I review the instructions and start to review the documents in the data room.
- 6:00pm:** I leave the office to go and do some sport. Various departments organise events in the evening, such as Prosecco Friday. People occasionally head out to some of the nearby pubs for drinks before heading home.





## Our Vision & Values

### Who we are and where we're going

Fladgate's values underpin everything that we do at the firm. Our culture can be defined as:



Fladgate is committed to providing smart, enterprising, and commercial legal thinking. Renowned for not just understanding our clients' risks and opportunities but anticipating them.

We will achieve this by combining:

- Brilliant teamwork and a truly personal service.
- High quality specialist expertise and products that meet their needs.
- Agility and connectivity across our clients' worlds.

## Inclusion & Diversity

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*“As the new Senior Partner of the Firm, I am acutely aware that our vision and values are built around the word ‘personal’. We are a people business dependent on brilliant client relationships. Inclusion and diversity objectives are therefore not ‘soft’ business aspirations, they are fundamental to our success”*

Sunil Sheth, Senior Partner

### Our focus

We know that to achieve our inclusion and diversity objectives we need to focus on a number of areas:

**Developing a diverse leadership** - We have a mix of different ethnicity and genders on our leadership groups. We are working hard to improve the gender balance of our partner team and in the last 18 months 4 out of 9 people joining the partnership were women.

**Attracting a diverse work force** - This means adopting a properly personal approach when connecting with those interested in joining our team including: ensuring fairness in our processes; working with those, like recruiters, who help us in this; a commitment that you will always meet male and female talent in our recruitment interviews.

**Engaging with everyone** in our team to ensure they are heard, supported and understood. Encourage everyone to develop their own voice in shaping our culture, their future and our service to clients. That might be working flexibly or that might be a specific career programme - everyone needs different things at different times.

**Helping all our people** in all roles to achieve their full potential. We provide training, coaching, internal mentors and buddies, whatever works for each individual and their own personal development path.

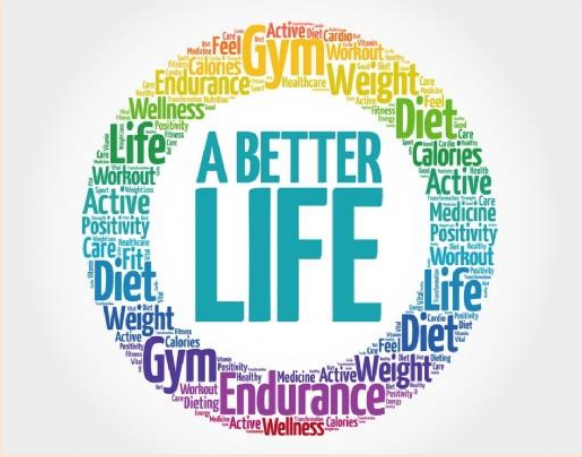
*In 2018, the firm set gender representation targets for partners; we aimed to have no less than 25% female partners by 2020, which we achieved in 2019. Our next goal is to have no less than 30% female partners by 2025. We also set ethnic diversity targets in 2019. No less than 12% of the firm to be from an ethnic minority background, including, at partner level, by April 2025. No less than 16% by April 2030.*

For everyone including our clients we are striving to:

- Ensure that contact with us, including for example at events we organise, is always inclusive and appropriate for all, all preferences will be catered for.
- Endeavour to ensure our teams working on different client matters reflect the right balance of gender and ethnicity.
- Develop and support our client's own inclusivity and diversity objectives by running industry specific workshops and seminars together.
- Have regular open conversations with clients about progress around inclusion and diversity.



# Wellbeing



The firm recognises the importance of the health and wellbeing of all our people and that it can play a part in promoting an environment which allows everyone to flourish and reach their full potential.

**Our Wellbeing programme consists of four key pillars:**

## Physical Health

- Bupa private medical insurance (optional benefit to join after six months' service)
- Eye test vouchers
- Optional dental insurance
- Flu jabs
- Weekly personal (group) training sessions
- Gym and sports club loans and cycle to work scheme
- Various sports teams and groups across the firm



## Mental Health

- Employee Assistance Programme (EAP), available 24/7 and 365 days a year
- Counselling sessions available via the EAP where needed
- Yulife health and wellbeing app
- Annual holiday entitlement and flexible holiday scheme, and the opportunity to buy up to an additional two weeks' holiday
- Resilience and stress management training
- Mental health awareness talks and training sessions





## Financial Health

- Group personal pension and group income protection scheme
- Life assurance (4x salary) scheme
- Season ticket loans
- Fee-earner bonus scheme
- Client introduction bonus scheme
- Recruitment bonus
- Marriage / civil partnership gift
- Financial management workshops inc. mortgage and pension management



## Social & CSR

- Sports and social events, organised by our Sports & Social Committee throughout the year inc. summer and winter parties, bowling nights and quizzes
- CSR committee and fundraising activities
- Flexible working policy
- Loyalty holiday bonus, rewarding long service
- PRIME work experience opportunities
- Student mentoring for LPC and GDL students at the University of Law



Corporate Social Responsibility is extremely important to the firm, and representatives from all corners of the firm ensure that we run and participate in a number of fundraising initiatives each year - such as the London Legal Walk, sponsored cycles and the occasional abseiling!

Each year we choose two charities, by firm-wide vote, to support, one local and one national. We are always looking for new CSR Committee members to come up with new ideas and initiatives to raise money.

This year, we will be partnering with the Trussell Trust and Macmillan Cancer Support.

## Clubs & Social

### Work hard – play harder

Fladgate hosts a range of sports and social clubs on top of the diversity networks. This allows employees and Partners from all departments to meet and enjoy activities together.

- Inclusivity & diversity committee
- Gender focus sub-group
- Unify – ethnicity network
- Without Prejudice – LGBTQIA+ network
- Working parents group
- Physical & wellbeing network
- Bubble buddies
- CSR committee
- Social committee
- Knitting group
- Book club
- Netball club
- Football club
- Squash club
- Touch rugby club
- Table tennis club
- Tennis club





## Benefits

We reward our staff for their continued commitment to the success of this firm with a comprehensive range of benefits.

### On joining:

- Life assurance scheme – 4x annual salary (non-contributory)
- Annual holiday entitlement – 26 days per calendar year (full time)
- Flexible holiday scheme - buy up to five days extra holiday per annum
- Staff introduction bonus - £1,000- 5,000 depending on vacant role
- Personal training/yoga – free weekly sessions
- Free online GP service - 24/7 online video GP consultations

### After 2 months:

- Group personal pension plan - 4%-5% employer contributions, matching employee contributions of 4% -5% (automatically enrolled). Processed via salary sacrifice 50% of employer NI savings added to contribution

### After 3 months:

- Company sick pay scheme
- Group income protection
- Season ticket loan
- Private Dental Plan – payable through monthly payroll
- Gym membership scheme – interest free gym membership loan
- Eye test vouchers – every two years

### After 6 months' service and end of probationary period:

- Private medical scheme insurance medical insurance scheme (non- contributory)

**Dress Code:** It is important to Fladgate that everyone feels they can work in a way that works for them. This underlies our commitment to inclusivity and our desire to create a 'personal' culture. So we don't have a formal dress policy – you can dress as you feel appropriate to your day.

## A final word

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We hear from Ruth Elliot,  
Director of People & Culture



*I'm Ruth Elliot, Director of People & Culture at Fladgate. My role is to ensure that everyone who works at Fladgate is successful and feels supported in their growth and development. A big part of that is ensuring we recruit people who will thrive and grow in our environment.*

*We are part of a great firm; we do high quality work and we focus on involving and mentoring our apprentices from a very early stage in their legal career through to undertaking a training contract and eventually qualifying as an associate solicitor.*

*I am extremely keen to recruit people who we feel will have a long-term career at Fladgate. We pride ourselves on being an inclusive, friendly and collaborative firm, and I hope that has come across in our brochure.*

*Why don't you apply? Hopefully, when you meet us, you will be able to judge for yourself.*





# Key contacts

Contact us for more information

**Nicole Chapman**

Recruitment Advisor

nchapman@fladgate.com

020 3036 7127

**Nicola Thomas**

Recruitment Manager

nthomas@fladgate.com

020 3036 7139

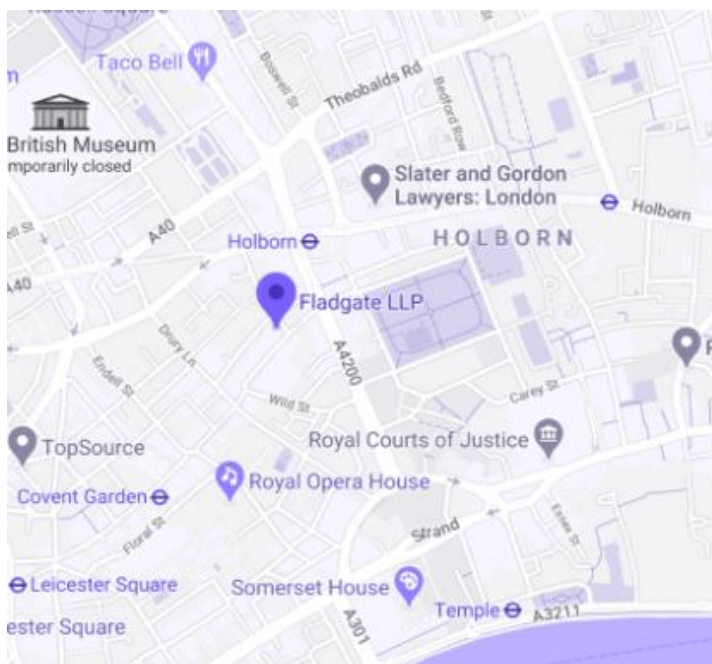
[www.fladgate.com/careers/apprentices](http://www.fladgate.com/careers/apprentices)



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