

# The Apprenticeship Career Excellence Programme

Business Support  
Apprenticeships  
2024

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# A bit about us...

**We are an exciting, forward thinking European Law Firm with key sector specialisms in Technology, Financial Services, Energy and Natural Resources and Life Sciences.**

At Fieldfisher, people are vital to our success. Our clients choose us for our expertise, our understanding, and our insight. Without the support and fresh perspectives of our Trainees and Apprentices, this would not be possible.

But it's not just about providing award winning, cutting edge advice, it's about our relationships with our clients and with each other – we pride ourselves on our Fieldfisher community. We are a caring, sharing bunch with huge numbers involved in Corporate Responsibility. We promote inclusiveness and diversity, encourage innovation and endorse collegiality every step of the way.

## Some of our clients

- Netflix
- Amazon
- Seatwave
- eBay
- Getty Images
- Google
- LinkedIn
- BuzzFeed
- Facebook
- Goodlord
- BBC Worldwide
- Fuse Universal
- EE
- Iceland
- Reflection
- Sport England
- Stagecoach
- Starbucks
- Quiqup
- The Royal Bank of Scotland

## Facts & Figures

- 1,900+ people
- 800+ professional advisors
- 4 focus sectors
- 27 offices in 11 locations
- Apprentices in Belfast, London & Manchester
- Social Committees
- The Hive@
- Dedicated HR & People Development Team



# The ACE Programme

## What is the ACE Programme?

**The Apprenticeship Career Excellence (ACE) Programme, is an annual formalised training and qualification scheme focusing exclusively on business services.**

Since launching our Solicitor Apprenticeship programme in 2016, obtaining a legal qualification via an apprenticeship has proved highly successful in diversifying the intake of talent and providing greater equality of opportunity to bright people of any age interested in a career in law. With this in mind, it seemed logical that the model could extend to non-fee earning roles, so that we as a Firm could also benefit from a wider intake while giving motivated applicants more choice in their careers.

The scheme has been designed to prepare candidates for excellent careers in the professional services industry, setting them up for wherever they want to go after completing a structured 2 year programme.

## Are apprenticeships worth considering as an alternative to university?

Yes, they are!

In addition to getting paid work experience, you will also receive on the job training, personal and professional development. As you study towards a professional qualification, it can potentially put you ahead (career-wise and financially) of people who take the more traditional university route.

## What are the advantages of this career path?

One of the biggest attractions of an apprenticeship is to 'earn while you learn'. Apprenticeships have previously been under scrutiny for low pay, but it is worth keeping in mind not to compare apprenticeship wages with those of skilled workers. Consider an apprenticeship somewhere between an academic course and full time work - rather than paying up to £90,000 to study for a degree, you are being paid to learn new skills.

As an Apprentice, you will get your 'foot in the door' as well as real-world experiences and responsibilities. You will gain qualifications for your CV which is also a huge benefit, and will help evidence your abilities and experience.

## Reasons why you should choose an Apprenticeship

- ◇ Earn as you learn
- ◇ Funded by employers and the government
- ◇ Avoid university student debt
- ◇ Get into the workplace sooner and get ahead
- ◇ Work alongside experienced staff
- ◇ Gain specific job skills
- ◇ Obtain a qualification while you are employed
- ◇ Join a small, well established cohort of Apprentices
- ◇ Lots of socials + networking opportunities

# How does the study element of the apprenticeship work?



Regardless of the team you apply to, you will complete a nationally recognised apprenticeship programme with one of our chosen and trusted course providers. 20% of your working hours will be dedicated to your studies.

## What is the 20% off job training element (otherwise known as protected learning time)?

This is a well-used term and it relates to the amount of time that a learner on an apprenticeship programme needs to have protected, within their working hours, to be focused and working on learning relating to their apprenticeship programme.

In practical terms it equates to 7 hours per week to engage in learning activities that have a relevant impact on their apprenticeship. This could be online learning, a training session, some mentoring that they receive or even researching. There are many ways that this 20% can be captured and recorded throughout the programme.

However, it is a funding requirement and without evidence of it being met, the learner cannot progress to the End Point Assessment stage of the programme.

## When does the 20% protected learning need to be completed?

The 7 hours (20% of 35 hours) a week of protected learning time can be completed as and when it suits you and your supervisor and your team. Some choose to split it across each working day (i.e. 1 - 1.5 hours a day) and some set aside one fixed day a week. It

# Your Apprenticeship



## A bit about you...

We are looking for post A-level students dedicated to a career in professional services to join the firm in September 2024.

We're looking for candidates that have:

- An eagerness to learn and step out of their comfort zone
- Curiosity
- Flexibility
- Drive and determination
- Teamworking skills
- A minimum of 5 GCSEs including Maths, English and IT grades 5 – 9 (A–C)

## Which department can you apply to?

Our offering varies slightly each year, but we have Apprentices in the following business support teams:

- Marketing / Business Development
- HR
- Just Purpose (ESG)
- IT
- Risk
- Legal Administration
- Secretarial Services
- Knowledge & Information Services

# Recruitment Process



## The application process

As a firm, our ability to deliver the quality of service and advice our clients expect relies on the quality of our people.

With this in mind, we've designed our application process to be rigorous, yet fair. It's important to establish that we're the right fit for each other.

We review applications on a rolling basis so encourage an early submission if possible.

As with all application processes, there are several stages but our dedicated Recruitment Team are on hand throughout the entire process to give you all the help and support you need.



## Key dates & contacts

**2024 recruitment deadline:** Please see website for further details

**How to apply:** Visit <https://www.fieldfisher.com/en/careers/the-ace-programme>

**Contact:** [ellie.williamson@fieldfisher.com](mailto:ellie.williamson@fieldfisher.com)

The best way to stay updated on the culture, life and events at Fieldfisher is by following us on social media.

