



Always aim higher, your career starts here

Apprenticeship Programme 2020

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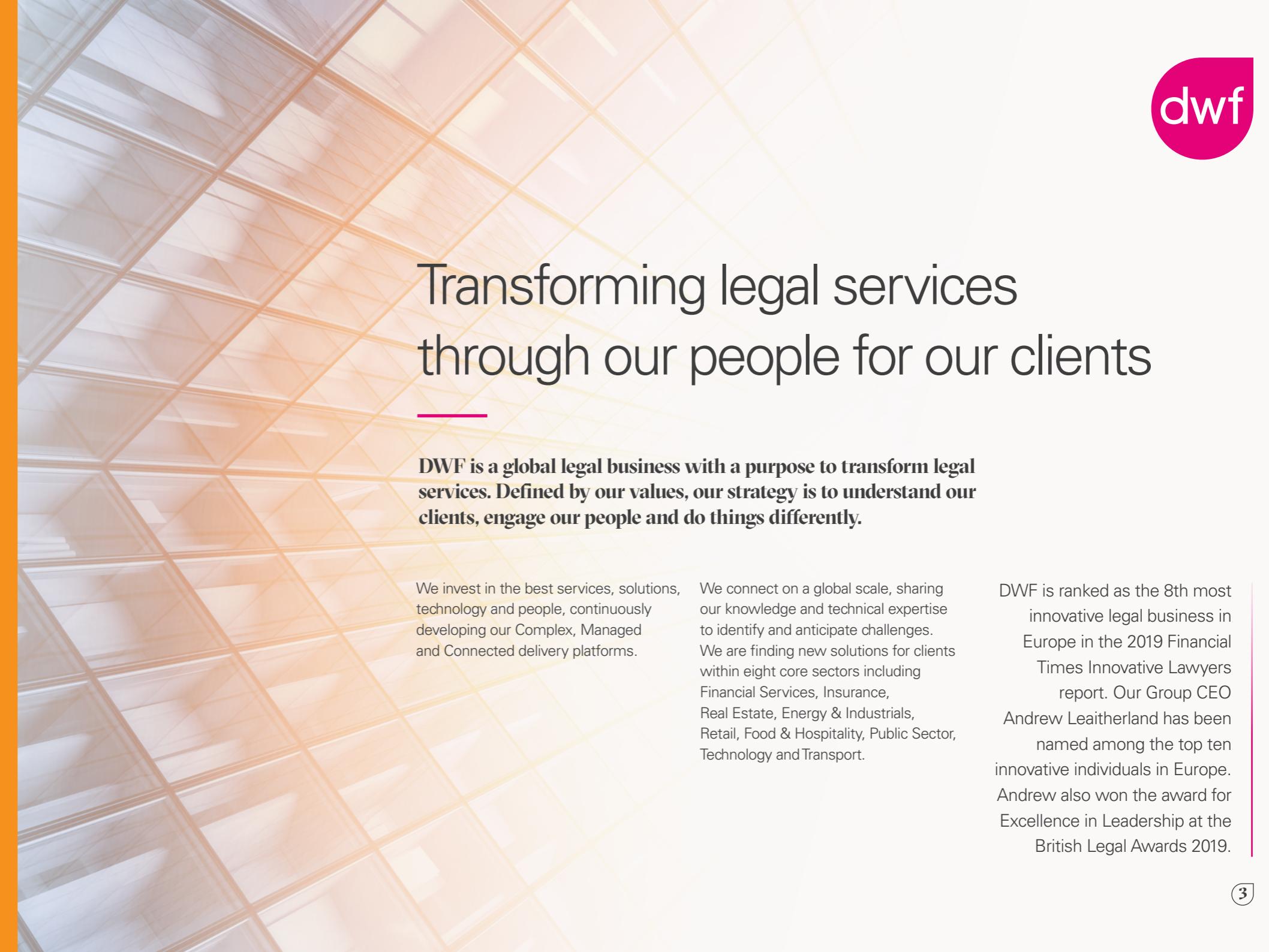
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Apprenticeships

Welcome

As an award-winning legal business, we do things differently.

This brochure gives you a flavour of how and why: from the awards we win, the work we do and the values we set. Our outstanding people are at the heart of providing the experience that makes us different. We would like to personally invite you to take a closer look at DWF and the opportunities we offer.



Transforming legal services through our people for our clients

DWF is a global legal business with a purpose to transform legal services. Defined by our values, our strategy is to understand our clients, engage our people and do things differently.

We invest in the best services, solutions, technology and people, continuously developing our Complex, Managed and Connected delivery platforms.

We connect on a global scale, sharing our knowledge and technical expertise to identify and anticipate challenges. We are finding new solutions for clients within eight core sectors including Financial Services, Insurance, Real Estate, Energy & Industrials, Retail, Food & Hospitality, Public Sector, Technology and Transport.

DWF is ranked as the 8th most innovative legal business in Europe in the 2019 Financial Times Innovative Lawyers report. Our Group CEO Andrew Leatherton has been named among the top ten innovative individuals in Europe. Andrew also won the award for Excellence in Leadership at the British Legal Awards 2019.

How far we've come



Jim Davies and Guy Wallis founded Liverpool-based Law Firm Davies Wallis & Co. specialising in Real Estate and Litigation

Service line expansion continued with the launch of our Employment and Pensions team

We merged with Foysters to become Davies Wallis Foyster, and Private Client and Family services became available to all clients

We merged with Leeds-based Ricksons, and Davies Wallis Foyster officially became DWF LLP

We merged with Crutes, Buller Jeffries and Biggart Baillie

We opened our flagship London office at 20 Fenchurch Street

We merged with German law firm BridgehouseLaw, with offices in Munich and Cologne, and merged with Fox Hartley in Bristol and C&H Jefferson in Belfast

We continued our global reach to include offices in Milan, Singapore and Doha



Our business expanded to provide Corporate and Commercial legal services

We merged with Dodd Ashcroft and saw the inception of our now market-leading Insurance offering

Our service line expansion continued with the launch of our Finance and Restructuring team

We aligned ourselves with our clients' businesses by redefining sector expertise within DWF, creating teams across practice areas and offices

We merged with Fishburns and Cobbetts and were joined by a 47-strong team from Greenwoods/Parabis

We opened offices in Dubai and Brussels, merged with Watmores, launched our innovation business and The DWF Charitable Foundation

We acquired Heenan Paris in France and continued to develop our international capabilities by opening DWF offices in Sydney, Berlin, Brisbane, Toronto, Chicago, Melbourne and Newcastle (NSW)

On Friday 15 March, we became the first legal services business to list on the main market of the London Stock Exchange. In May we acquired K&L Gates Jamka sp.k in Poland, our first new office opening since our IPO. In December we acquired independent Spanish law firm Rousaud Costas Duran (RCD), our largest acquisition to date.

DWF in numbers

31 locations

8 sectors

4 global regions

+3,900 people

delivery platforms
3
- complex
- managed
- connected

+10 years relationships with 62% of clients
£272.4m revenue for FY19

DWF Foundation
+£310,000 donated through 130+ grants

Our strategy

The power of three



Our strategy underpins and drives all that we do. It reflects our purpose to transform legal services through our people for our clients. Our strategy is supported by a unique, integrated delivery platform that blends legal and non-legal services to meet and solve our client's business challenges.

Our three platforms

Complex

Managed

Connected

Our three platforms, Complex, Managed and Connected, are at the heart of our integrated offering, adding value for our clients.

Together they ensure we can create seamless legal solutions that meet today's business challenges.

Our Complex platform delivers premium legal advice to our clients across the globe. Complex law has always been the mainstay of our business and includes our Corporate, Litigation, Real Estate and Insurance practice groups.

Our Managed platform improves the management of day-to-day law by making it more consistent and predictable. By smoothing out and streamlining processes we are creating cost and time efficiencies for our clients within a wide range of sectors.



What we offer

DWF offers exciting opportunities to school and college leavers, as well as those looking to change their career.

To help start your apprenticeship in the best way possible, we work with specialist training providers and cover the training costs involved. We also pay a competitive salary whilst you gain valuable experience and work towards your nationally recognised qualification.

What we do

Commercial Services

Our Commercial Services division includes our Corporate, Litigation and Real Estate practice groups, covering areas such as Business Restructuring, Commercial and Competition, Tax and Private Capital, Employment, Finance, Pensions, Real Estate, Debt Recovery, Asset Management, Housing and Planning.

Insurance Services

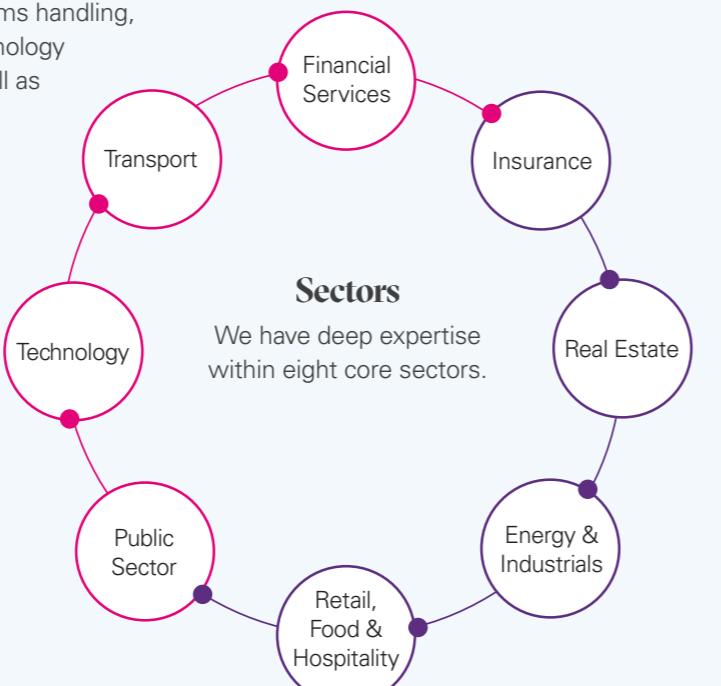
Our Insurance Services division includes our teams covering Catastrophic Personal Injury, Occupational Health and Casualty, Motor, Fraud and Resolution Law, as well as our Professional Indemnity and Commercial Insurance practice groups, each of which is made up of a number of practice areas.

International

Our International division focuses on growth in the same areas of legal services as our Commercial Services and Insurance Services divisions, across territories that include Australia, Belgium, France, Germany, Ireland and Northern Ireland, Italy, the Middle East, Spain and Singapore.

Connected Services

Our Connected Services division provides complementary products and services to our other three divisions, including cost management, loss adjusting, claims handling, software and technology businesses, as well as other services.



Central Services

Central Services is an integral business support function at DWF, providing specialist assistance to our legal divisions. The division is split up into a variety of departments which include Business Change, Business Intelligence, Client Development, Group Legal, Risk Management and Excellence, Facilities, Finance, IT, Knowledge Services, People Investment (HR) and Secretarial.

CSR and diversity

Our values

Our values are the foundation of our culture, providing a common sense of direction for our people. They influence our actions and behaviours and support our strategic direction.

- ⊕ Always aim higher
- ⌚ Be better together
- Ⓜ Keep all promises
- 📈 Disrupt to progress
- 🔍 Attend to details



Corporate Social Responsibility (CSR)

CSR is central to DWF. Not only does it deliver responsible sustainable growth and help build stronger local communities, it also makes DWF a great place to work.

An example is our charity, the DWF Foundation. It has the sole aim of providing funds, resources and support to help our local communities achieve their full potential.



"I took part in a 5 STAR Futures work shop which was a fantastic experience contributing my time to a local school, helping to enhance the students confidence through various activities. I felt that this CSR experience allowed me to contribute to the local community and also improve my ability to work within a new group of people."

Hannah Caine (Paralegal Apprentice)



Apprenticeships

Paralegal Apprenticeship

As a paralegal, you'll be working in either the Commercial or the Insurance practice within one of the following teams: Managed Services, Motor, Litigation, or CAT PI & OH team. The teams are made up of apprentices, paralegals, managers and partners, and qualified solicitors. You'll learn to assist with legal matters, transactions, client and colleague requests, and we will gradually introduce you to more complex legal work throughout your two-year Apprenticeship.

Example of tasks may involve: drafting witness statements, document review, post completion work, preparing bundles, and E-Bibles to name a few.

We launched our Paralegal Apprenticeship Scheme in September 2016, and have since recruited 63 apprentices into the business, with two cohorts completing the programme.

Solicitor Apprenticeship

This programme gives you the opportunity to qualify as a solicitor, subject to passing the Solicitor Regulation Authority's (SRA) centralised assessments.

We launched our Solicitor Apprenticeship Scheme as an internal progression route for our paralegal apprentices. This route is presently available in our Manchester office only. Although, apprentices from our other offices will still be eligible to apply (considering they are able to travel to Manchester).

The period of study is reduced for those who progress from the Paralegal Apprenticeship. The scheme covers all the content in a law degree and Legal Practice Course (LPC) and enables apprentices to gain a law degree and LLM (Masters), which is awarded by BPP University.

Non-Legal Apprenticeships

Our Non-Legal Apprenticeships are designed to help you enhance your knowledge, skills and behaviours and build a range of skills to support the start of your career.

You'll be working within our business support functions, and study a range of modules via online blended learning and face-to-face sessions, covering topics required by the training provider and awarding body.

Our Non-Legal Apprenticeships are designed to help you develop a career in a professional services field undertaking roles in either finance/accounts, office management, IT, facilities or providing administrative or PA support to a legal team.



Paralegal Apprenticeship

Intake	September	September
Training Provider	BPP	BPP
Duration	24 months	4 – 5 years (48 – 60 months) dependent on exemptions
Location	Varies – subject to business needs	Manchester
Study Day	One allocated day a week	One allocated day a week
Entry Requirements	Minimum of three A-Levels at Grades C or above and five GCSEs at grade C (or four) or above, including English and Maths (or equivalent)	- Minimum of three A-Levels at Grades C or above - Five GCSEs at grade C (or four) or above, including English and Maths (or equivalent) - Successful completion of the Level 3 Paralegal Apprenticeship + L4 Cert in Higher Education Legal Practice
Qualification Achieved	Paralegal Level 3 Apprenticeship + Level 4 Cert of Higher Education (Legal Services) awarded by BPP University – this is equivalent to the first year of an undergraduate degree	- Solicitor Level 7 Apprenticeship - LLB (Hons) Legal Practice awards by BPP University
Progression Route	- Solicitor Apprenticeship (subject to performance and vacancies) - Permanent Paralegal - Legal Executive Apprentice route (subject to business needs)	Newly Qualified Solicitor Role

What we look for

As well as good academics, you must have excellent communication skills, an eye for detail and the ability to follow instructions and be able to work well as part of a team. You do not need legal work experience to apply, but work and life experience is valuable as well as having an interest in the legal sector.

In your application, we are keen to see your drive and determination for a career in law or professional services and a good understanding of our firm.

Open days

It is much about you choosing us as it is us choosing you. We run open days across multiple locations (dependent on vacancies) to give you the opportunity to view our offices and learn about what makes us different. You will also get to hear first-hand experience from our apprentices across the business.

It is highly recommended to attend and learn about DWF before applying.

Apprenticeship timeline

Legal Apprentices	Non-legal Apprentices
March Complete online application form via our online portal, Apply4Law	Complete online application form (via training provider's website and/or Getmyfirstjob)
March – May Complete a telephone interview with BPP	Complete a telephone interview (dependent on role)
May – July Attend an Assessment Centre	Attend a face-to-face interview at DWF
Receive offer of employment (after assessment)	Receive offer of employment
September Begin Apprenticeship	Begin Apprenticeship

Support from the start



Induction

All apprentices will be required to attend either a firm wide or a legal specific induction at DWF once they join. This will involve an IT and software training session.

Study support

As part of the Trailblazer Apprenticeships, all standards are required to adhere to 20% 'Off the Job' (OTJ) study time throughout the programme. For our legal apprentices, you will be assigned a set study day in order for you to complete your assignments and attend webinars. For our non-legal apprentices, you will also be assigned a study day, however this will be flexible and determined by your line manager - subject to your timetable.

Mentor

You will be assigned a 'mentor' to help you settle into your team and support you in your role.

There is also a dedicated Apprenticeships team within Emerging Talent at DWF, who will be your point of contact. They will set up regular reviews and catch-ups to check in on your progress and generally manage the cohort of apprentices.

DWF Academy

As an apprentice at DWF, you will also receive access to the DWF Academy, which is our online learning platform for our people. The DWF Academy is tailored to your career level so you can learn essential employment skills to help you settle into the workplace.

We hope that all of our apprentices complete their studies and decide to stay with us when their apprenticeship has ended. Your exact role upon completion of the apprenticeship will be determined by the skills you have shown during the previous year(s). In advance of completion, we will discuss with you where your skills can be best utilised within the business. This will either be a permanent role or an opportunity to progress on to a higher qualification.

Rewards and benefits

You will benefit from our extensive benefits and rewards scheme, which includes a number of Core Company funded initiatives such as Life Assurance, Buy and Sell Holidays, Medical Cash Plan. Along this are options for a number of voluntary benefits to choose from, such as season ticket loan, Apple and Window products and gym membership.

Salary – you will be earning money from day one. Our starting salary is very competitive and above the National Apprentice Wage. Salaries start at £14,500 for apprentices outside of London and £17,500 in London and will be reviewed each year.

Get to know us

Our Emerging Talent team are keen to hear from you. We will be out attending career fairs and local college events, so be sure to get involved. Keep an eye on our website to find out key dates for recruitment and events or alternatively, please feel free to connect with us using the below.



apprentices@dwf.law



www.dwf.law/Legal-Apprenticeships

www.dwf.law/Non-Legal-Apprenticeships



Beyond borders, sectors and expectations

DWF is a global legal business, connecting expert services with innovative thinkers across diverse sectors. Like us, our clients recognise that the world is changing fast and the old rules no longer apply. That's why we're always finding agile ways to tackle new challenges together. But we don't simply claim to be different. We prove it through every detail of our work, across every level. We go beyond conventions and expectations.

Join us on the journey.