



STUDENT PROGRAMME

Overview

The SFE student programme has been designed to give trainees working in practice an introduction to working with older and vulnerable clients. It is hoped that by working your way through the programme, you will see what a rewarding area of the law this is to work in and once qualified you will seek to make this your specialism and vocation.

Who is the programme designed for?

The programme is designed for paralegals looking to take their careers forward, graduates and associates of CILEx, pupils and trainee solicitors.

What are the benefits of joining SFE and doing our student programme?

- 1.** SFE student membership gives you a competitive advantage for training contracts and employment prospects
- 2.** Thorough grounding in older client law through our unique tailored student programme
- 3.** Introduction to soft skills - hone your desk-side manner right from the start of your career
- 4.** Access to SFE job board - hear about job openings fast
- 5.** Join a big community of professionals already working in this field
- 6.** Access to full library of SFE proprietary best practice resources putting you at the cutting edge
- 7.** Access to SFE member forum - in depth look at issues practising lawyers are grappling with and solutions
- 8.** Events and other networking opportunities
- 9.** Expert webinars every month plus access to our recorded webinar library
- 10.** Access to free resources via the SFE website – case law analysis, fact sheets, news archive etc...

And much more...

What does the programme entail?

No exams!

Yes, you heard it right! We appreciate that whilst you are working hard at getting your professional qualifications, you will be doing plenty of exams. We do not wish to add to this burden. Instead our programme is designed to introduce you to older client law via a series of webinars and associated practice notes. We do, however, ask that you complete the programme within 12 months of joining SFE.

To complete the SFE student programme, you simply have to work your way through all the elements of the programme and then fill in and sign your certificate of completion.

Once you have your professional qualification ie you are a FILEx, have been called to the Bar or admitted to the Roll, you will then be eligible to apply for SFE professional membership.

The programme

Once you join SFE, you will be sent a copy of the SFE Guidebook. This is designed to give you an overview of all areas you would be expected to cover in older client law, with particular emphasis on “soft skills” ie those specialist skills which they don’t teach you in law school.

You will also be expected to work your way through SFE’s introductory webinar series. This consists of 11 webinars which have accompanying best practice notes. Once you have worked your way through all of these, you will have an excellent grounding in older client law and the associated soft skills, which will help to prepare you for career as a professional lawyer.

You will simply then need to submit your statement of completion to us and as soon as you have qualified, you will be able to apply to upgrade to SFE’s professional membership.

Resources for students

As well as the dedicated student resources (guidebook, introductory webinars and best practice notes), there is a whole host of other resources on the SFE website. You simply need to log in to the members’ area of the SFE website and visit the Student Hub to access them:

<https://sfe.legal/member-home-page/>

The SFE Knowledge Hub is a great place to start. It is accessible from your member’s home page. It contains a section - signposting to best practice: <https://sfe.legal/best-practice/>. This is an extremely rich section as it literally signposts to all the best resources an older client practitioner should be referring to. The hub also contains SFE proprietary best practice guides. These have been specifically written for SFE members to use with their clients and are not only best practice, but are extremely practical.

There is also the SFE forum where members discuss their current issues with fellow members. The SFE monthly newsletter is also a great resource for knowledge and learning points.

SFE older client law guidebook

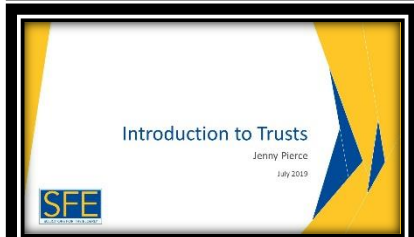
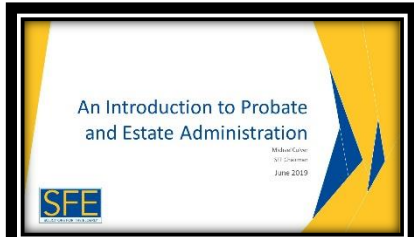
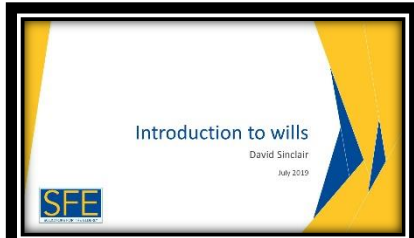
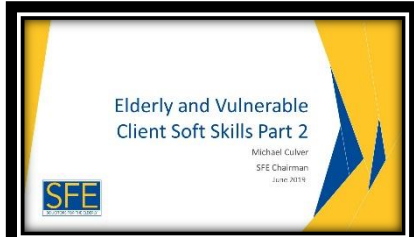


Programme resources - carefully crafted by some of the most experienced members of SFE, the student programme aims to give students an excellent introduction to older client law.

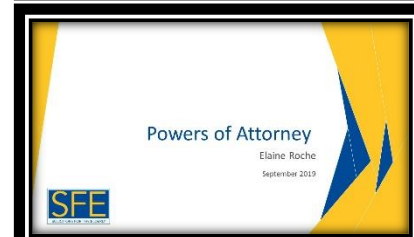
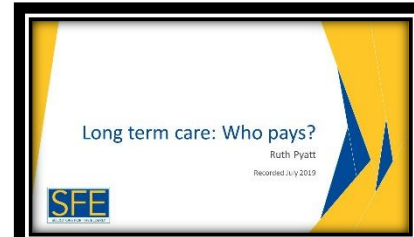
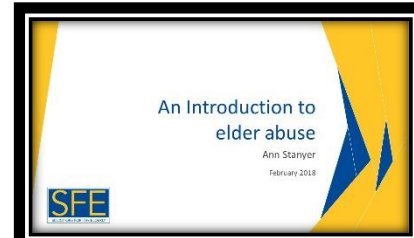
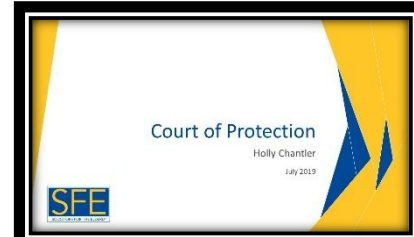
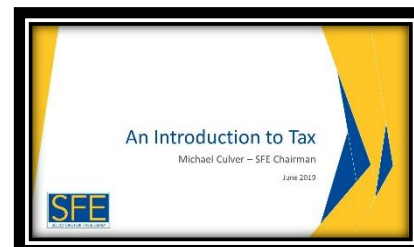
Beginning with the SFE older client law guidebook, this gives students a flavour of the key areas of law that older client practitioners cover and also gives strong emphasis on soft skills – the SFE way.

The introductory webinar series gives students key insights into the main areas of focus. Each webinar is accompanied by a proprietary SFE best practice note.

SFE webinars & best practice notes



SFE Best Practice Note



Progressing through SFE

At SFE we want to ensure all our members are able to advise clients to the very highest of standards before recommending them to the public. We strongly encourage all members to follow the SFE pathway to becoming an SFE Full Accredited Member. This entails:

1 As student member

- Work through the SFE student programme
- Sign a statement of completion
- Qualify
- Take SFE's Older Client Care in Practice (OCCP) Award. This qualification focuses on the soft skills needed to work with older and vulnerable clients. You will be familiar with this, having worked your way through the student programme. The OCCP has its own set of resources to help you to prepare.

2 Become an associate member

- Complete SFE's Older Client Law in Practice (OCLP) Award within 12 months of becoming an associate member. Again, the student programme will have helped you to prepare for this and the OCLP has its own set of resources to help.
- Once you have at least 3 years PQE and are spending 50% of time on older/vulnerable client matters, you are eligible to upgrade your membership to SFE's highest level.

3 Become a Full Accredited Member

- Re-accredit every 5 years

The process is shown diagrammatically on the next page.

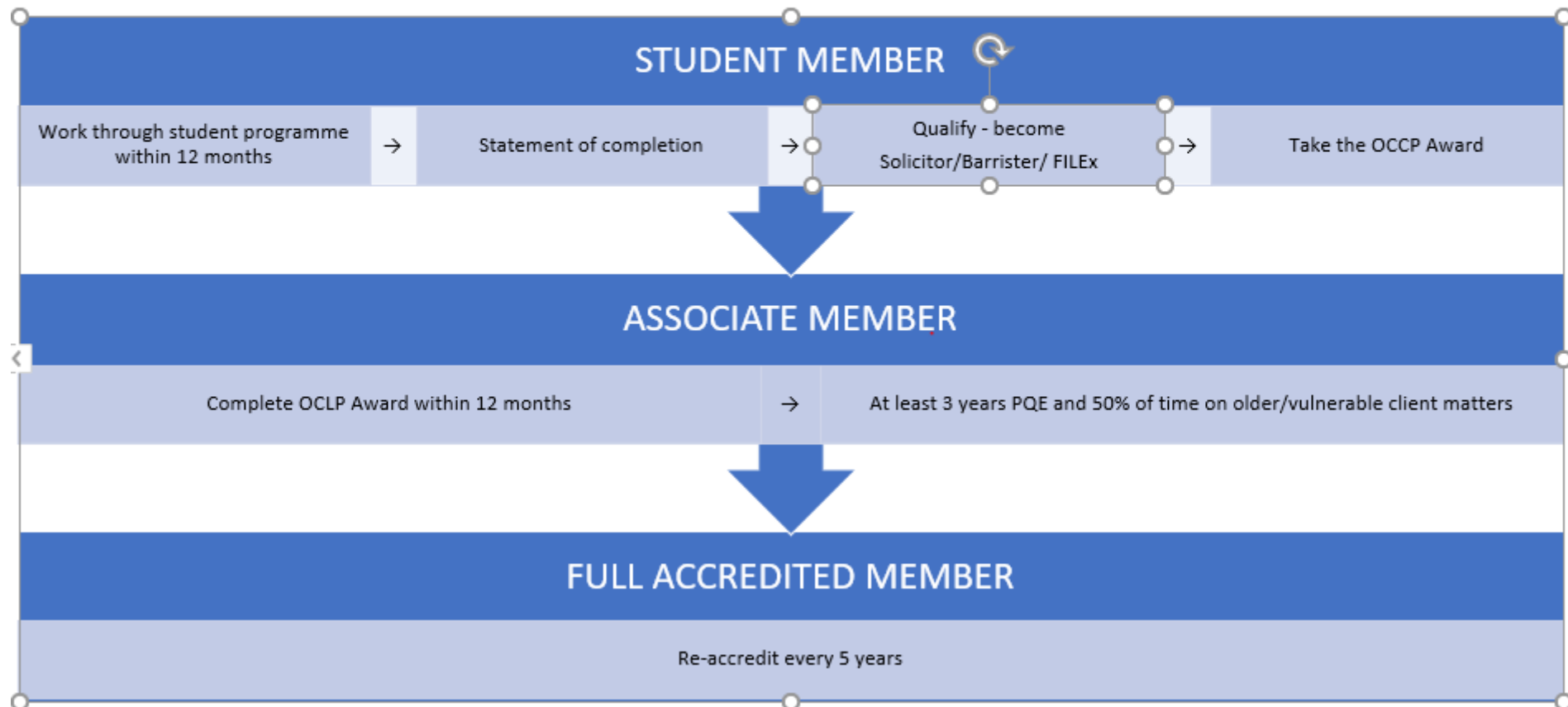
Next steps

To get started on the SFE student programme, people will simply need to join SFE as a student member and the rest is automatic.

If you have any questions about the SFE student programme, please email Sue Carraturo – admin@sfe.legal

THE SFE PATHWAY - MEMBERSHIP LEVELS

In order to maximise SFE members' impact on the marketplace, we expect all members to work towards becoming Full Accredited members



Any questions? Contact SFE – admin@sfe.legal