

Note: Traineeships are delivered by the Education and Training Boards (ETBs). The decision by an ETB to deliver a traineeship is determined based on the needs identified in collaboration with industry/employers in the sector and local requirements.

Therefore, not all ETBs will offer every traineeship; likewise, elements of a traineeship such as the content, award, duration etc may vary based on the needs identified.

The information below is a sample only; it gives an idea of what this traineeship involves but may not be replicated exactly across ETBs offering this traineeship.

SAMPLE DESCRIPTOR

Legal Administration Traineeship

The programme aims to provide learners with the skill, knowledge and competencies to provide administrative support in a legal office environment including office administration; audio transcription and handling case management systems.

On successful completion of the programme, learners may progress to further education and training.

Typical Certification:	QQI-FE Level 5 Office Administration
Typical Content:	<ul style="list-style-type: none"> Audio Transcription Business Law Career Planning & Job Seeking Skills Information & Administration Legal Practice And Procedures Text Production Word Processing Work Practice - Legal Administration
Typical Duration:	51 weeks All Traineeships have a minimum of 30% on-the-job learning.
Further information	<p>Details of traineeship programmes currently open for registration are available on www.fetchcourses.ie</p> <p>Further information on traineeship programmes may also be obtained from your local Education and Training Board (ETB) www.etbi.ie/etbs/directory-of-etbs/</p> <p>Some traineeship programmes may not be open for registration at a particular time.</p>