



Jacqueline McManus Solicitors



#WPEP-2475762



JACQUELINE MCMANUS SOLICITORS, 3

Duke Street, Athy, Co. Kildare, R14 W564



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



21/10/2026



16/12/2026

How to apply

Application Method :

This programme is for jobseekers that are in receipt of a qualifying social welfare payment and those transferring from a social welfare scheme. Full eligibility details are available [here](#)



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Legal Assistant - WPEP Scheme

Application Details

This Work Placement Experience Programme provides Participants with an opportunity to gain meaningful work experience, learning and training while on the programme. This programme is for jobseekers who are in receipt of qualifying social welfare payments and those transferring from a social welfare scheme or an ETB Training Allowance. Your eligibility for this programme will be verified by the Department as part of the application process.

Job Description

This work experience placement will provide the participant with an opportunity to gain practical experience in a busy solicitors office. The participant will receive ongoing supervision, mentoring and feedback throughout the placement. A personal learning plan will be developed to identify learning goals, support skills development and prepare the participant for future employment.

Throughout the placement, the participant will have opportunities to gain experience in:

- File opening, maintenance and diary management.
- Drafting correspondence and document under supervision.
- Preparing and filing court documents, briefs and bundles.
- Attending court and client consultations.
- Legal research and short research notes.
- Handling client and court office queries.
- Supporting legal aid applications.

Role Description

This is a training and work experience opportunity; no prior experience in this role is necessary. Accredited and/or sector recognised training will be provided to support your placement. Participants are eligible to participate in the WPEP QQI Work Experience Module which was developed by the Education & Training Boards in collaboration with the Department of Social Protection. This optional module will fulfil your accredited training requirements for the WPEP.

Formal Training

The 20 accredited or sector-recognised hours include, for example, GDPR and data protection, anti-money laundering awareness, Microsoft Word, Outlook and Teams, legal office administration, and

workplace communication and productivity. The participant may take the WPEP QQI Work Experience Module in place of these courses.

Informal Training

The remaining 40 hours are on-the-job training under the supervision of the principal solicitor, covering, for example, induction and office procedures, file and diary management, court procedures and filing, drafting correspondence and documents, and legal research and case preparation.

- **Sector:** administrative and support service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0