



2020
Edition 24

Law

Vacation Schemes & Mini-pupillages

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A large, abstract graphic composed of various colored triangles and polygons in shades of blue, orange, red, and grey, creating a dynamic, geometric pattern.

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Editor's COLUMN

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Whether it's a vacation scheme, mini-pupillage, insight event or open day, work experience is the best way to get a real taste of the legal profession. Exploring the work of a solicitor or barrister will help you to confirm your career choices, show recruiters you have a genuine interest in the profession and give yourself a head start when it comes to applying for training contracts and pupillages. TARGETjobs *Law Vacation Schemes & Mini-pupillages* is here to help you find out:

- the range of work experience options open to you, however far through your degree you are (page 6)
- what previous students got involved in during their first-year experiences (page 15), vacation schemes (page 17) and mini-pupillages (page 22)
- how you can set yourself up for success and make a positive impression during your vacation scheme (page 16) or mini-pupillage (page 23)
- what advice experienced solicitors would give to their younger selves (pages 10–11)
- what law recruiters will be thinking when they look at your applications and during interviews (page 26) and how you can sell your work experience to them (pages 28–29).

Good luck with your explorations into the legal profession. For more advice and opportunities, see our sister publication TARGETjobs *Law 2020*, available online and from your careers service or law department.

Ashley, editor



@TjobsLaw

CONTENTS

| | |
|---|----|
| <i>Get started in your law career</i> | 3 |
| <i>Future solicitors</i> | 12 |
| <i>Future barristers</i> | 19 |
| <i>Applications and interviews</i> | 25 |
| <i>A-Z of work experience providers</i> | 33 |

Advertisers

IBC

Page 34

Page 36

Page 35 and OBC

brownejacobson




11KBW

Page 38

Page 39

Page 40

Page 41

KIRKLAND & ELLIS

MACFARLANES

MILLS & REEVE



Page 42 and IFC

Page 43

Page 44

Page 45



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Advertising key:

OBC = outside back cover, IBC = inside back cover, IFC = inside front cover

National Pupillage fair

30.11.19 – Gray's Inn, London

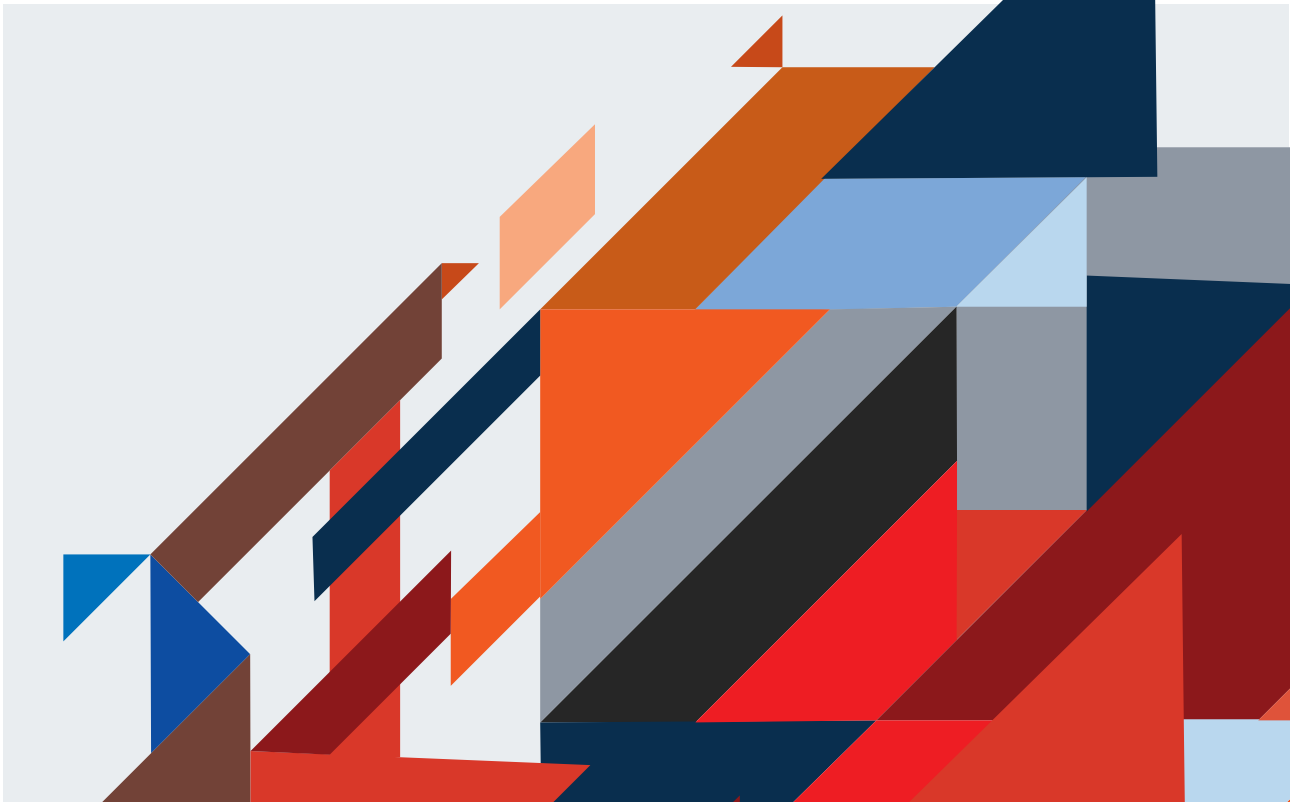
- Meet chambers' pupils, tenants and members of pupillage committees
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Get started

IN THIS SECTION

- 4 Early career decisions: picking your path
The different routes into law
- 6 Your legal work experience options
Ways to get legal experience under your belt
- 9 Boost your skills with all experiences
Make every experience count – from bar work to university clubs
- 10 Careers advice to my younger self
Reflections from experienced lawyers about how their careers evolved

Early career decisions: picking your path

There are several factors to consider when deciding which route to qualification is right for you, including location, salary and client contact.

There are two main routes you can take to become a lawyer: becoming a barrister or becoming a solicitor. These two pathways result in very different experiences and ways of life. Aspiring barristers are often motivated by the advocacy opportunities and the freedom that comes with being self-employed. Solicitors may be driven by client contact, teamwork and the security of a regular salary.

The current routes to qualification

The process of qualifying differs between solicitors and barristers. Both undertake the same academic stage (either a law degree or a non-law degree followed by a conversion course) but the paths then diverge. Aspiring solicitors take the legal practice course (LPC), whereas would-be barristers study the Bar professional training course (BPTC). This is known as the vocational stage of training and is intended to equip you with the knowledge and skills required in practice.

Finally, there is the practical stage, during which you train with a firm or chambers but are not yet fully qualified to practise alone. For solicitors, this takes the form of a two-year training contract, during which time you will work in different departments in a law firm (each known as a 'seat'). Fledgling barristers apply for pupillage, comprising two six-month periods (known as 'sixes') – normally a non-practising six months and practising six months. These periods are spent with either the same or two separate chambers. Following

successful completion of the practical stage you will be fully qualified to practise as a solicitor or barrister.

Barrister or solicitor?

There are various points to bear in mind when choosing which branch of the profession to join:

Location

The majority of barristers' chambers are found in London and other major cities, such as Birmingham, Bristol and Leeds, whereas solicitors can work in most parts of the UK, from international firms in large cities to high-street firms in smaller towns. Solicitors often have opportunities for national and international travel; barristers travel within the UK and mainly to courts outside the capital when required.

Sponsorship

Many larger solicitors' firms will fund your studies, though these places are competitive. Would-be barristers will usually be expected to fund their own studies and only one in four will become a practising barrister at the end of it.

Money

Barristers are self-employed and have to build their reputation (through their clerks) to become established. They are responsible for their own finances – financial uncertainty is par for the course as a junior family or criminal barrister, whereas commercial barristers earn high fees from the start. Solicitors, on the other hand, are employed by their firms and paid a regular wage.

Clients

Solicitors deal extensively with clients face-to-face and over the phone; barristers are usually instructed by solicitors who do most of the initial client liaison work.

Advocacy

Although solicitors can have higher rights of audience and represent their clients in some courts, barristers are still regarded as the advocacy specialists.

Skills

If you're not sure which branch of law is for you, thinking about your skills and working preferences can help you decide which direction to take. Key skills for barristers include advocacy, self-confidence, quick thinking, flexibility and self-motivation. Successful solicitors need to be good with people, communicate well, have empathy, be organised and work well in teams. See page 9 to learn more about the skills legal recruiters seek.

Try out your choices

The next step towards confirming your choice is work experience. While there are many types of work experience you can try (see page 6 for an overview), the most significant are structured, formal work placements offered by barristers' chambers and solicitors' firms – called mini-pupillages and vacation schemes, respectively. These are often crucial stepping stones to qualifying as a barrister or solicitor. Turn to pages 16 and 20 for more information on vacation placements and mini-pupillages, respectively.

Non-law students are welcome

You don't need an undergraduate degree in law to become a solicitor or barrister. Recruiters are more interested in the transferable skills (eg commercial awareness, motivation, analytical skills and communication skills) that you can bring to the profession. Additionally, students of other subjects bring their own specialist knowledge to a firm or chambers, which can be extremely useful: think languages, STEM (science, technology, engineering and mathematics) and financial disciplines.

The conversion course

You can do a one-year conversion course, known as the graduate diploma in law (GDL), or the common professional examination (CPE). Then, along with the law graduates, take the legal practice course (LPC) if you're planning to become a solicitor or the Bar professional training course (BPTC) if you want to train as a barrister. Non-law graduates are highly valued by recruiters – turn to page 9 to see the kinds of skills you'll need to demonstrate in your application. For more information on conversion courses, look at the relevant section in TARGETjobs Law 2020, available from your careers service or law department.

Barristers are self-employed and have to build their reputation to become established. Solicitors, on the other hand, are employed by their firms and paid a regular wage.

If you're unsure whether you want to be a solicitor or barrister, you can try to arrange both a mini-pupillage and a vacation placement. This could be a point in your favour on application forms and on your CV, as it shows you have considered the legal profession from different angles.

You could also try to arrange more than one mini-pupillage or vacation scheme – which could allow you to experience work in more than one area of practice (for example, criminal law and commercial law). However, this is usually not expected, so don't spend every holiday in a legal setting. ☹

Qualifying with CILEx

There has always been a third route into qualifying as a lawyer – becoming a chartered legal executive with the Chartered Institute of Legal Executives (CILEx). The CILEx route is open to law graduates (who do not need to have completed the LPC or BPTC) and to non-law graduates (who have completed the graduate diploma in law). The primary route of qualification for graduates is a 'graduate fast-track diploma'. The diploma typically takes around a year to complete, after which graduates must complete three years of qualifying employment and a number of work-based objectives.

Chartered legal executives typically specialise in one or two more public-facing areas of law, such as conveyancing, family, crime, company, public law, legal practice, private client or personal injury law. Further training and qualifications on top of achieving chartered status may be necessary in order to progress to more complex work. Visit targetjobs.co.uk/law and www.cilex.org.uk to find out more.



How you will qualify as a solicitor will change from 2021

The qualification process to become a solicitor is changing. Whereas previously aspiring lawyers completed the graduate diploma in law (GDL) and the legal practice course (LPC), from autumn 2021 the Solicitors Regulation Authority (SRA) will introduce a new centralised exam – the solicitors qualifying exam (SQE).

Your legal work experience options

There are many different types of work experience in law and over the course of your degree you're likely to sample several of them. Get involved now!

First-year programmes

If you're in your first year at university, you may feel you have plenty of time to think about your career in law – after all, you've only just started your degree course. But law recruiters, particularly in solicitors' firms, are providing work experience for first-year students now and the sooner you start researching your law career options, the more committed you'll seem when applying for training contracts. For more information on opportunities for first years, go to pages 14–15.

Available to: first-year students

Mini-pupillages

If you're interested in becoming a barrister then a mini-pupillage should be on your hit list of experiences. Lasting between three and five days, mini-pupillages are a chance to experience life in a set of chambers and to speak to individuals at different levels of their careers. Unlike the rigid deadlines associated with vacation placements, mini-pupillages are offered all year round by chambers. For more information, go to pages 20–24.

Available to: all years; law and non-law students

TARGETjobs Law National Pupillage Fair – 30 November 2019

Held at Gray's Inn, London, the TARGETjobs Law National Pupillage Fair gives you the chance to discuss your career plans with barristers and representatives from chambers and course providers, and glean advice from qualified barristers at the talks programme. Pre-register at targetjobs.co.uk/pupillage-fair

Available to: aspiring barristers; law and non-law students; all years

Vacation schemes

For those considering the solicitors' profession, these structured schemes (also known as vacation placements)

are to help you gain a better understanding of the work you could do both as a trainee solicitor and higher up in the organisation. They normally last for a week or two in the winter, Easter and summer vacations, and come with a weekly payment of up to £500. Apart from the advantage of experiencing your potential career first hand, they are also beneficial to would-be solicitors because firms often interview their vacation placement students for forthcoming training contracts.

Use vacation schemes as an opportunity to find out as much information about the firm as you can. Get to know the people at the firm, start building your network and ask a lot of questions.

'Practising law is very different to studying it at university, and spending time in a firm can be really valuable for students that are trying to make a decision. Each law firm will offer something different and vacations schemes are just as much about a student deciding if a firm is right for them, as it is for the firm to decide whether a student is right for them,' says Chloe Lawrence, graduate adviser at Addleshaw Goddard. 'Spending a couple of weeks in a business can give you a clear picture of what the culture is like, what the work is like and what it would be like to go to work there every day. Firms want to invest in people who want to be there and want to pursue a career in law. It's difficult to know this if you haven't experienced a firm first hand.'

Available to: second-year law students and final-year non-law students

Ad hoc work experience

Not all law firms have the capacity or resources to run vacation placements. For those smaller firms that don't offer structured schemes, it's still worth sending off a speculative letter enquiring about work experience

or work shadowing opportunities. Temporary work – for example, holiday cover for legal secretaries or receptionists – may also be helpful. Ask at your university careers service for advice about applying through recruitment agencies and making speculative applications.

Available to: all years; law and non-law students

Marshalling

Not something out of a western, marshalling actually means shadowing a judge for up to a week in order to gain an understanding of court proceedings. It also enables you to watch barristers in action and discuss cases with the judge afterwards. You



can arrange this through one of the four Inns of Court – see their websites for contact details.

Available to: post-LPC and post-BPTC students

Mooting

A moot is a bit like a debate based on points of law: teams prepare skeleton arguments and present them to a ‘judge’ within a set time. As well as informal moots in university law departments, there are national mooting competitions and Inns of Court teams compete abroad. Mooting gives you an insight into the career of a barrister and a chance to develop your advocacy skills as well as enhance your self-confidence, communication

and presentation skills. You’ll find out whether you are able to think on your feet and form a persuasive argument.

Available to: law students mostly but varies from university to university

Campus and employer events

Events such as the TARGETjobs Law National Pupillage Fair are ideal for doing your research. Other ways you can gain an insight into the profession through campus and employer events include:

BAME City Law

Each June, students have the opportunity to network with lawyers, take part in team challenges and case studies, visit firms and find out first hand what it’s like to be a commercial lawyer at the BAME City Law event. One previous attendee explained: ‘The case study helped me to explore the business considerations that firms take into account – I have a much better

understanding of their commercial awareness requirements now.’ Register for a place at the 2020 event at targetjobs.co.uk/events

Available to: undergraduate students (law or non-law)

Inside City Law

Each year, this event gives students the chance to gain an insight into the life of a City lawyer. You can spend the day at RPC, networking with lawyers, trainees and recruiters. Find out more at targetjobs.co.uk/events.

Available to: first-year law students and second-year non-law students

‘Attending open days, presentations and speaking to a firm’s representatives at law fairs and other university events are all excellent ways to learn more about a firm. This knowledge will help you tailor your applications and demonstrate your enthusiasm for that firm.’

Rush Beedassy, trainee recruitment adviser at Slaughter and May

Open days and workshops

Most commercial law firms run open days, presentations and workshops throughout the year at their offices and at universities to give aspiring lawyers the chance to experience life at a firm. Adding these experiences to your CV is another way to demonstrate your commitment to law. Find out more on page 13 or by reading the employer profiles from page 33 onwards.

Available to: varies from firm to firm

Your university law society

Most student society committee roles are taken on by second years and finalists, rather than first years. Enjoying a stint as the law society president, treasurer or secretary is a good way to develop all sorts of skills, such as working collaboratively or managing a budget.

Available to: varies from university to university

Voluntary legal work experience

Pro bono (meaning ‘for the public good’) and voluntary initiatives are a great way to get involved with hands-on legal experience. Not only will it demonstrate an interest in the law and a desire to improve your client skills, but also the determination to experience it without the lure of a pay packet. While some projects are only open to graduates, students can still get involved in law-related voluntary work such as advice, research and witness service work – your university may even have its own law centre. Your careers service will be able to point you in the direction of voluntary opportunities in your area.

Alternatively you can explore these organisations:

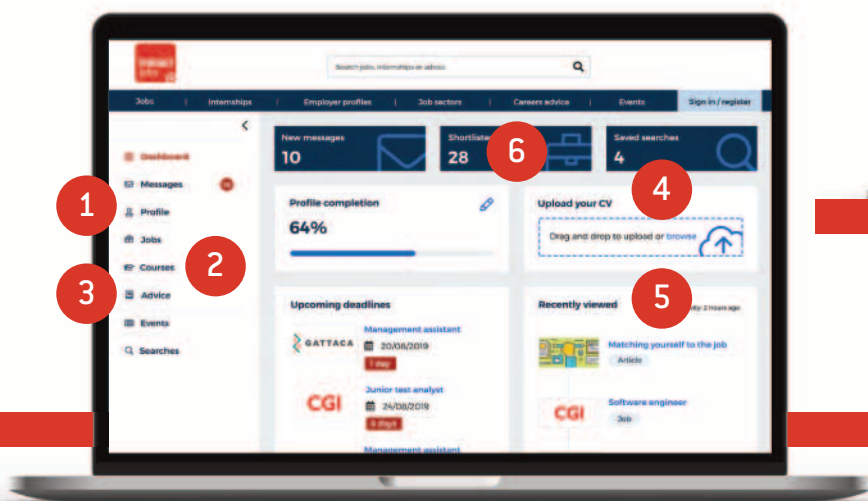
- Bar Pro Bono Unit
- Citizens Advice
- Law Centres
- Free Representation Unit (FRU)
- The Innocence Network UK (INUK)
- Liberty
- National Pro Bono Centre
- LawWorks

Available to: see above organisations’ websites for details ☺

For more advice on making the most of vacation placements and mini-pupillages, see pages 16 and 23.



Use your TARGETjobs dashboard to make your job hunt easier



1 Your profile

Keep your profile up to date. This is your career passport so it's in your best interests to complete it in as much depth as possible. We can then send you the most relevant careers advice and jobs information possible.

2 Shortlisted courses

Interested in postgraduate options? Save the courses you are interested in and revisit them at a later date.

3 Favourite content

Found an article or video useful? Save it here. We recommend saving useful content throughout your career journey – from choosing a career to the day you get hired by your favourite employer.

4 Your CV

Make your applications easy: save your CV to your dashboard.

5 Recently viewed

Jump straight back into advice, videos, internships, jobs and events you were recently exploring.

6 Shortlisted jobs

Save all the jobs you are interested in and get reminders when their closing dates are approaching.

7 The Graduate Benchmark

Test yourself with the three most commonly used aptitude tests, discover your strengths and compare your scores!

8 Recommendations

Careers advice, internships, jobs and events just for you.

Personalise your job search

Direct messages

You can now receive highly targeted messages from employers and have the opportunity to connect with them directly.



Employers write and send messages to the specific members they would like to talk to. This could be about a job opportunity you are a good match for or an event they would like you to attend.



We send you an alert to let you know there is a message waiting for you within your dashboard.



Once you've read the message, you decide whether or not you would like to continue to talk directly to the employer about the content of the message, ie to find out more about the company or role, or to attend the event.



If you would like to continue the conversation, we will send the employer your TARGETjobs profile, including contact details but excluding sensitive data, so they can contact you directly.



Direct messages within TARGETjobs are the best way to build your network and land your perfect graduate job!

Boost your skills with all experiences

How to develop your legal skills through your part-time job or hobbies.

Building up your work experience portfolio need not just focus on the law-related opportunities listed in this publication. While these are good ways to gain practical legal work experience, all work and life experience is valued by recruiters as it helps demonstrate that you're able to make the most of the opportunities available to you. So if you've spent time doing casual work, volunteering, travelling or working on a formal placement in another sector, your experience counts.

Thinking about the skills you've gained throughout your time at university so far and matching them to those that recruiters look for will help you market yourself and build your work experience portfolio.

'I interview lots of potential trainees. I am impressed by those with a range of experience, legal and non-legal,' explains Lora Froud, partner at Macfarlanes LLP. 'While legal work experience is imperative in determining that law is for you, I am a passionate believer that the life skills gained in non-legal jobs, positions of responsibility or volunteer work are equally fundamental. These roles give you direct experience of dealing with and managing people, often in stressful situations. You can be the best technical lawyer but if you cannot effectively and empathetically communicate with clients and colleagues while under pressure, building a successful practice will be challenging.'

Casual and part-time work

Money may be your prime motivation when looking for casual work but the skills you develop are also highly valued by recruiters. Law recruiters regularly tell TARGETjobs that candidates don't make enough of their part-time jobs in applications and at interview. Whenever you have to deal

with difficult customers and busy colleagues, handle money or prioritise tasks, you are developing the skills recruiters seek. Lawyers need to work, and build relationships, with clients. Any experiences that demonstrate you are able to do this will be a benefit to your application.

Clubs and societies







You may have thought the advantages of joining university societies, teams and clubs were purely social but you can use these experiences to show a range of skills. For example, balancing sports and academic timetables, working as part of a team in a musical group, organising drama productions or helping at charity events all readily translate into the kinds of skills recruiters are looking for. Even if you haven't held a position of authority,

you'll still be able to demonstrate the key skills that being part of a group has allowed you to develop, such as reliability and time management.

Volunteering and travelling

If you've got wanderlust don't assume it's incompatible with building up work experience. Recruiters look for candidates who can show independence, self-reliance and decision-making abilities, all of which you're likely to experience while travelling. Similarly, voluntary work, whether at home or overseas, will give you the chance to explore new working practices and to show you can adapt.

Use the table below to help you identify the key skills law recruiters look for and find ways to develop those skills. ☺

| ✓ | Skills law recruiters want | How you can develop them this year |
|---|------------------------------------|--|
|  | Commercial awareness | In your part-time job, appreciate which factors affect the bottom line, profitability and cash flow of that pub/shop/cafe. |
|  | Teamwork | Join the committee of your university law society or play in a sports team. |
|  | An entrepreneurial instinct | Find an innovative way to make money at university, eg fundraising or starting your own business. |
|  | Good communication | Organise or promote an event where several groups of people are involved and need information. |
|  | Relationship building | Attend formal networking events on campus or at law firms. |
|  | Attention to detail | Carry out stocktaking in your part-time retail job. |

Careers advice to my younger self

We asked two experienced solicitors to write a letter to their younger selves. Use their advice and insights to inform your own work experience decisions.

Dear Alexandra

I always thought that I might end up in the law. When I was at school I completed a careers questionnaire which highlighted that becoming a lawyer would be a good career for me. I spoke to a family friend who was a lawyer and completed some work experience at a criminal court. This helped me to realise that I wanted to build longer-term relationships with clients, not pursue the Bar and also definitely not be a criminal lawyer.

I knew that it would be easy to convert to law after I graduated so wasn't worried about studying a non-law degree. I enjoyed biology and geography at A level and wanted to continue studying both subjects at university. At the time there were only a handful of universities offering the joint honours course that I studied, and I chose Bristol as I liked the look of the course.

The most enjoyable aspect of my university course was my dissertation – I really enjoyed getting under the skin of a topic, researching and finding a conclusion. Looking back, developing these skills at such an early stage has really benefited me in my career, as this is what I do most days.

I would encourage students at university to try as many different things as possible. Keep an open mind and join different clubs and societies; these are a great way to meet people. Try and get involved in a law society or law clinic if you are considering the law – getting some work experience will help you to work out if it is the right career for you.

Vacation schemes are hugely beneficial as they help you to gain first-hand experience of life as a trainee and really immerse you in the culture of the firm. When I was applying for training contracts, I spent some time at different firms on vacation schemes, which also helped me to prepare for my final interview – after two weeks, I felt I understood what the firm was about.

During my training contract I did a broad variety of seats – construction disputes, environment and energy, commercial and pensions. This variety really helped me to develop my skills set and I would encourage anyone starting their training contract to be open minded about the teams that they complete seats in.

I typically spend my day drafting contracts and advice notes and speaking to clients either in person or by phone. A key skill for lawyers is the ability to communicate in plain English and, while there are courses to help you, practice really is key.

I was lucky enough to go on a client secondment when I was a senior lawyer and this experience was invaluable. You learn so much about the law and the client's business from a different perspective. My advice to anyone offered the opportunity to go on secondment is to grab it with both hands.

When I was going through the partnership promotion process, I had a great mentor who shared her experience and offered me guidance. It was fantastic to have a successful female partner to mentor me through this process.

Looking back, if I could give advice to my younger self it would be to keep an open mind as you don't know where you're going to end up: try everything that comes your way and don't be afraid to explore new areas that you might not have thought of before.

Alexandra



Alexandra Gower
Partner at Osborne Clarke LLP

DEGREE Biology and geography
GRADUATED 2002, University of
Bristol

Dear Mhairi

Other than a brief flirtation with the idea of entering law after watching *Legally Blonde* for the first time as a teenager, I did not seriously entertain the notion for many years. I studied English literature at Edinburgh instead, and worked in politics in Westminster for a few years after graduation before deciding it was time to get a 'real world' job – and law seemed the best fit for my skills set.

I did initially consider heading to the Bar, but found the camaraderie, stability and initial salary prospects as a solicitor to be more attractive. The great thing about being a white collar associate is that I get to interact with barristers on a regular basis on our criminal cases, so I see both sides of the profession.

I completed the spring 2015 vacation scheme at White & Case – my very first legal experience – at the end of which I was offered a training contract. I was also offered vacation schemes at Covington & Burling and Withers, but immediately liked the international nature of the work at White & Case and the people I had worked with, so I knew it would be a good fit. However, I would encourage anyone considering a career in City law to experience as many different types of firms as possible, as each of them has its own culture and selling points.

Don't be dissuaded if you receive rejections; I applied for vacation schemes at numerous firms and was rejected from several. There isn't always rhyme or reason to the way things work out. If law is right for you, you will eventually find a firm or organisation that sees your potential. Just make sure to set aside plenty of time for applications, as they can be long and rigorous.

If you do get offered an interview, vacation scheme or direct training contract, my key piece of advice would be to be yourself. As long as you're nice to be around, work hard and help colleagues out, there's no need to put on an act, and people value authenticity. I was told on my vacation scheme something that still rings true now: everyone was there because they were academically capable of the job, but the deciding factor was going to be whether the lawyers at the firm would want to be stuck in an office with you at 2.00 am.

If I could give my younger self one tip, it would be to make the most of university. Enjoy the socialising by all means (you'll never have as much free time or as little responsibility again!) but try to get involved in societies and organisations you enjoy – it will help you to stand out amidst a sea of other students.

I was initially concerned that I would end up lost in corporate life and unable to dedicate myself to matters that make a real difference in the world, but I've been pleased at the amount of pro-bono opportunities we are able to undertake alongside our client work; it's the best of both worlds. I can honestly say I am very happy with where I am.

Mhairi



Mhairi Fraser
Associate at White & Case LLP

DEGREE English literature
GRADUATED 2011, University of
Edinburgh



Future solicitors

IN THIS SECTION

- 13 Use open days to open doors
The dos and don'ts of open days
- 14 First years: kickstart your legal career
Work experience opportunities for first-year students
- 15 The first-year experience
Elijah Oreyemi shares his experience of being on a first-year programme
- 16 How to soar through your vacation scheme
Making the most of your placement
- 18 Are vacation schemes essential?
Find out the advantages of vac schemes

Use open days to open doors

An open day is a useful opportunity to demonstrate your ambition and your commitment to a career in law.

Law firms' open days are designed to give you a brief insight into a firm. Think of them as an interactive brochure: as well as featuring office tours, talks and presentations, they often include opportunities to meet trainees and other staff. Make sure you add them to your CV – they show a consistency in your research and career planning.

'Work experience and open days are invaluable opportunities to see what working in a law firm is really like,' says Rush Beedassy, trainee recruitment adviser at **Slaughter and May**. 'Students can sometimes jump to conclusions based on reputation, but this isn't always the reality. It is important to have all the facts, and first-hand knowledge is one of the best ways to do so.'

Informed choices

Having the chance to ask questions will help you make an informed choice as to whether you're a good fit for the firm – and vice versa. 'Remember, open days are as much about you getting to know the firm, its culture and expectations, as it is about the firm getting to know you,' continues Rush. 'Make the most of the opportunity to find out whether a legal career is right for you by speaking to your peers or presenters. You will find that most are more than willing to discuss their own experiences and the paths they have taken to get to where they are today, as well as the decisions they would have made differently. Not only does it show a genuine interest in the industry, but it can also be a great way to network. If you decide law is right for you, this is your chance to impress and show what a great future trainee you would be.'

Not all firms run open days so you need to check the websites of the organisations that you're interested in. However, even if a firm doesn't have a planned open day, you can still phone the recruitment team to ask questions or ask if you can be put in touch with a trainee to ask them questions. ☺



Seven ways to impress during an open day

Rush Beedassy, Slaughter and May's trainee recruitment adviser, shares her open day do's and don'ts.



- 1. Do your research.** It is important to have a good general knowledge of the firm you are going to so that you can make the most of your time there.
- 2. Do be enthusiastic.** Firms need to know that you want to be there and have a genuine interest in finding out more about a legal career and what this entails.
- 3. Do treat everyone the same.** It is a faux pas to think that only associates or partners influence whether you are offered a training contract with a firm. Relationships matter so ensure you are respectful to everyone you meet.
- 4. Do be punctual.** When preparing for an open day, plan your journey to the office in advance to help ensure you don't arrive late. This demonstrates you are able to manage your time and organise yourself efficiently.
- 5. Don't be caught without a notebook and pen.** Open days can be fast paced with many different sessions taking place. You never know when you may need to jot down something important and refer to it at a later date.
- 6. Don't be afraid to ask questions.** You need to be able to make an informed decision, so make sure you think through your questions and check that they are relevant to what you want to get out of the day.
- 7. Don't miss the chance to network with lawyers and other firm representatives.** Networking sessions can provide a more relaxed setting in which to ask questions and gain an insight into the culture of the firm. Building your professional network could also be beneficial in the future so make the most of this time.

First years: kickstart your legal career

Firms hold workshops and insight programmes designed for first years. Use them to get a head start in your training contract hunt.

Solicitors' firms have provided structured vacation schemes or placements for second-year students for many years – they are a well-trodden path to getting a training contract. However, many commercial law firms (such as Macfarlanes LLP and White & Case, to name a few) offer initiatives to first-year law students and, increasingly, to first-year non-law students. Some invite first-year students to take part in week-long vacation schemes but most placements are shorter, lasting between one and three days typically.

Firms use different terminology for their first-year programmes. For example, you might see them called insight days, insight programmes, first-year vacation schemes, insight workshops and first-year workshops, but they all have the same aim – to provide a taste of life as a solicitor and help first years go on to make strong applications for firms' vacation schemes and training contracts.

What happens on first-year programmes?

First-year schemes usually include:

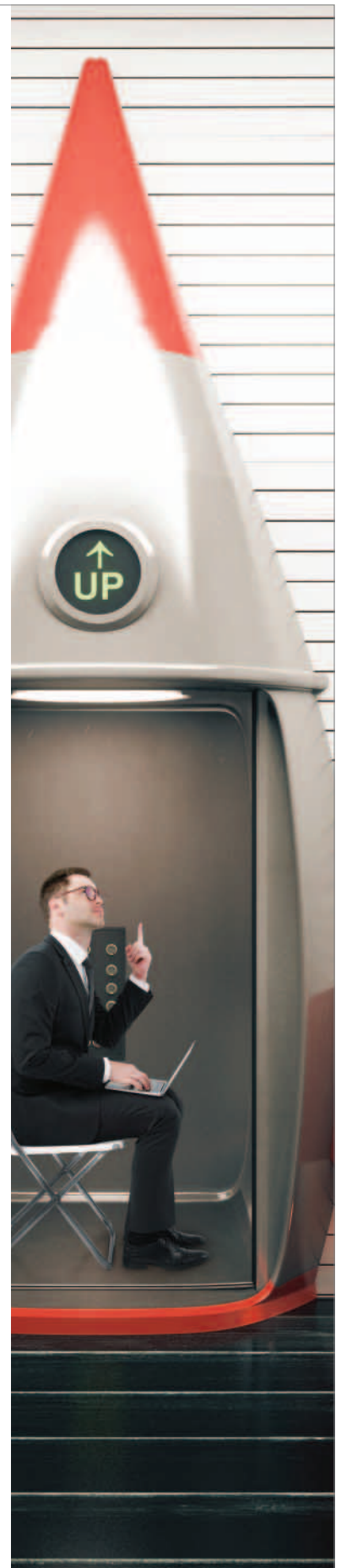
- an office tour
- meeting members of the firm, from trainee solicitors to the most senior partners
- workshops offering application and interview advice from the graduate recruitment team
- talks on life at the firm and typical work undertaken
- group exercises, giving a taster of the skills needed to work at the firm
- work shadowing lawyers.

You will typically need to apply to attend these programmes, but many firms will likely only ask that you submit an application form (and some firms may also conduct a telephone interview). For specific details on individual firms' initiatives and application processes, visit the [TARGETjobs employer hubs](https://targetjobs.co.uk/law) on targetjobs.co.uk/law.

Why attend?

Attending a first-year programme is one of the best ways to explore whether a career in law is for you and to find out more about working life at individual firms. You may also be able to build relationships with lawyers, who might be able to offer you advice and insight that will help you in your vac scheme and training contract hunt. Impressive attendees of first-year programmes may be invited to, or fast-tracked through the application process for, vacation schemes; Clifford Chance even recruits for its training contract directly from its SPARK scheme. First-year experiences are a worthy addition to your CV when applying for vacation schemes, as they'll demonstrate to recruiters that you have seriously considered a career in law.

But don't just take our word for it: read about the experiences of the first-year student opposite to find out what he gained from starting his career planning early. Then use the table on pages 46–47 to discover which firms offer structured work experience programmes to first years. ☺



The first-year experience



Elijah Oreyemi

Firm Macfarlanes LLP (spring insight attendee)

Degree Law, University of Oxford

Due to graduate 2020

The application process involved an application form based on candidates' motivations for applying to the firm. The most challenging aspect was the phone interview that followed on from the form. This was competency based and required me to highlight examples where I had demonstrated certain skills that the firm was looking for.

The application process in itself is fantastic practice so – whether or not you get accepted – use it as an opportunity to familiarise yourself with what lies ahead for vacation scheme or training contract applications.

Why did you choose to do an insight day at this firm?

My motivations for applying to Macfarlanes stemmed from the firm's clients as well as its involvement in major deals. The firm is also engaged in a lot of cross-border work, and the international element appealed to me.

Did you have any concerns or preconceptions before the day?

I presumed all of the people I'd meet would be from a certain class; however, everyone was friendly and down to earth.

During the one-day programme, I learned about the firm's corporate and pro-bono work, and its diversity networks. The negotiation exercise was helpful as it taught me the importance of compromising in order to serve each party's interests. More specifically to the firm, speaking to employees allowed me to learn about specific practice areas.

Did you go on any other first-year programmes?

I went on first-year schemes at Freshfields Bruckhaus Deringer, Linklaters and White & Case. I particularly enjoyed the first-year scheme at Macfarlanes because we were thrown straight into the negotiation exercise, which demonstrated that the firm was keen to expose us to the realities of commercial law. One thing that stood out was the speed networking session, which allowed me to

acquire an overview of the different practice areas and confirmed my desire to work in commercial law.

What advice would you like to pass on?

Go to as many firms as possible. There isn't much to separate firms in terms of their work so actually talking to trainees, associates and partners allows you to gauge the firm's culture.

What has been the value of going to these workshops?

Apart from being able to gain an insight into a firm's culture, taking part in skills-focused workshops allowed me to recognise gaps in my knowledge, particularly with regards to my commercial awareness. Also, knowing how to conduct myself in a professional environment will be invaluable when taking part in assessment days for future vacation schemes.

'Find someone in the firm who you can establish a rapport with, and then follow up with an email or on LinkedIn.'

Can you think of any do's or don'ts?

Ensure that you conduct yourself in an appropriate manner as you want to make a good impression. Also, talk to as many people as possible to gain a more detailed understanding of a commercial lawyer's work.

Do you have any advice about staying in touch with the firm afterwards?

Note the name of each person you speak to; this will be helpful when making future applications. With regards to networking, find someone in the firm who you can establish a rapport with, and then follow up with an email or on LinkedIn, and maintain a relationship with them afterwards. Most importantly, first-year schemes are a two-way process; use them as an opportunity to find out if a firm is right for you. ☺

How to soar through your vacation scheme

Let TARGETjobs help you fly high and make the most of your vacation schemes.

A vacation scheme gives you the chance to learn about a firm and what life as a trainee – and ultimately a solicitor – will be like.

Everyone in the firm will know that you're coming, and they will be used to having placement scheme students around during the Christmas, Easter and summer periods. In fact, they will be geared up for your arrival, so make the most of it.

Be inquisitive

Take advantage of all opportunities and get involved in all aspects of the scheme, from the departmental work to networking events. Most firms hold social events for placement students, which provide a good opportunity to talk to trainees, solicitors and partners about their experiences of the firm in a more relaxed setting. You can also use these events to show a bit more of your personality to them. Be bright, inquisitive and good humoured. 'Our lawyers enjoy spending time with the students, talking to them in detail about the work and opportunities on offer at the firm,' says RPC's people and projects manager, Ellinor Davey. 'They are always impressed with those students who arrive well prepared with questions as it often leads to lively and interesting discussions!'

However, resist the urge to take on a new persona to impress. Firms use vacation schemes to get to know potential trainees, so are interested in learning about you as a person. It pays off to be yourself – if you adopt a persona during your vac scheme you may secure a training contract off the back of this, and you don't want to maintain a facade throughout your two-year training contract.

Be curious

Rose Taylor, manager in trainee recruitment and development at Jones Day, stresses that talking to as many trainees, associates and partners as possible is vital. 'Experiencing life in a law firm can be invaluable for answering that training contract killer question "Why do you want to be a lawyer?" Don't be afraid to ask questions, especially work-related ones.' Trainees are particularly well placed to give you the lowdown on training opportunities and culture within the law firm.

If you are spending a week, or two weeks, with the same supervisor in the same department then you have to develop a relationship with them quickly. It might be that, on the first day you are with them, you are simply given the background of a case to read and summarise. Ask questions, demonstrate a genuine interest in the work, be polite and be appreciative of feedback.

If your supervisor is busy, or you don't have a lot to do, then don't be afraid to walk around, introduce yourself to other people and offer assistance. Always make sure that you finish every task you are given to do, especially if the lawyer supervising you is relying on your results.

'Vac scheme students should get out of their comfort zone, seek constructive criticism (and take it graciously when it feels unconstructive!) and learn from it,' advises Lora Froud, partner at Macfarlanes LLP. 'This attitude gives you access to the best supervisors and work, and makes a lasting positive impression.'

Be enthusiastic

Finding yourself in a law firm after student-style living can be something of a culture shock but enthusiasm can really help you fit in and get on. It'll also help you impress recruiters and other staff. Don't underestimate how important a positive attitude can be. Recruiters and the lawyers you work with will notice if you are bored or unimpressed by the work. If you don't enjoy a vacation scheme, you're unlikely to enjoy a training contract or a career as a lawyer. Show that you want the job.

How you perform on your vac scheme is likely to affect your chances of securing a training contract with that firm. Completing a vacation scheme doesn't guarantee you a training contract place, but it can be a significant advantage. Graduate recruiters have previously told TARGETjobs Law that as many as 50% of a law firms' trainee intake can come from former vac schemers. Vacation schemes give firms a chance to see aspiring lawyers show off their skills in practical, workplace situations. Be aware of the impression that you are making: show that you can work in a team, have strong

Ollie's vacation scheme experience

Ollie Creamer, trainee

Vacation scheme

Travers Smith

Degree *History, Durham University*



During my degree, I began thinking about my next steps and was drawn to law. After attending a couple of open days, and speaking to trainees, it quickly became apparent that City law firms can actually be very varied, and it's important to apply to firms into whose culture you think you would fit. From what I could see, Travers Smith was exactly what I was looking for: a relatively small trainee intake (around 25) with tight-knit teams in which you work closely with associates and partners. I therefore decided to apply for a vacation scheme, so I could find out if an experience at the firm accurately reflected the reputation.

The culture

The scheme lasted two weeks, and I spent the first in the corporate finance team and the second in employment. Travers Smith has a room sharing system – each trainee shares an office with a partner and an associate or two – and as a vacation scheme student, I got to experience this from day one. The partners I sat with didn't hesitate to take time out of their days to explain the background to the work they were doing and make sure I was included in it, inviting me along to calls or meetings and giving me pieces of work that could help me understand what it would be like to be a trainee at the firm. I also had a trainee buddy in each department, who sat in the same room, and made sure to find work for me to do that was interesting and reflected the sort of work they did.

Throughout the two weeks, the graduate recruitment team put on a lot of social events, including a welcome event at Bounce, softball, and a farewell reception at the end. Being able to talk to the trainees at the firm out of the office about what it was really like to work there confirmed for me everything I had gathered during my two weeks; the openness with which they spoke about the firm told me it was a great place to work.

The work

I was exposed to a very varied amount of work, from the complexities of immigration employment law (in particular in the context of Brexit) to research into various European stock exchanges. I ended up working with people from all levels, from paralegals to partners, and this only increased the variety of work I did. Tasks I was given included proofreading documents, preparing research notes and presenting case law updates at the weekly department meeting. There was also an ongoing project throughout the vacation scheme. Split into teams, we were given a commercial scenario and told to prepare for negotiation with another team at the end of the scheme. I was able to work with the other vacation scheme students and learn how the firm approaches working with and against other law firms – everyone was happy to give negotiating tips and teach us the key skills we would need to succeed in a career in the legal industry.

attention to detail, are able to build relationships and work with clients, and have an understanding of the legal profession. You may also be asked to complete a number of assessment centre-style exercises (such as presentations or case studies) and to attend a partner interview at the end of the placement. Success could mean securing a training contract before your final year at university, allowing you to focus on getting the best degree results possible.

Keep a record

A vacation scheme isn't just about landing a training contract: it's about learning about yourself and whether a particular firm and its environment is right for you. Keep a record of what you did and learned on the placement and, where appropriate, keep the firm up to date with your academic results. If you're not successful in getting a training contract after completing a placement, it may be that this firm wasn't the right match for your skills. Consolidate the experiences you have gained with the firm and use that learning to strengthen applications to other firms – experience of one firm can open doors to other firms if you sell your experience in the right way on your CV. ☺

Are vacation schemes essential?

Vacation schemes are the number one way for students to gain experience in a law firm and improve their chances of getting a training contract.



Law firms rely on summer, winter and spring vacation schemes as part of their wider recruitment processes for training contracts. Otherwise known as vacation placements, they are formal periods of work experience within a law firm lasting between one and three weeks – with the added bonus of a pay cheque (usually up to £500 per week). Most firms offer vacation placements to second-year law students and final-year non-law students, but there are some exceptions to this – see the article on insight days for first-year law students on page 14.

Intriguing insights

Vac schemes are a valuable insight into the day-to-day life of a trainee solicitor. Spending a couple of weeks at a law firm should confirm whether or not it is the one for you and, in fact, whether a career as a solicitor is for you. A vacation scheme will give you a much clearer idea of what you're getting into, compared with an open day, a one-hour interview or an assessment day.

Demonstrating motivation

Recruiters are interested in a training contract applicant's motivation for a legal career. Completing a vac scheme or two will help you show that motivation on your CV and some consistency in your career planning.

Spending a couple of weeks at a law firm should confirm whether or not it is the one for you and, in fact, whether a career as a solicitor is for you. A vacation scheme will give you a clearer idea of what you're getting into.

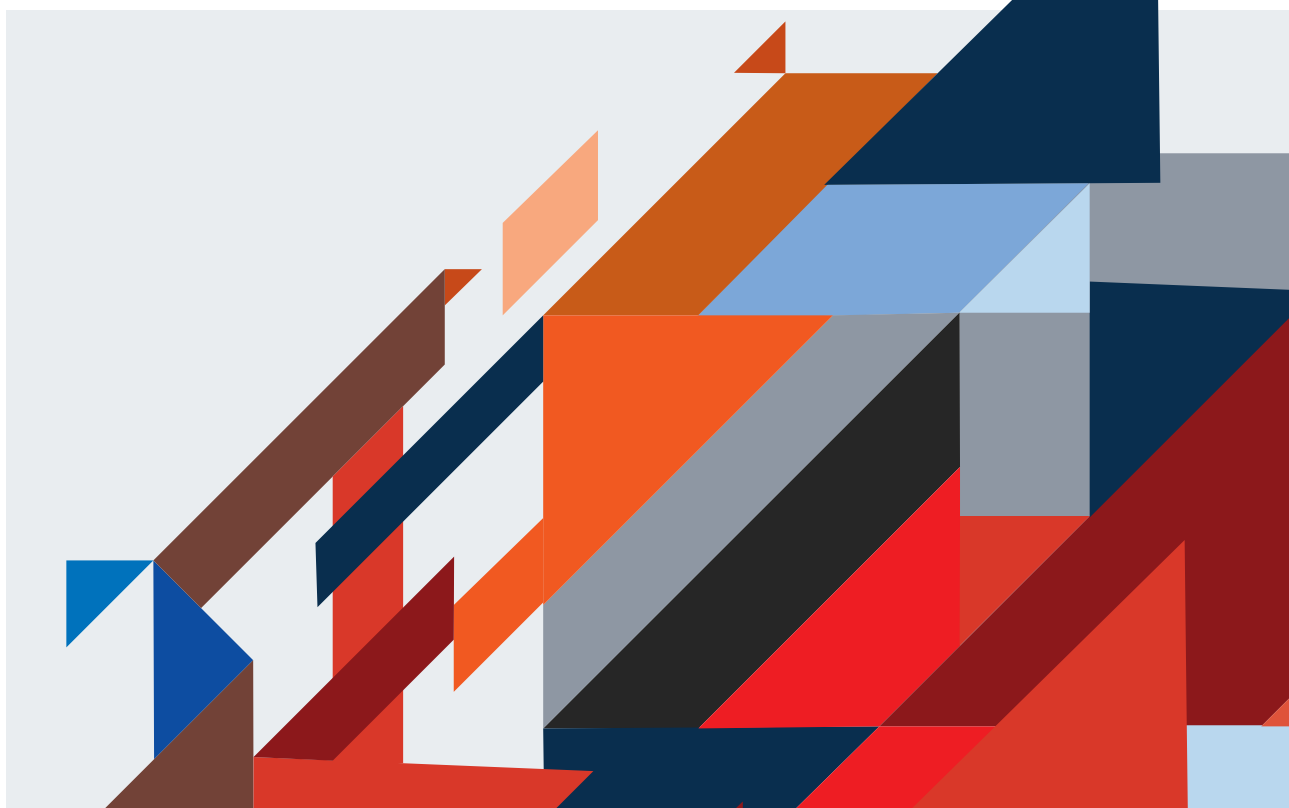
Crucially, firms often interview vacation scheme students for training contract positions towards the end of their placement with the firm. So, impress on your vac scheme and your chances of securing a training contract

are greatly increased. As well as taking the opportunity to learn about the firm, you want to be treating a vac scheme as a two-week interview of sorts. Some law firms have previously taken around 50% of their trainee intake from attendees of their vacation schemes. You can impress law firms by making sure that your behaviour matches the skills and qualities that lawyers need to have. Recruiters can use vac schemes to see how potential future trainees would act in a real-life workplace environment. See page 9 for more information on the essential skills for lawyers.

Invaluable experience

Even if you don't get offered a training contract with that particular firm, the experience you take away is an invaluable chance to gain an insight into the legal profession and demonstrate to other firms your commitment to a career in law.

Vacation schemes are highly regarded by graduate recruiters, so never think of it as a wasted experience. ☺



Future barristers

IN THIS SECTION

- 20 **Why undertake a mini-pupillage?**
How these three- to five-day experiences can help launch your career as a barrister
- 22 **An overview of a mini-pupillage**
Kajetan Wandowicz of 4 Pump Court gives his insights
- 23 **Making your mini-pupillage matter**
Gain knowledge from your experience in chambers

Why undertake a mini-pupillage?

These placements are essential for pupillage applications, but also offer valuable personal insights into how well you are suited to law.

Mini-pupillages are structured work placements with a set of barristers' chambers. They typically last between three and five days and are perfect opportunities to experience a busy set first hand. A mini-pupillage is an important part of deciding whether life as a barrister would suit you and, if so, which areas of the law interest you. The experience is designed to give you a grounding in chambers' work so that you'll have a good idea of what life as a pupil would be like, as well as what working as a criminal or commercial barrister, for example, would entail.

You don't need to be a law student

Mini-pupillages are available to both law and non-law students. The majority of chambers request that applicants have completed at least one year of a law degree or have passed (or are currently studying for) a conversion course. Some chambers will take one mini-pupil per week over the course of the year while others will accept a limited number during restricted times. See the table on pages 46–47 for more information.

CVs and covering letters

Some chambers use online application forms, although the majority prefer prospective mini-pupils to submit a CV and covering letter. Your covering letter should explain why you want to do a mini-pupillage with a particular chambers, covering key points such as why you want to spend time with a criminal or commercial set, for example. Be sure to include details of relevant legal work experience, voluntary work, community or civil liberties work, and relevant non-law experience on your CV (see pages 6–9

for details of the types of experience that recruiters are interested in). Turn to pages 25–32 for help with making applications.

Meet and greet chambers' members

Mini-pupillages are the best way to experience life in chambers and gain an insight into the type of work barristers do. They're perfect opportunities to ask lots of questions about the profession and to speak to members of chambers at all levels. The best mini-pupillages act as an extended pupillage interview, giving you the chance to demonstrate your abilities

and talents across a range of scenarios. It's also an opportunity for you and a chambers to evaluate each other and determine whether you're a good 'fit'. It's worth remembering that the majority of chambers will ask impressive mini-pupils to make pupillage applications or to come back for an interview.

Assessed mini-pupillages

Some chambers will only consider pupillage applications if you have done an assessed mini-pupillage with them. Assessed mini-pupillages are favoured by some chambers due to the level of



competition and the large number of pupillage applications. They are strongly recommended for those who are at an advanced stage of their legal studies, as they enable chambers to form a better view of a mini-pupil's ability and suitability for pupillage. As an assessed mini-pupil, you can expect to be given additional tasks to those of an unassessed mini-pupil: you may be asked to tackle a set of papers with a view to producing a written legal opinion, or give an official presentation to a senior member of chambers on how a point of law would affect a particular case.

A mini-pupillage could also improve your academic performance. Experience of a busy set and court proceedings means that you'll be able to not only put your theory and knowledge into practice, but also successfully apply these 'real' legal scenarios to the theories once you're back in the lecture theatre. ☺

What will you learn on a mini-pupillage?

The amount and type of work that you undertake on a mini-pupillage will differ according to which chambers you attend and the areas of practice in which they specialise.

At the application or interview stage you may be asked to specify your preferred interests and most chambers will try to accommodate them, subject to the workload of the members of chambers concerned. This is the perfect opportunity to learn more about a particular area of law and the type of work involved, and also to see if you enjoy it. There are four main areas to consider:

- **Commercial law** covers areas such as banking, insurance, insolvency, international trade, company and media law. Commercial barristers need to build relationships with City workers and convince them that they understand their business.
- **Common law** is an umbrella term for a broad range of civil work, often involving negligence and contract. Examples include the sale of goods, personal injury, landlord and tenant, and clinical negligence.
- **Criminal law** involves prosecuting or defending those accused of committing a crime. Criminal barristers must be able to deal with a broad cross-section of society and tend to spend a lot of time in court compared with those in other fields.
- **Specialist sets** practise in a small number of specialist fields such as family law, construction or intellectual property. Pick up a copy of TARGETjobs Law to read profiles of pupils at different sets of chambers.

What will you actually do on mini-pupillage?

The type of work that you are involved in on a mini-pupillage will vary from set to set. You'll primarily observe and assist a barrister with his or her caseload. The responsibilities you'll be assigned will be similar to those of a pupil, for example: researching relevant points of law or acts; helping to prepare documents for a case; sitting in on conferences with solicitors and/or clients; and attending court or tribunals. If your mini-pupillage is unassessed then be sure to ask for feedback from those you're working with so that you know what you're doing well and where you can improve. Exposure to real client work will give you a much better idea of what will be expected of you as a pupil and it's the perfect opportunity to ask lots of questions, and speak to pupils and barristers alike about the profession and their experiences.

Up close in court

It's likely that at some point during your mini-pupillage you'll get the chance to attend court. You might have the opportunity to watch a jury being sworn in, hear legal arguments about the admissibility of a piece of evidence or watch barristers cross-examining witnesses. First-hand experience of seeing points of law argued, debated and defended in a courtroom is invaluable. You may also get to go on a tour of the building, and even see the holding cells and judges' chambers.



An overview of a mini-pupillage



Kajetan Wandowicz

Mini-pupillage 4 Pump Court

Degree Philosophy, University of Wrocław

Kajetan undertook mini-pupillage at 4 Pump Court prior to obtaining pupillage with the set.

For the first mini-pupillage I undertook, I was extremely apprehensive because I'm from a non-traditional background and I'm an immigrant. You read about everybody at the commercial bar being from a double-barrelled surname family and born with an enormous amount of money. That is quite simply not true.

The Bar is a pure meritocracy because, ultimately, the paying client doesn't care. The director of a big company that has to pay lawyers wants their case analysed perfectly and delivered in court. They don't care whether your name sounds like your forefathers took part in the Norman conquest or you've just arrived from the Czech Republic. It's hard not to come to the Bar with these preconceptions, but my first mini-pupillage dispelled them very easily and everybody was very clear – the only thing they're interested in is whether you're good enough.

On mini-pupillage

I had already done some mini-pupillages at large commercial sets, so I knew what to expect when I started at 4 Pump Court for a two-day mini-pupillage.

On arrival I had a chat with a barrister about my CV who was interested in what I had done. He told me about his practice and gave me a short exercise to do. We had a break for lunch, and after he would discuss it with me and how I could improve in legal analysis. It was a set piece involving contracts – I had to plan what arguments I would make in court and what arguments I would make for the construction of a particular provision. I learned a lot about legal analysis from that exercise.

My supervisor was extremely busy but was very generous with his time. He had a baby at the time and had to go out during lunch, but he always ensured that there was somebody else there to go to lunch with me and to talk with me about the set.

There will be similarities in every commercial set, and they are all going to be full of extremely bright people. Where they differentiate is how they sit together and how they approach guests and pupils. My genuine impression after mini-pupillage was that this was a really friendly set.

Advice

Do several mini-pupillages – there's no such thing as too many. Don't put ten on your CV when you apply for pupillage, but if you're not entirely sure what area of law you want to go into or what a set is like, it's the only way to find out before you apply. You're also unlikely to be interviewed by your mini-pupil supervisor for pupillage, so you can generally ask questions without prejudice.

Practical tips

Don't be late, but don't arrive too early either. If they tell you to arrive for 9.30 am and you arrive for 8.30 am, you're not showing that you're keen, you're showing that you're not listening. Arrive half an hour early, go and have a coffee, and return five minutes early.

Be professional and remember that somebody is doing you a favour. The Bar is built on that ethos. For hundreds of years it has functioned in such a way that self-employed people give up time that could be spent billing clients to teach those aspiring to the profession – someone did it for your mini-pupil supervisor and in ten years you'll be doing it for someone else.

Most people who come to the commercial Bar are used to being the brightest student in the class. When you come to mini-pupillage you are going to be the biggest idiot in the whole room and you're going to be learning. Savour the experience and try to learn. ☺

Making your mini-pupillage matter

Find out what successful mini-pupils recommend to make the most of the experience.

Once you've secured an offer of mini-pupillage, or work experience, from a barristers' chambers, how do you ensure that

everything goes smoothly? Keep calm and carry on reading to get the most out of your mini-pupillage.

Show you are interested

You should remain enthusiastic regardless of the nature of the experience. This is your chance to make a good impression, begin to build a network of contacts and, if you're impressive enough, get remembered when you apply for a full-on pupillage. It all starts with showing that you love the job.

James Segan, a tenant at **Blackstone Chambers** who undertook mini-pupillage at his set before securing pupillage, says, 'You may not find

every court visit riveting (and the barrister you are shadowing probably agrees with you) but keenness makes a good impression.'

Dress, drinks and decisions

Remember to act professionally at all times. Arrive on time, don't leave without completing any work you've been asked to do, dress appropriately and be polite to everyone – that includes clerks, admin staff and fellow mini-pupils as well as barristers. Don't take time off unless it really can't be avoided.

During the day, make an effort to talk with members of chambers at convenient times. You may be invited to lunch or drinks, either just with your mini-pupillage supervisor or with other members of chambers too. It's important for a barrister to be personable, articulate and good at

establishing relationships, so don't be tongue-tied, but don't be overbearing either; demonstrate your intelligence and charm. Make sure you don't overdo the alcohol.

Even if you've decided by the end of the week that you don't want to apply for pupillage at that set, you're still likely to get the most out of the experience if you adopt a positive attitude – and remember that the Bar is a small world, so you never know when you may cross paths with someone from the set in question. Remember there is an old tradition at the Bar whereby barristers do not shake hands, but this may not be observed by everyone. A good rule of thumb is to allow the other person to decide whether or not a handshake is appropriate before you make a faux pas. ►



Hard work

You will not be expected to be an expert but, ideally, you should show your potential, and be willing to work hard and to learn.

Ruth Bala, a classics graduate and barrister at **Gough Square Chambers**, undertook mini-pupillage at a local government and housing set before starting her law conversion course. 'I needed to know what I might be letting myself in for,' she explains. 'I came with foggy ideas of what to expect and no knowledge whatsoever of landlord and tenant law.'

She spent a week shadowing a junior barrister. 'On arrival I was presented with several colossal ring-binders on one case and was asked to draft some arguments. That was quite daunting but I dived in and saw that most could be skimmed over and the relevant parts quickly weeded out. Although I had never studied law, the junior barristers were keen to explain the underlying principles,' she added.

Learn the legal landscape

It's crucial to make the most of your mini-pupillages and to create a good impression regardless of whether you are being officially 'assessed' or not. Take the opportunity to learn as much as you can about the set, its work and life as a barrister in general. Feel free to ask questions about the work you encounter but save them for appropriate times – not in front of solicitors or clients, in court or when the barrister you are shadowing is clearly busy. Observe the formal etiquette between various members of the legal profession and try to emulate courtesies as much as possible.

Record the experience

By the end of your mini-pupillage you're likely to have a reasonable feel for whether life at the Bar, and at a particular chambers, is for you. Even if you decide against becoming a barrister, or entering a particular area

of law, the experience will have been useful in excluding these possibilities and will show recruiters that you've investigated carefully what you do and don't want to do. Just as important is demonstrating to yourself how useful the experience is – take notes about your mini-pupillage to help you remember significant things that you learned and accomplishments you can revisit in future interviews.

'You may not find every court visit riveting (and the barrister you are shadowing probably agrees with you) but keenness makes a good impression.'

James Segan, tenant at **Blackstone Chambers**

Ruth Paley, a criminal law barrister at **23 Essex Street**, undertook a one-week mini-pupillage at a criminal law set. She recommends taking notes of what happens during court hearings and conferences. At pupillage interviews – whether at that set or elsewhere – you are likely to be asked about the work you encountered on your mini-pupillages and it won't go in your favour if you can't remember. 'Note the judge, court, charge, legal points, style of advocacy and the result. This will be extremely useful when it comes to preparing for pupillage applications and interviews.'

Say thank you

Once your mini-pupillage is over, send a thank you to the members of chambers who supervised you or arranged the mini-pupillage for you. There's no need to eulogise and flatter each member about the enlightenment you attained

during mini-pupillage, but a brief message will help get you remembered should you apply for full pupillage.

Legal logic puzzles

If you're on an assessed mini-pupillage, you may be set a legal problem to answer and a deadline for which to do it. It is not just answering the question that matters; remember you will also be assessed on the logic you use to arrive at that answer, the way you analyse the points and how you communicate.

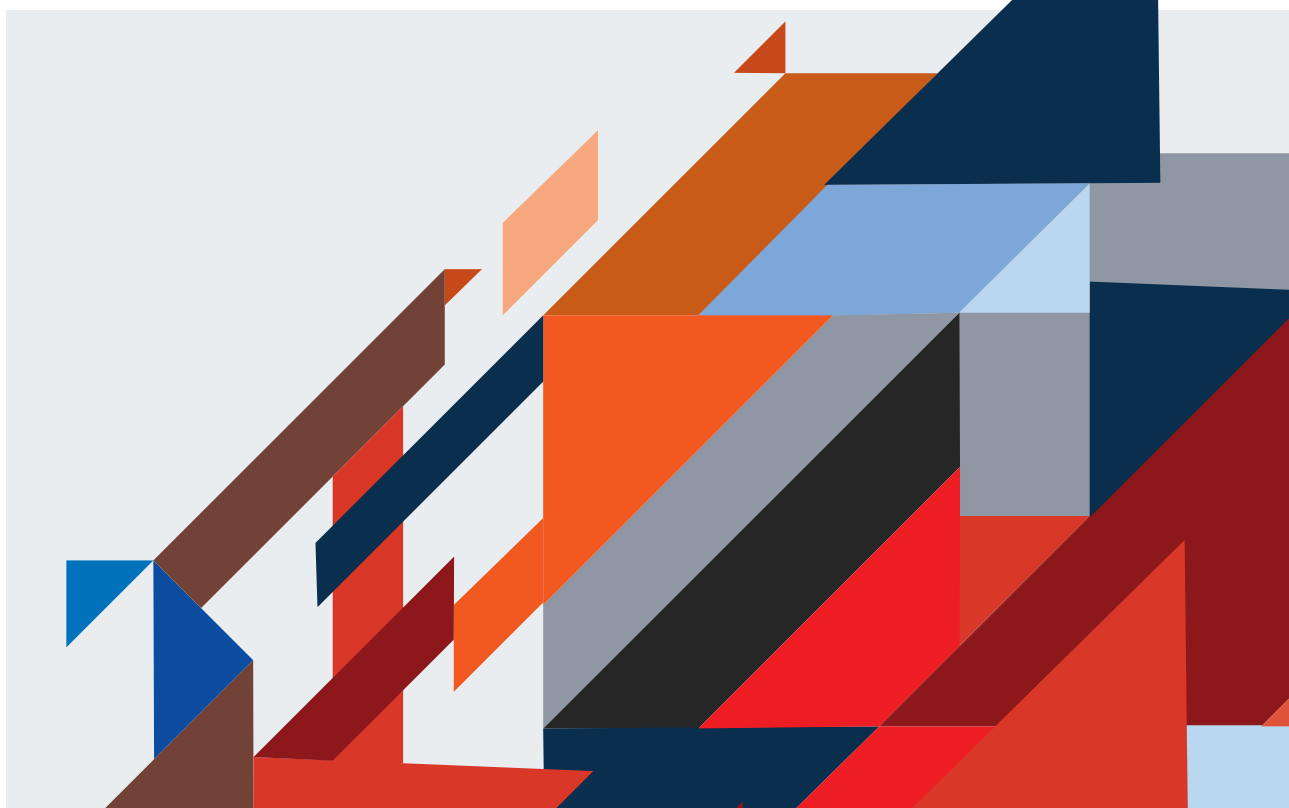
Be ready to be put under pressure about your answers – stay the course if you are certain that you're in the right, but be prepared to give way if your logic doesn't hold up to scrutiny.

Note, plan, apply

If you undertake mini-pupillage at sets that practise different types of law, eg a commercial law set and a criminal law set, try to compare both experiences and articulate why you prefer one over the other in the application process.

When you use your notes to apply for your next mini-pupillage, remember that sets of chambers are looking to see that you have a commitment to their specific specialisations in law. The mini-pupillages you have undertaken will count significantly when you apply for full pupillage. It's good to get a variety of experience across the Bar, but chambers will want to see a pattern.

If you're planning to apply to a commercial set, but you've done four mini-pupillages at criminal and family sets, it's likely to raise some puzzled eyebrows on the pupillage committee. Chambers want to see that you've experienced, or have some knowledge of, the type of work that they do. You want to explore all areas of the Bar to know which is right for you, but when you're ready to apply you should be able to show some experience that is a bit more specific. ☺



Applications

IN THIS SECTION

- 26 **Inside a law recruiter's mind**
An insight into what recruiters look for in future lawyers
- 28 **Seven strategies for application success**
Advice on how to succeed in online applications, CVs and covering letters
- 30 **A guide to interviews and assessment days**
How to make a good impression
- 32 **Before you apply – research and reflect**
How solid research will help you at every stage of the recruitment process

Inside a law recruiter's mind

What will recruiters think when reading your application or listening to your interview answers? They'll be asking themselves these questions.

Law firms and chambers have sophisticated recruitment processes designed to test whether you can do the job of a solicitor or a barrister – even at the work experience stage. Each stage of the process is there to observe your suitability – whether that's testing teamwork skills at an assessment centre group exercise, commercial awareness in a vac scheme interview or the ability to think on your feet in an assessment for a mini-pupillage interview. By putting yourself in the mind of a recruiter, you can improve your chances of success.

Do you really want to be a lawyer?

Being a lawyer is hard, and it's not for everyone. Recruiters will be looking for evidence that you are legitimately interested in a career in the law and willing to stick with it. 'Law firms like to see a real sense of passion and enthusiasm for the role, so make sure this shines through,' advises Rush Beedassy, trainee recruitment adviser at **Slaughter and May**. 'If you don't have legal work experience, you can display this in other ways, for example through your awareness and understanding of the different types of law firms, practice areas and recent work.' Recruiters will also be paying attention during group exercises, presentations and the social side of assessment centres in order to see examples of your enthusiasm.

Can I put you in front of a client?

Law firms look for candidates who have the potential to work professionally with their clients.



Convince them that you will be able to represent the firm in a professional way by making sure your application is typo-free – ask friends or family to proofread it before pressing ‘submit’ – and by wearing business attire at interviews, law fairs and open days.

One way to demonstrate your client skills is to seek out work experience in a professional environment. ‘Administrative roles will help an individual with their written email communication skills and the with their confidence in speaking to stakeholders,’ explains Chloe Lawrence, graduate adviser at **Addleshaw Goddard**. ‘Any role in a commercial environment will enhance a skills set and it’s the student’s articulation of this experience that will make an application stand out.’

Throughout the application process, recruiters will be looking to find out more about you as a person and whether you have the confidence and skills to be able to work with clients. ‘Candidates need to have the confidence to be themselves,’ advises Joanne Smallwood, graduate recruitment specialist at **Womble Bond Dickinson**. ‘Try not to second guess what the recruiter is looking for and remember, we are not here to hinder your chances. Successful candidates are the ones who let us get to know them.’

You’ll need to show that you have the commitment and the character to occasionally pull all-nighters or work on weekends.

Client skills are fundamentally important to being a successful solicitor or barrister. Vica Irani, partner at **Jones Day**, told TARGETjobs Law: ‘Your client could come from anywhere – you could be in the boardroom with established grandees of the City or budding entrepreneurs from a tech company in San Francisco. You have to inspire confidence in people so they can trust your advice.’ Participating in a team sport, singing or playing in a choir or orchestra, or committing to a regular part-time job are all useful ways to demonstrate you have the people skills to succeed in law.

Do you have the skills to be a lawyer?

Most law firms list the skills they seek on their graduate recruitment websites. Teamwork, communication and analytical skills are core skills for lawyers. You can also use our list on page 9. Show evidence of these skills at every stage of your application as well as throughout your work experience. ‘Jobs in restaurants, cafes, bars and shops can be hugely beneficial to the skills set of an individual,’ explains Chloe. ‘They teach you how to work under pressure, how to deal with tricky individuals, how to provide good customer service, how to operate with a

business and perhaps more importantly, how to communicate with customers and employees. All of these skills are fundamental to be a good lawyer.’

Show recruiters that you have the tenacity and stamina to work in law. There are very few areas of legal practice that offer nine-to-five working hours and you’ll need to show that you have the commitment and the character to occasionally pull all-nighters or work on weekends.

Can you run the firm one day?

Law firms are managed by a team of senior partners – practising lawyers, all of whom started out as trainee solicitors before working their way up to partner level. Recruiters are looking for the potential (not the finished product) for candidates to lead the firm in the future. ‘We are recruiting our partners of the future when we take on trainee solicitors,’ explains Rose Taylor, manager in trainee recruitment and development at **Jones Day**. ‘50% of our partners trained at our firm.’

Demonstrate that you have that potential by highlighting any leadership responsibilities you have experienced on leadership committees or in a part-time job. ‘If you’ve worked in a bar, then wastage, for example, will have an effect on profitability and you would have had to think about that in your role,’ explains Zoe Reid, graduate recruitment officer at **Osborne Clarke LLP**. ‘It’s all about thinking about the role that you’ve done and how your actions are linked to the business.’

Are you commercially minded?

‘Firms are looking for students that are commercially aware and able to think from a business perspective. Show that you understand that law firms are businesses too and you are capable of harnessing this understanding in the way you work,’ explains Chloe. ‘Commercial awareness isn’t just about having a wealth of knowledge about current affairs, it’s about using this knowledge to make decisions and recommendations.’ Follow transactions in the press and consider the roles lawyers play in those deals – whether it is the merger of two FTSE 100 companies, the insolvency of a high-street brand or broadcasters gaining rights to a sporting event. Chloe continues: ‘We need to see you’ve considered the market and chosen to apply to our firm for a reason. Regurgitating the website will force your application to blend in – we want to know what you think makes us stand out and that you’ve considered why working for us would be better for you than another firm.’

Are you suited to the firm’s culture?

Check that the culture of the firm you’re targeting will suit you by asking trainees about it at law fairs, and read current trainees’ insights in the TARGETjobs Insider Reviews at targetjobs.co.uk/insider-reviews. @

Seven strategies for application success

How can you make sure your online applications, CVs and covering letters are noticed by recruiters? Follow our seven tips to ace your application.

You are likely to find yourself applying for legal work experience using both online application systems and a traditional

CV plus a covering letter. Online applications are favoured by most commercial law firms – who often use the same online application questions whether you are applying for a vacation scheme or a training contract – but you may still be asked to attach your CV or include a covering letter when submitting that online application.

The majority of chambers use the online Pupillage Gateway system for pupillage applications; for mini-pupillage applications, however, they usually use their own online application form or request a CV and covering letter.

Know what you have to offer

The first and most important step to take before writing an application or CV is getting to know yourself. Think about what you have contributed to and learned, and what skills you have developed in your academic life, work experience, travel, voluntary work and extracurricular activities. The one piece of advice that regularly comes up among recruiters is this: concentrate on what you have to offer, not on what your CV/background/education lacks. It often comes down to confidence.

When applying for insight days in your first year or vacation schemes and mini-pupillages in your second year, you may not have had the opportunity to

take on many positions of responsibility at university; use any part-time work you've carried out to showcase your skills instead. All successful lawyers need a good dose of common sense – clients will want to receive advice that works in practice, not just on an academic level. When have you had to apply common sense during your part-time job? Or used good interpersonal skills to diffuse a tricky customer complaint in your retail job?

Online applications

Online applications make things easier for both applicants and the graduate recruitment teams (known as 'pupillage committees' at the Bar). Don't be tempted to treat your application with the informality you use with your other online communications. Those reading your applications will be looking for the convincing communication skills needed to be a successful lawyer. Remember your reader: professionalism is essential to the legal sector and you can show just how clearly you understand this through your language and your approach to applications. An application form won't just be assessing whether you have the qualifications and skills that recruiters are looking for; you'll need to show off your personality and prove that you embody the qualities that lawyers need.

Make sure you've covered these seven key points before hitting that 'send' button.

1 Plan ahead. Advance planning is vital: recruiters have noted that the earlier an application is submitted, the higher quality it is likely to be – simply because the applicant has planned their time carefully and focused on their application without the pressure of a looming deadline. Some recruiters will operate a 'first come, first served' policy with vacation placement applications and may have allocated most of their places before their deadline – an added incentive for you to get your application in early. Mini-pupillages, open days and first-year workshops at law firms are offered year-round, making them easier to plan.

2 Research. Research is a key ingredient in producing successful applications, so be sure to use all available resources – eg the internet, graduate recruitment literature and careers publications such as TARGETjobs Law – to find out about an employer. Doing your research beforehand will also help you to find a law firm or chambers that suits you. Open days, networking events and campus talks are ways that you can find out about the type of work a firm or chambers does and meet some of the people that work there. See the article on page 32 for more research tips.

3 Answer the question. Make sure your answers are tailored to the particular section of the application form you're completing and that you address the questions directly and succinctly.

4 **Structure your answers** Lawyers need to be concise and clear when communicating in writing, so it's important that you make the most of the space you have to answer questions. Use a structure like STAR (situation, task, action and result) to build your answers and showcase yourself. Focus on your own personal actions, rather than spending too much time on explaining situations or talking about group tasks.

5 **Pay attention to detail.** Read through your application a number of times to check for spelling mistakes. Ask a second person to check it as well. Most online systems will allow you to save your work and come back to it later, so there is no need to do it all in one sitting.

6 **Be professional.** An online application form is a formal piece of written communication. You can help recruiters imagine you in the role of a solicitor or barrister by showing you can use plain English and know how to be professional. Barristers have previously told TARGETjobs *Law* that advocates need to communicate with clarity and in a way that everyone can understand. Don't use overly complicated words or Latin phrases just to sound impressive.

7 **Convey your personality.** It is important to convey your personality in an application while remembering to keep things professional and business-like. Recruiters want to find out more about you as a person. Many aspiring lawyers are likely to have similar

'It is important to include all work experience in an application, irrespective of whether it is law related or not. This demonstrates drive and also gives us an understanding of how you spend your time outside of your studies. It is fine to have previously considered alternative career paths as long as you explain your commitment to commercial law.'

Rush Beedassy, trainee recruitment adviser, Slaughter and May

backgrounds, so you need to stand out by showing how you present yourself within the law and outside of the law. You can show this off by including a range of experiences on your CV. Find out more about your work experience options on pages 6–7.

Improve your CV

If you're applying for mini-pupillages or work experience at a local high street solicitors' firm, you'll likely need to send a CV. Your CV is your opportunity to create a powerful first impression in a recruiter's mind – so make sure it's a good one. Showing that you have researched the firm or chambers and thought about what you have to offer will help convince recruiters that you are the best person for that vacation placement or mini-pupillage.

Use the law CV templates on targetjobs.co.uk and adapt the advice given by recruiters to reflect your own skills and experience. Avoid gaps in chronological details (this could lead to all kinds of speculation as to what you were doing), avoid large paragraphs of

unbroken text, and choose a font style and size that's neat and not too small. Some recruitment sectors value creativity as part of their application process and may reward candidates who send CVs printed on a wine bottle, but such an approach will not impress legal recruiters. Aim for a professional tone and avoid using humour in your CV.

Perfect your covering letters

A covering letter is as important as a CV to recruiters. A CV should never be sent without a covering letter. Use your letter to introduce yourself and to explain your suitability for a placement or mini-pupillage by expanding on the information in your CV. Make it easy for the recruiters by using a simple and formal tone and keeping your letter to just one page. It's best if you break it down into short, concise paragraphs, each with one main topic: an opening; why them?; why you?; and an ending. Recruiters are adept at spotting blanket letters, so make sure you tailor each letter to each firm's or chambers' requirements – explaining what you can bring to them rather than what they can do for you.

Once you've put your application together – whether it's a CV and covering letter and/or answers to a firm's or chambers' application form – don't be tempted to send it off in a rush. Around 80% of candidates never get past the paper application stage so make sure you don't fall at the first hurdle due to grammatical or spelling errors. An extra pair of eyes and ears can be invaluable: ask a friend, family member or university careers adviser to check over your CV, letter or form before sending them off. ☺

A guide to interviews and assessment days

Here's how to make a great impression in person.

The two branches of the profession use different types of interviews or tests depending on the competencies they're looking for – expect to be tested on your teamwork skills by solicitors' firms, for example, whereas barristers' chambers want to see advocacy potential. Try to find out in advance whether you'll be interviewed by a panel or one-to-one with a graduate recruiter or mini-pupillage coordinator. Investigate whether there will be any tasks involved on the day, such as presentations or written tests.

How you'll be assessed: vacation schemes

Most commercial law firms' interviews form part of a full- or half-day assessment centre – firms will often use exactly the same assessment day structure for vacation schemes as for training contracts, allowing them to offer training contracts at a later date to those who have performed well on the vac scheme. These assessment days may include: panel interviews (with partners and/or the HR team), presentations, aptitude tests, a tour of the offices, a networking lunch, written exercises and group exercises.

Vacation scheme interviews

It's likely that your interview will be competency based, with recruiters

looking for evidence of skills that are beneficial and transferable to a legal environment. Be sure to remember the examples you've given in your CV or application form where you've demonstrated you have them.

Group exercises

Group exercises can be: practical (eg build a bridge out of buckets and planks of wood); role play based (eg a mock client meeting); or discussion based (discuss this scenario as a group and come to a conclusion). Recruiters want to see that you can collaborate with others, which is an important skill for solicitors. Aim to show your communication, listening, problem-solving and time-management skills during these tasks.

How you'll be assessed: mini-pupillages

A mini-pupillage interview can last between 15 minutes and an hour depending on the set you are applying to. In addition to questioning your passion for law, the Bar and your academic prowess, you will likely be put through an advocacy exercise: imitating courtroom conditions in front of a panel drawn from a chambers' pupillage committee. You will certainly have to deal with at least one legal problem, although some sets will also instigate mock conferences or ask for an analysis of a

case study. Expect to be challenged and questioned at length – especially if you are applying to a set that conducts assessed mini-pupillages. One of the main things your interviewers will be looking for is advocacy experience – whether you can stand in front of a judge and persuade them of your point of view. The best way to develop this is through practical experience of public speaking; barristers have previously told us that this is not a skill you can learn from a book.

Be prepared

Preparation is essential to interview success. Make sure you research the firm or chambers you've applied to and know the basics, including which areas of practice it is well known for and what transactions/cases it is currently involved with or has recently completed. You are likely to be asked questions such as 'Why are you interested in a legal career?', 'Why do you want to do a placement with us?' and 'What do you know about us?' so make sure you think about your motivation in advance and have answers prepared. Recruiters can tell if the candidate really wants the vacation scheme or mini-pupillage by the preparation they've done; it comes across in the interview and the exercises. Reading daily newspapers, news websites and the legal press is a



Top interview tips from TARGETjobs Insider Reviews

'If you have done your research and know that M&R is the right fit, you should be able to just relax (as much as possible) in the interview. Let your natural enthusiasm for the firm and your personality shine through.'

Second-year trainee, Mills & Reeve LLP

'Show that you can be approachable, are able to work in a team and have other interests that you can balance alongside studies and work. It is also key to understand the firm's key sectors/industries and how that affects the client's base and workload across every department. Remain professional and your answers must evidence the ability to analyse issues and be creative in thinking of solutions.'

Second-year trainee, Taylor Wessing

'The best way to prepare for the interview is to focus on practical examples of what you can bring to RPC and how you have previously shown these qualities.'

Second-year trainee, RPC

good way of keeping abreast of current affairs and developments.

Questions such as 'Give an example of when you had to work in a team' or 'Give an example of when you had to overcome a difficult situation with a friend/client/colleague' are designed to find out about how you approach situations and work with people, and what skills and attributes you possess. Be forthcoming with information, but keep it structured and sum up what you have learned from your experiences.

Question trainees or pupils

Current trainees or pupils will often show you around the building so use the opportunity to ask about their workload and responsibilities, as well as how they are enjoying their role.

Bear in mind that trainees and pupils may be asked to give feedback on their impression of you – so while it's good to be engaging, you still need to be polite and professional.

Anticipate questions

Candidates are expected to have a good understanding of the legal sector – current trends, topical issues, a firm's or chambers' expertise, and recent news about the organisation they have applied to. But, non-law students take heed: in-depth, technical knowledge of the law is not essential at this stage. You can impress in other ways – for example, by showing that you've done your research on commercial issues that currently affect its business. It's admirable when students can show they are up to date with something current that's going on in the firm, such as a big deal or expansion within the organisation, recruiters tell TARGETjobs.

Reflect and review

However well or badly an interview goes, don't let your polite and enthusiastic mask slip until you're well out of the building. The most important thing with any interview is to learn from the experience. ☺



Before you apply – research and reflect

Researching firms and chambers will help you throughout the recruitment process, from application to interviews.

Thorough research is the key to a good application – you'll need to be able to express why that particular organisation appeals to you and convince recruiters that you're making an informed decision. Good research will help you to ask intelligent questions at recruiters' events, tailor your applications to the skills and competencies sought by different firms and sets, and deliver articulate, focused answers at interview.

Use all resources available to you – recruiters' websites, your university careers service, open days, recruiters' events and careers guides such as this publication and TARGETjobs *Law* – to build up a picture of what recruiters want.

You will be up against tough competition when applying for vacation schemes and mini-pupillages. Use our checklists below to make sure you've done the research needed to stand out from the crowd.

Your research checklist

- Where is the firm or chambers based?
- What areas of law does it practise?
- How, where and why is it growing?
- How does it feel it differs from other, similar organisations?
- How is it viewed externally?
- Who are its competitors?

- Why does working for that firm or chambers appeal to you?

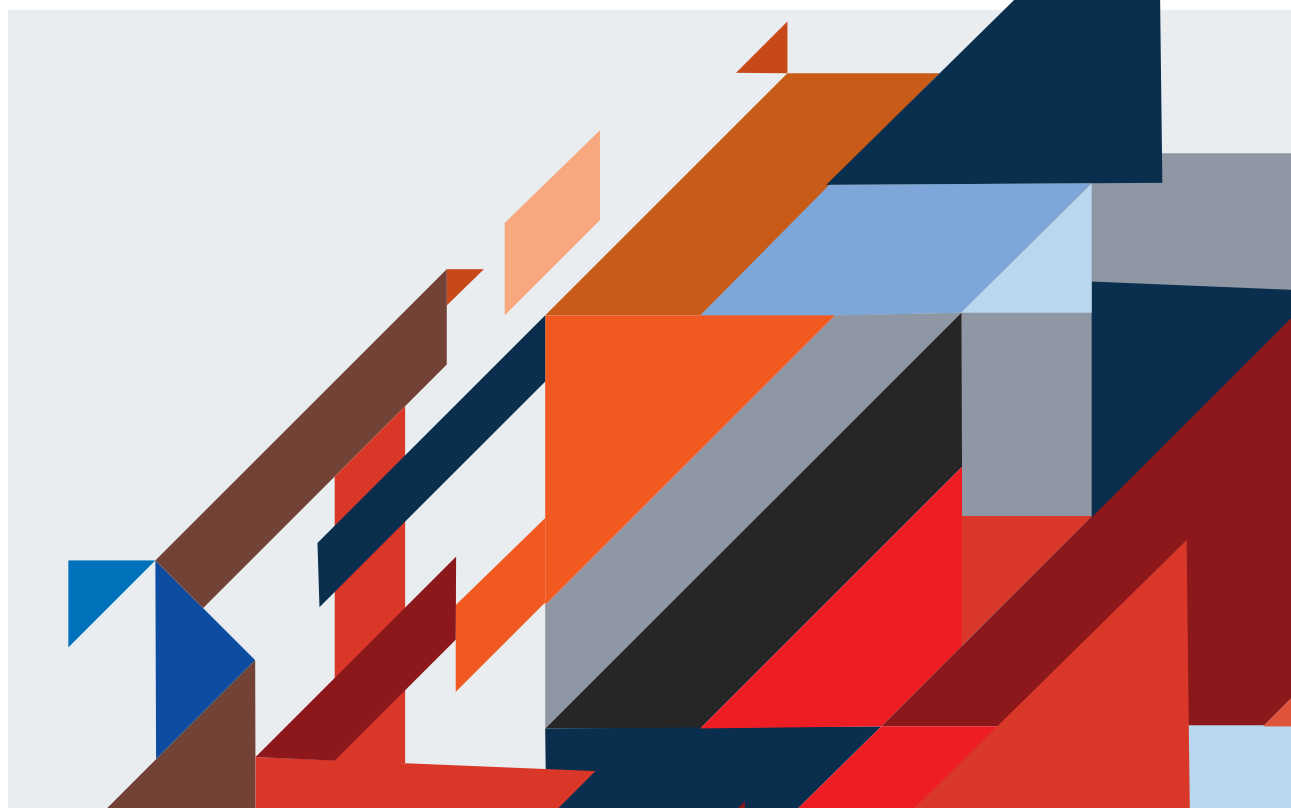
The firms or chambers' clients

- Who are its clients?
- Which markets does it advise?
- What key cases or transactions have lawyers at this firm or set been involved with recently?
- What are the motivations behind key cases or transactions? Read the news and think about how the firms or chambers' work is influenced by current events.

The application process

- What does the mini-pupillage or vacation scheme involve?
- What does the application process entail? Research each stage.
- What is the application deadline?
- Consider the specific competencies and behaviours the chambers or firm is seeking and tailor your answers accordingly.

Once you've answered these questions, think about how your own strengths and interests are suited to that particular firm or set. Conducting thorough research before you apply will help you to put together a stronger initial application, sound more confident in front of recruiters at interview and decide whether a firm or chambers is the best choice for you. ☺



A–Z of firms and chambers

INDEX OF RECRUITERS

| | | | |
|--|------------|--------------------------|------------|
| Browne Jacobson | IBC | Osborne Clarke LLP | 41 |
| Burges Salmon LLP | 34 | RPC | 42 and IFC |
| Jones Day | 36 | Sidley Austin LLP | 43 |
| 11KBW | 35 and OBC | Taylor Wessing | 44 |
| Kirkland & Ellis International LLP | 38 | White & Case LLP | 45 |
| Macfarlanes LLP | 39 | | |
| Mills & Reeve LLP | 40 | | |

Key: IFC = inside front cover; IBC = inside back cover; OBC = outside back cover

Search: TARGETjobs employer hubs

🎯 More information from this employer can be found on TARGETjobs

★ Read the Insider Review on this employer

Background and reputation

Burgess Salmon is the independent UK law firm which delivers the best mix of advice, service and value. We pride ourselves on delivering an excellent standard of legal and business advice to our clients, which has led to many of our practice areas and sectors winning awards and recognition as best in class. Our national and international client base ranges from private individuals to government departments and FTSE 100 companies including The Crown Estate, Nationwide, Lloyds Banking Group, John Lewis, The Nuclear Decommissioning Authority, FirstGroup and the Crown Commercial Service.

The quality of the firm's expertise is widely recognised across its main departments including banking and finance, commercial, corporate, dispute resolution, employment, private client, projects and real estate.

We believe it is our people that make the firm great. Our values of ambition, collaboration, commitment, fairness, quality and respect shape our distinctive culture and are evident across the firm. All our people are based in our HQ in Bristol. This means we all know and work with each other. In fact, team playing is core to our approach to delivering a great client experience. We are accredited by Investors in People Gold and offer our people a generous benefits package, career development and progression, and a strong corporate responsibility programme.

Who do we look for?

There is no 'standard' Burgess Salmon trainee. The one thing all our people have in common is their ambition and drive to deliver top quality work for colleagues and clients. We therefore welcome applications from the widest pool of candidates. As an undergraduate you can apply from your penultimate year. We also welcome applications from graduates and those considering a change in career.

Successful candidates will have achieved or expect to achieve a 2.1 at degree level in any discipline and have achievements which demonstrate the exceptional personal skills necessary to become a lawyer at Burgess Salmon.

Vacation schemes

We run four vacation schemes throughout the year; one in winter, one in spring and two in the summer. During the vacation scheme you will have the opportunity to visit two departments of your choice. The emphasis is on 'real work' and, under the guidance of your supervisor, you will have the chance to attend court visits or client meetings as well as skills sessions run by trainees and solicitors. In addition to this, there are many social and sports events throughout the placement that offer a real insight into life as a trainee solicitor. Allowance: £275 per week.

Burgess Salmon LLP

Search:

TARGETJobs Employer hubs 

Areas of practice

• banking • commercial • construction
• corporate • dispute resolution
• employment & pensions • energy, transport & infrastructure • environmental
• European & competition • family
• insolvency • insurance & reinsurance
• intellectual property • IT & communications • media • private client
• private equity • real estate • sport • tax
• pro bono

Payment per week

Allowance of £275 per week

Total number of vacation placements 40

Duration (weeks) Winter scheme – 1 week
Spring / Summer schemes – 2 weeks

Approximate percentage of current trainees who undertook a placement with the firm Approx 60%

Degrees sought

both law and non-law
(previously 50% law, 50% non-law)

Contact information

Anna Dixon, Resourcing Specialist
(Trainee & Apprentice)
0117 307 6938
anna.dixon@burgess-salmon.com
twitter.com/BurgessSalmonTS
Instagram: burgesssalmontrainees

Apply to:

Type of application accepted
Online

www.burgess-salmon.com/careers

Closing date (vacation placements)

Winter – 31/10/2019
Spring/Summer – 10/01/2020

See the jobfinder table at the back of the publication for more information



11KBW

Chambers profile

We are a specialist civil law set providing high quality advice and advocacy to a wide range of private and public sector clients, both claimants and defendants.

Types of work undertaken

Pupils can expect to gain a range of experience across the following areas; public law and human rights; employment and discrimination law; commercial law; European law; health and community care law; information law; media law and data protection; procurement law; regulatory and professional discipline law; mediation and sports law.

Pupillage

The great majority of tenants are recruited from those who have done a 12 month pupillage here. We offer pupillages only to those who we believe have the potential to become tenants and our policy is to offer tenancy to all pupils who meet the required standard during their pupillage. We place a high premium on outstanding intellectual ability, but we are also looking for the strong advocacy skills, determination and practical common sense that will lead to a successful practice. 11KBW is a member of the Pupillage Gateway. Applications for pupillage commencing October 2021 should be made in the new Pupillage Gateway spring round in 2020 (although we accept deferred applications). Interviews will be held in April 2020 and offers of pupillage made in

accordance with the Pupillage Gateway timetable. We require applicants for pupillage to do an assessed mini-pupillage in chambers. When we make pupillage selection decisions we take into account performance in assessed mini-pupillages, together with Pupillage Gateway application forms and performance at interview. Applicants must have a first or good upper second class degree (in any academic field).

Mini-pupillages

Chambers requires applicants for pupillage through Pupillage Gateway to do a three day assessed mini-pupillage in chambers. The deadline for applications for mini-pupillage is 11 November 2019 for those applying through Pupillage Gateway for pupillage commencing in October 2021. We will invite candidates for assessed mini-pupillages to a short interview in chambers in December 2019. If that causes particular difficulties, we will consider applications for alternative arrangements, such as interview by video conference. Assessed mini-pupillages will take place between January and March 2020. In exceptional circumstances, applicants for pupillage may ask to submit a written answer to a mini-pupillage problem instead of doing an assessed mini-pupillage in chambers. Any such application should also be made by 11 November 2019 for those applying for pupillage commencing in October 2020. Offers will be made through the Gateway in May 2020.

11KBW

Search:

TARGETjobs Employer hubs 

Areas of practice

• commercial • employment & pensions
• European & competition • human rights
• information • insurance • public & administrative • education • community care • procurement • regulatory and professional discipline • mediation • sport – media law and data protection

Total number of mini-pupillages Approx.30 assessed – unassessed also available

Duration (days) 3–5

Approx percentage of current pupils who undertook a mini-pupillage 100%

Degrees sought

both law and non-law
(previously 80% law, 20% non-law)

Location Temple, London

Contact information

www.11kbw.com
Twitter: @11kbw

Claire Halas
020 7632 8500
Claire.Halas@11kbw.com

11KBW
11 King's Bench Walk
Temple
London EC4Y 7EQ

Apply to:

Type of application accepted
Chambers' AF

www.11kbw.com

Closing date (mini-pupillages) for assessed mini-pupillages,
11 November 2019

“Ticks every box and exceeds expectations with its range of expertise and the high quality of its members.”

Chambers & Partners

See outside back cover and the jobfinder table at the back of the publication for more information



The firm

Jones Day is a global law firm with more than 2,500 lawyers in 43 offices across five continents. The Firm is distinguished by: a singular tradition of client service; the mutual commitment to, and the seamless collaboration of, a true partnership; formidable legal talent across multiple disciplines and jurisdictions; and shared professional values that focus on client needs.

Jones Day's London office, drawing on the Firm's rich heritage in M&A and litigation, has grown into our largest office outside the U.S. Jones Day's work in the U.K. - helping clients with multi-jurisdictional transactions and disputes relying on English law for their documentation and resolution - reflects the Firm's vast cross-border transactional and disputes experience.

Our 200 London-based lawyers collaborate within the U.K. and across our worldwide offices, to guide clients through the most demanding and complex global matters, including cross-border M&A, real estate, and finance transactions, as well as regulatory issues involving the U.K., U.S., and other authorities. Jones Day's London lawyers also have extensive experience in business restructuring, competition/antitrust, corporate tax planning, employment and pensions, energy, intellectual property, and projects and infrastructure.

Training system

Our rare and distinctive non-rotational training system is designed to provide flexibility and responsibility from the beginning. As our trainee, you will assume your own workload and work across different practice areas at the same time throughout your two-year training period. Because you won't move departments every few months, you won't miss the end of deals or trials you have worked on. You can compare and contrast different disciplines alongside one another, develop faster, and make stronger client bonds. Your work will vary from small cases you may handle alone (under a senior lawyer's supervision) to larger matters where you will assist a partner or an associate solicitor. You will also attend our structured internal programme of interactive *Continuum* workshops which offer practical, how-to tips to support the hands-on teaching you will receive

from the partners and associates with whom you work.

Work placements

Our placement schemes are the route to our way of training. Operating like mini-training contracts, you gain a real insight into life as a trainee at our elite, global law firm and how our unusual non-rotational training system works in practice. You'll be given real work to do: not just a diet of seminars, visits, presentations, and group exercises.

We want our placement candidates to get a taste of how we operate in practice. You'll receive work from trainees, associates and partners and you'll be encouraged to introduce yourself to lawyers in the Firm with a view to experiencing work you think you might be interested in and enjoy. You'll also meet a range of lawyers at various social events throughout the two weeks. These are fantastic opportunities to meet people and get to know the Firm better.

At the end of your two-week scheme, we want you to go away with a real feeling of having been involved in the work of a truly global law firm in the City of London. You will have a clear picture of what being a trainee at Jones Day will be like and how our training system works.

Who we are looking for



We look for extraordinary individuals who are committed to a legal career, want to work on global matters and be challenged on an international platform, and who can become part of our future – not just train with us. Half our London partners trained with the Firm. You need a 2.1 degree in any discipline; strong intellectual and analytical ability; good communication skills; and to demonstrate resourcefulness, drive and dedication.

Apply for a placement if you are interested in training at Jones Day. We expect to recruit nearly all our trainees from our placement candidates. Applications open early on 1 September 2019. We recruit on a rolling basis and cannot guarantee availability.

Find out about our events on Facebook: www.facebook.com/JonesDayLondonCareers.

Jones Day

Search:

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Areas of practice

- arbitration • banking • capital markets
- commercial • company • construction
- corporate • criminal • dispute resolution
- employment & pensions • energy, transport & infrastructure • environmental
- European & competition • finance
- information • insolvency • insurance & reinsurance • intellectual property
- Islamic finance • IT & communications
- life sciences • oil & gas • planning & environmental • private equity
- professional negligence • property
- real estate • regulatory • tax
- pro bono

Payment per week £500

Total number of vacation placements 70

Duration (weeks) two

Approximate percentage of current trainees who undertook a placement with the firm 100%

Degrees sought

both law and non-law
(previously 40% law, 60% non-law)

Locations London, Continental Europe, Asia, North America, Latin America, Middle East and Asia Pacific

Contact information

Graduate Recruitment Manager
020 7039 5959
recruit.london@jonesday.com

Apply to:

Type of application accepted

Online via our website
www.jonesdaylondon.com

Closing date (vacation placements)

25/10/19 (Winter); 13/12/19 (Spring);
10/01/20 (Summer)

See the jobfinder table at the back of the publication for more information



Placement scheme experience

Rachel Yafet

Employer: *Jones Day*

University: *Queen Mary, University of London*
– *Law with History*

Role described: *Winter Placement Scheme*



Why Jones Day?

When I began applying for placement schemes in my penultimate year of University, I was overwhelmed by all the choice. Despite thoroughly researching firms on their websites and attending numerous open days, I struggled to differentiate between them. Though they all claimed to be 'different' and 'unique', it was challenging to ascertain what exactly distinguished one firm from another. This was not the case with Jones Day. As soon as I read about their non-rotational training contract system, I felt that this was a place that offered an experience like no other law firm in the City. I was attracted by the high-level of responsibility placed on trainees and the opportunity to experience a broader range of practice areas compared to the traditional (rotational) training system. Unlike the rotational system, where I risked being assigned to an area I might not enjoy for six months, the Jones Day experience would allow me to focus on my strengths.

How was the interview?

My impressions of the firm were proven correct when I attended the interview for my placement scheme. Unlike other firms, which put me through video interviews, assessment centres, and aptitude tests, Jones Day's interview involved a challenging but enjoyable chat with two partners. Rather than trying to catch me out with the bizarre interview questions I've heard from others, the Jones Day partners focused on my experience and background, my motivation for working with the firm, and why I thought I was suited for a career in law. Instead of testing my commercial awareness through mock activities, they grilled me on my opinions on current topics and world issues of my choice.

I came out of the session feeling as if I had just had a great intellectual conversation with two brilliant people.

What were your "first day" impressions?

When I arrived on the first day of the placement scheme, it was immediately apparent that the firm was a welcoming place. Our introductory session included partners, associates, and trainees, all of whom gave us advice on how to make the most of the scheme. This was followed by a delicious lunch where we had the opportunity to meet our trainee 'buddy' and associate 'mentor.' These people served as a link to the rest of the firm and were there to go to for our first piece of work, to advise us on the ins and outs of the training system, and to support us throughout the scheme.

My buddies made me feel at ease; it was wonderful to be able to go for a coffee with them to chat informally about my placement scheme experience.

What's the placement scheme really like?

Following the welcome lunch, we were released to 'walk the floors' to look for work. This aspect of Jones Day is what truly makes it such a unique place. The fact that placement schemers and trainee solicitors find their own work creates a flat hierarchy as there is constant interaction with lawyers of all levels throughout the firm. The open-door policy is more than a marketing slogan: it is essential for this way of training to work; so, it is common to see partners interacting with trainees. This kindness and openness extended beyond just the lawyers at the firm. The staff in the canteen were exceptionally welcoming and immediately treated us as part of the firm. The same was true for the graduate recruitment team, who were on hand

to offer advice and support if we were struggling with knowing how best to juggle our work demands – something you need to learn if you are to train the Jones Day way.

The social aspects of the scheme were a great way to get to know people in a more casual context. Events such as ice-skating and tapas at Somerset House, pizza at a local restaurant, and a Christmas lunch in the office allowed us to get to know fellow placement schemers and lawyers at the firm. It was incredible how quickly our scheme cohort bonded and by the end of the two weeks, we were all genuinely sad to leave. I did not sense any competition between us (the firm positively frowns on non-collegiate behaviour) and Jones Day had told us it did not have a cap on the number of trainees it would recruit from our scheme. So, everyone was incredibly supportive, and we were all able to go to each other for help (as Jones Day encouraged us to do). The fact that Jones Day recruits from such a wide pool of candidates meant there was almost always someone knowledgeable about the topic on which you were focusing. One of my tasks on the scheme was writing a memo on Initial Coin Offering (ICO) regulation. Luckily one of my fellow placement schemers was an absolute expert on the topic and was able to help me advise on the different perspectives taken by different countries.

Because the placement scheme at Jones Day mirrors the training contract, I feel I was able to get a thorough understanding of life as a trainee at their London office. The firm makes clear that its training contract isn't for everyone. However, if you are someone who enjoys responsibility, learns through doing, and wants to work in a friendly, open office, I highly recommend applying.

KIRKLAND & ELLIS

Kirkland & Ellis is a 2,500 attorney law firm representing global clients in offices around the world. For over 100 years, major national and international clients have called upon Kirkland & Ellis to provide superior legal advice and client services. The firm's London office has been the hub of European operations since 1994. Here, approximately 325 lawyers offer detailed expertise to a wide range of UK and international clients.

At Kirkland & Ellis we keep our trainee intake small giving you the chance to shine. We hire just 10 trainees each year and provide them with high quality work from day one. You will be treated as a lawyer from the start and be given every opportunity for success. Our work is demanding, challenging, thrilling, high profile and involves extremely talented clients from businesses in all industries and sectors. Working in this environment will stretch your intellect and make you more than just a lawyer.

Trainees undertake four six-month placements, two of which will be compulsory seats in the corporate and debt finance teams. Trainees can request seats in the firms other practice areas and also apply to spend six months in one of the firm's overseas offices. During the two-year training contract, trainees also benefit from a comprehensive in-house Trainee Training Programme,

alongside one-to-one guidance from senior associates and partners and the support of a mentor.

Combining real work with study sessions and mentoring, our two-week vacation placements offer valuable insights into how our London office operates. You will share an office with your supervisor and shadow their work. You will sit in one department during your placement, however you are encouraged to proactively seek work from other departments. You will be involved in real client work across different groups and attend practice overview sessions from all departments, designed to give you a flavour of life in that team. The vacation scheme will give you invaluable hands-on experience across a range of practice areas and just as importantly, you will come away with a crucial network of contacts made through a series of social events. Vacation schemes are a vital part of the graduate recruitment process and we would strongly encourage those interested in the firm to apply.

Your academic record will be excellent. You will have the initiative, the drive and the work ethic to thrive in the firm's meritocratic culture and arrive with an understanding of the work undertaken in the firm's London office.



**Kirkland is ranked 1st in the Global 100
(Legal Business 2018)**

Kirkland & Ellis International LLP

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Areas of practice

• corporate • debt finance • investment funds • restructuring • real estate finance • tax • financial services regulatory • international arbitration and litigation • antitrust and competition • technology and IP transactions • IP litigation • capital markets

Payment per week £500

Total number of vacation placements 30

Duration (weeks) 2

Approximate percentage of current trainees who undertook a placement with the firm 80%

Degrees sought

both law and non-law
(previously 70% law, 30% non-law)

Locations Beijing, Boston, Chicago, Dallas, Hong Kong, Houston, London, Los Angeles, Munich, New York, Palo Alto, Paris, San Francisco, Shanghai, Washington DC

Contact information

Lauren Massey
020 7469 2000

Apply to:

Type of application accepted

Online

ukgraduate.kirkland.com

Closing date (vacation placements)

05/01/20

See the jobfinder table at the back of the publication for more information



MACFARLANES

Macfarlanes is a distinctive London-based law firm, focused on its clients and on delivering excellence in the international legal market. The firm is known for the quality of its work; not just in dealing with the full range of corporate and commercial matters, but in advising clients on their private affairs as well.

Macfarlanes has made a deliberate choice to remain smaller than many of its peers. The cohesive nature of the firm means that clients benefit from collective experience and close-knit teams. The firm has decided against growth at the expense of quality, against size at the expense of efficiency and agility. So whilst large enough to advise on the most complex matters, the firm is also small enough to ensure that its people and work are exceptional, without fail.

Vacation Scheme

Our vacation schemes are designed to give you a two-week snapshot of life as a trainee. You will be given as much hands-on experience as possible, enabling you to develop a real understanding of the firm's culture and our work. You might draft a letter and then work through the draft with a solicitor or trainee; or you might do some research on a live issue for a client. Alternatively, you may be taken to client meetings, or to meet counsel.

You will spend each of your two weeks with us in a different practice area, working alongside a partner, solicitor or trainee. At the same time, you will undertake a mock transaction that will run for the duration of your placement.

Away from work, the scheme has a strong social component. As well as the organised events with trainees and partners, there are many opportunities to get to know people throughout the firm.

What are we looking for?

The qualities we look for include strong interpersonal skills, an ambitious, commercial approach, drive, motivation and resilience, along with outstanding academics. Above all, we value a commitment to excellence, and an intuitive understanding of people. Our clients come from a range of backgrounds and cultures and our people do too.

We welcome applications from candidates who are in at least their penultimate year of an undergraduate degree from any degree discipline, expecting to graduate or have graduated with a 2:1.

First Year Insight Day

An insight day is available for first year undergraduate students who want to gain an understanding of City Law. You will have the opportunity to meet trainees, solicitors and partners within the firm. The day will include a negotiation exercise, skills sessions, presentations, and work-shadowing. To apply candidates need to be in either the first year of an undergraduate degree or second year of a four year undergraduate degree.

Macfarlanes LLP

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Areas of practice

• banking • capital markets • commercial • company • construction • corporate • dispute resolution • employment & pensions • environmental • European & competition • finance • insolvency • insurance & reinsurance • intellectual property • IT & communications • media • private client • private equity • real estate • regulatory • sport • tax • pro bono

Payment per week £400

Total number of vacation placements 55

Duration (weeks) 2

Approximate percentage of current trainees who undertook a placement with the firm 50%

Degrees sought

both law and non-law
(previously 50% law, 50% non-law)

Locations London

Contact information

@Macfarlanesgrad
Catherine Morgan-Guest
020 7831 9222
gradrec@macfarlanes.com

20 Cursitor Street, London EC4A 1LT

Apply to:

Type of application accepted
Online

www.macfarlanes.com

Closing date (vacation placements)

Vacation Scheme – 31/01/20
First Year Insight Day – 28/02/20



See the jobfinder table at the back of the publication for more information



MILLS & REEVE

Who we are

You will often hear us say "Achieve more. Together", and while many law firms talk about teamwork and collaboration, it's not just a catchphrase for us, more the cornerstone of our culture and how we work.

Of course, you want to know that we have six offices across the UK with 1,000 staff and over 500 lawyers. But, more importantly, you should know that we have been crowned Law Firm of the Year by both *Legal Week* and *RollonFriday* and we have been ranked in the *Sunday Times* "100 Best Companies to Work For" for the past 16 years. We consistently win accolades for our vacation scheme and training contracts.

This is because, as a trainee at Mills & Reeve, we offer something a bit different. The quality of the work you will get involved with, the contact and relationships you will build with clients and the culture of the firm you work in. And 97% of us would recommend that you work here.

We are a major UK law firm and our work spans a broad range of legal sectors and jurisdictions for a diverse range of clients: from the FTSE250 to fast-growth start-ups, from individuals to some of the world's most established and prestigious organisations.

What we do

Our service is delivered through firm-wide core groups: corporate and commercial, employment, family, insurance disputes, private client, projects and construction, real estate and regulatory, public and commercial disputes. Core sectors are automotive, charities and social enterprise, education,

energy, food and agribusiness, government, health and care, insurance, life sciences, mid-market, private wealth, real estate investment, sport, technology.

Vacation scheme

Our award-winning summer vacation scheme is the ideal introduction to Mills & Reeve and gives you a real taste of life as a lawyer. During your time with us you will be placed in real-life situations, preparing draft documents, researching, attending court hearings and meeting clients.

You will work with a variety of lawyers around the business over the course of two weeks, changing teams every two to three days.

This year, we will only be recruiting trainees through our vacation scheme and we are currently recruiting for our 2022 trainee cohort. Due to an increase in trainee numbers, we also anticipate recruiting some additional spaces in our 2021 cohort.

Who should apply?

We want people who are ready for early responsibility because that is what we will give you. You will be highly motivated with excellent interpersonal skills, confidence and commercial awareness. You will need high standards of academic achievement; to demonstrate maturity, have initiative and business acumen. You will enjoy untangling complicated issues and thrive on building relationships with clients and colleagues.


We welcome applications from penultimate-year and final-year law students, final-year non-law students and graduates who have the potential to develop into our solicitors of the future.



'Our summer placement programme is the ideal introduction to both Mills & Reeve and the legal profession.'

Mills & Reeve LLP

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Payment per week £310

Total number of vacation placements 38

Duration (weeks) 2

Approximate percentage of current trainees who undertook a placement with the firm 90

Degrees sought

both law and non-law
(previously 60% law, 40% non-law)

Locations Birmingham, Cambridge, Leeds, London, Manchester, Norwich

Contact information

Rachel Chapman
0121 454 4000

graduate.recruitment@mills-reeve.com

78–84 Colmore Row, Birmingham B3 2AB

Twitter: @MandRTrainees

Apply to:

Type of application accepted

Online

www.mills-reeve.com/careers/graduates

Closing date (vacation placements)

05/01/20

See the jobfinder table at the back of the publication for more information





Osborne Clarke is an award-winning multinational legal practice. We've grown rapidly, with 24 offices around the world and our influence and impact can now be applied almost anywhere. The core sectors we work in all thrive on innovation; digital business, energy, financial services, life sciences, real estate, recruitment and transport. Our sector teams include lawyers from all legal disciplines, effortlessly blending expertise, insight and enthusiasm. Crucially, we think sector-first, organising ourselves around the current affairs and future challenges of the industries we serve, rather than traditional legal practice areas. It helps keep us one step ahead.

Of course, like any private practice, legal expertise is at the heart of everything we do. But what makes us distinctive? For a start, you can expect to get involved in truly fascinating work. The variety of our deals and the diversity of our clients provide an exciting and immersive commercial framework. This is a firm where fresh ideas (and the confidence and conviction to see them through) are highly prized, and we're never afraid to take a view. It is also firm with a coherent commercial vision, with a clear direction, supported by a compelling sense of purpose and identity. Put simply, we're going places. And you can put our positive, can-do attitude down to sustained success, in terms of both profile and performance.

Our high profile clients expect us to be brilliant, whether we are corporate, commercial or litigation lawyers, so we put a lot of effort into helping our people be the best they can throughout their careers – not just at the start of it. We foster the brightest and the best, with class-leading training and development programmes, and a unique climate of learning and discovery for everyone. We place value on individuals and respect their needs, motivations and choices. Our workplaces are designed to promote collaboration, often featuring open plan structures that make it easy to fit-in, mix and

get involved. You'll also find flexible and imaginative approaches to everyone's work/life needs, with a connected infrastructure that is adaptive and tailored to bringing out the best in people.

Finally, there's our culture. When we asked our recent recruits what attracted them to us, they used words like 'friendly', 'inclusive', 'open' and 'fun'. To our clients we are 'approachable', 'proactive', 'understanding' and 'formidable'. This is a firm where integrity and fairness keep us together. We naturally build a strong rapport and enduring connections with everyone we engage with.

Insight Scheme

Our two-day Insight Scheme for first-year law and second-year non-law students is designed to equip you with the tools you need to apply for our vacation scheme. The two-day programme will give you an insight into our firm from Partners, trainees and our recruitment team, along with the opportunity to shadow one of our lawyers.

Vacation scheme

Our vacation scheme placements are for penultimate year law and final year non-law students onwards. The placements run for two weeks over the summer and offer a great opportunity for you to get to know us, and for us to get to know you. The placement follows a structured programme where you'll spend time in two different departments to get a feel for the work that we do. Working alongside a trainee in the team, you'll get involved in real client work to give you a taste of what our lawyers do from day-to-day. You will also have a senior lawyer on hand to answer any tricky questions and give you feedback throughout your placement. Beyond work there are plenty of social and networking events so that you really get a feel for life as a trainee at Osborne Clarke. If you enjoy your placement, and we think that you've done well, you'll be invited to a training contract interview on your last day.

Osborne Clarke LLP

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Areas of practice

• banking • capital markets • commercial
• construction • corporate • dispute resolution • employment & pensions
• energy, transport & infrastructure
• environmental • European & competition
• insolvency • intellectual property
IT & communications • media • private equity • real estate • tax

Payment per week £290

Total number of vacation placements 35

Duration (weeks) 2

Approximate percentage of current trainees who undertook a placement with the firm 95%

Degrees sought

both law and non-law

Locations Bristol, London, Reading

Contact information

@OC_Trainee

www.facebook.com/osborneclarketrainee

01179 173484

trainee.recruitment@osborneclarke.com

Apply to:

Type of application accepted

Online

www.joinoc.com

Closing date (vacation placements)

15/01/20

Closing date (first year scheme)

28/02/20

See the jobfinder table at the back of the publication for more information





At RPC, you can be you. In an environment that's real. Strikingly real.

If you value character over conformity, the unique over the uniform, and ambition over apathy, let's talk.

For us, success comes from building real-life relationships. Real-life relationships with our clients as much as our people. And it comes from thinking creatively to achieve the best commercial solutions. We thrive in an environment that's collaborative, forward-thinking and where you're free to express your personality. An environment that allows you to make the most of your strengths.

Our lawyers are market leaders. Our clients are often household names. And together we achieve award-winning results. Results that have seen RPC regularly voted amongst the best for commercial advice.

Our business is built on mutual respect and trust. That's where you come in. From day one, you'll have contact with our Partners; you'll have contact with clients; and you'll be given real responsibility. As a trainee, you could be assisting with large-scale global disputes, or offering business-critical commercial advice.

But you won't be left to fend for yourself, you'll receive first-rate training. You'll be able to develop your skills and you'll be encouraged to use your creativity to solve complex problems. We're agile and flexible, and that's reflected in our approach to our trainees. You can choose to spend time in a wide variety of practice areas supporting a range of dynamic sectors. And not just in London, with training contracts, placements

and schemes on offer in Bristol, Hong Kong and Singapore, too.

So if you're a creative thinker who wants a career in a firm that values personality as much as professionalism, we want to hear from you.

Summer programme

Speed networking, meeting clients, pizza making classes, attending court and hands-on real case experience. We'll show you the real RPC during our Summer Schemes. And be warned, it's pretty striking.

You'll be welcomed into our London office and given an opportunity to spend time getting to experience life in a creative law firm for yourself. It's also our chance to get to know you and understand what you may be able to offer us. During these two weeks, you'll be fully integrated into our teams, getting involved in projects and giving you a fantastic insight into whether a career at RPC is right for you.

If you're just after a snapshot of life in our law firm, we also offer Insight Days where you can shadow, network and experience our culture first hand.

Our application process

We welcome applications from penultimate year law students, final-year non-law students as well as candidates who have already graduated. You can apply online by accessing our online application form at www.rpc.co.uk/strikinglyreal.



Search:

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Areas of practice

• banking & finance • commercial litigation • corporate • corporate insurance • competition • corporate finance • dispute resolution • employment • energy • restructuring and insolvency • insurance & reinsurance • intellectual property • IT • media • personal injury • professional negligence • pensions & benefits • real estate • regulatory • tax • technology • outsourcing • international trade and arbitration

Payment per week £400

Total number of vacation placements 24

Duration (weeks) 2

Approximate percentage of current trainees who undertook a placement with the firm 88%

Degrees sought

both law and non-law
(previously 50% law, 50% non-law)

Locations London, Bristol, Hong Kong, Singapore

Contact information

Trainee Recruitment Team
020 3060 6000

Tower Bridge House
St. Katharine's Way
London
E1W 1AA

Apply to:

Type of application accepted

Online

www.rpc.co.uk/strikinglyreal

Closing date (vacation placements)

17/01/2020

**At RPC, you can be you. In an environment that's real.
Strikingly real.**

See the inside front cover and the jobfinder table at the back of the publication for more information



SIDLEY

The firm

With approximately 2,000 lawyers and other professionals working in a network of offices around the world, Sidley is a leading international law firm. Globally, we work for many different businesses, financial institutions, governments and individuals. As a trainee, you experience the international side not by constantly travelling but by working on multi-jurisdictional matters and with people from all around the world.

We have a reputation for working on the very cutting edge, complex transactions, which helps to make life all the more interesting and challenging.

Culturally, we are very open, friendly and down to earth.

Our practice areas

In London we have approximately 150 lawyers, including 42 partners. Our main practice areas are:

- Banking and Financial Services
- Competition
- Debt & Equity Capital Markets
- Debt Restructuring, Debt Finance &
- Structured Finance
- Employment
- Healthcare and FDA
- Insurance
- Investment Funds
- IP/IT
- Litigation
- M&A
- Private equity
- Real Estate & Real Estate Finance
- Regulatory and Enforcement
- Tax, Employee Benefits and Executive
- Compensation

What we are looking for

Sidley is looking for people who are bright, with outstanding academic qualifications. You'll need to have at least three A Levels (at least AAA), and to have (or be expected to achieve) at least a 2.1 degree or equivalent (not necessarily in law).

Beyond pure academic ability, we're looking for interested and interesting people. People who are genuinely interested in the commercial world, and the world of finance in particular. People who are sociable, who can work well with others and get on well with clients. People who have demonstrated self-discipline, the ability to persevere and use their initiative.

Our work is complex. So it helps if you are genuinely curious about how, for example, a deal works. If you can focus, analyse things and ask the right questions, you'll be in a strong position.

Your training contract

You will have many opportunities to learn and develop during your training. You will get involved in real work from day one and gain experience of working for a number of people on different matters.

We like to take a flexible approach driven by your ability and willingness to contribute and develop. As a result, you can get as much as you like out of a particular seat, depending on how much you invest in it.

You will generally share an office and work closely with a partner or senior associate. We ensure that your experience is practical and you will be encouraged to take responsibility where appropriate. Your supervisor will provide feedback and advice as necessary and a more formal appraisal takes place at the end of each seat. Regular meetings with the Training Principal and the input of the partner with responsibility for work allocation ensure both quantity and quality of your work experience. Trainees are encouraged to participate in the firm's training programme.

Outside of work, the firm has a strong social calendar, headed by the social committee. Although we are expanding, the firm retains the intimacy and camaraderie of a smaller firm. With an excellent record of keeping trainee solicitors on qualification, Sidley aims to recruit and retain trainees who are interested in a long term commitment to the firm.

Sidley Austin LLP

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Areas of practice

- banking • capital markets • commercial
- corporate • dispute resolution
- employment & pensions • European & competition • finance • insolvency
- insurance & reinsurance • intellectual property • IT & communications • life sciences • private equity • real estate
- regulatory • tax • pro bono

Payment per week £500

Total number of vacation placements 45

Duration (weeks) 1 week (winter) and 2 weeks (spring/summer)

Degrees sought

both law and non-law
(previously 50% law, 50% non-law)

Locations London, Chicago, Beijing, Boston, Brussels, Century City, Dallas, Geneva, Hong Kong, Houston, Los Angeles, Munich, New York, Palo Alto, San Francisco, Shanghai, Singapore, Sydney, Tokyo, Washington, DC

Contact information

020 7776 9633
graduaterecruitment@sidley.com

Woolgate Exchange
25 Basinghall Street
London
EC2V 5HA

Apply to:

Type of application accepted
Online

www.sidleycareers.com

Closing date (vacation placements)

04/11/19 (winter)
31/01/20 (spring/summer)

'We operate in a supportive environment and people here are very approachable. That's very much the Sidley way.'

Will Smith, Training Principal

See the jobfinder table at the back of the publication for more information

TaylorWessing

Taylor Wessing is a leading international law firm. We work with clients in the world's most dynamic industries and help them succeed by advising on their businesses throughout their life cycle. Specialising in technology, media and communications, life sciences and private wealth, we act for 32 of the world's top 50 brands; some of the world's most exciting start-ups and unicorns; and some of the world's wealthiest families.

A diverse client base allows us to advise on more than just the law. We're a firm that encourages new ideas and different ways of doing things. Our experts play an essential role in advising clients on business growth and protection, while introducing them to new people, new markets and fresh perspectives that will help their businesses stand out and flourish.

Collaboration is key to our success. We recruit a wide range of students including those who haven't studied Law.

Main areas of work:

Our specialists attract the most dynamic clients in the industry. We do more than just advise on the law. Companies with innovative business models, emerging technologies and exclusive products, and high stake investments need to remain competitive and distinctive. This is how we work. We have an unrivalled network of industry leaders we work with and introduce our clients to. From start-ups to liquidity to global brands, clients work with us because it sets them apart.

'Superb', 'outstanding', 'expert', 'strategic' and 'commercial' are all terms associated with our reputation. We want everyone to enjoy working with us – as much as that is possible when providing legal advice. Efficiency is important, but anticipating needs for greater protection and security through creative solutions compliments the advice we provide to clients and will prepare you for future challenges of exceeding expectations.

Who should apply

Naturally, we expect you to be committed to a career in law, with a genuine passion to learn. Our people love what they do and want to contribute new ideas. They are team players who value and respect individuality, and the benefit of working in an inclusive environment. Qualifications are also important to us, and we look for a minimum of ABB grades at A level and a 2.1 degree in any discipline. You should be confident, with good

communication skills and the ability to build strong relationships. You'll have the energy, ambition and creativity to take responsibility, challenge and make a difference.

Training programme:

We have been recognised by LawCareers.Net for being the 'Best Trainer' among large City firms. Our award winning training combines our in-house Professional Skills Course with six-month seats in four different practice groups, including one contentious seat and one in our corporate or finance areas. Our programme is recognised for the extent of partner contact available to trainees. You'll work closely with associates on high-quality work from the outset with client contact and secondment opportunities in their offices offered. Most importantly, regular support and feedback every step of the way ensures that your career goes in the direction you want it to.

When and how to apply:

All candidates need to apply via our online application form at www.taylorwessing.com/graduate. The deadline for our vacation scheme is 13 January 2020. We recruit only through our vacation scheme for our 2022 training contract. Apply online at www.taylorwessing.com/graduate.

Work placements:

Taylor Wessing is "a great place to work". We were awarded Firm of the Year 2019 by Legal Cheek, which recognises all aspects of our work, clients, culture, environment and opportunities for our people. Our award winning vacation scheme is designed for you to experience life as a trainee solicitor in a fast-paced and creative international law firm. You'll spend two weeks in two different practice areas gaining first-hand experience under the supervision of associates and partners. We have up to 40 places in 2020 and the closing date for applications is 13 January 2020.

First year opportunities:

Join us on our first year 'Trailblazing' insight day in March 2020. It will give you the chance to learn more about us, attend skills sessions to help you with your vacation scheme applications and take part in a commercial business game. To be eligible to attend you must be a first year law student or penultimate non-law student.

Taylor Wessing

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Areas of practice

• banking • capital markets • commercial • company • construction • corporate • dispute resolution • employment & pensions • energy, transport & infrastructure • environmental • European & competition • finance • healthcare • insolvency • insurance & reinsurance • intellectual property • IT & communications • life sciences • media • planning & environment • private client • private equity • real estate • regulatory • sport • tax • pro bono

Payment per week £400

Total number of vacation placements
Up to 40

Duration (weeks) 2

Approximate percentage of current trainees who undertook a placement with the firm 70%

Degrees sought

both law and non-law
(previously 50% law, 50% non-law)

Locations 33 offices in 19 jurisdictions

Contact information

Facebook: facebook.com/TaylorWessing
Twitter: @TaylorWessing
Instagram: @taylorwessingllp
020 7300 7000

Graduate@taylorwessing.com

Apply to:

Type of application accepted
Online

www.taylorwessing.com/graduate

Closing date (vacation placements)
13 January 2020

See the jobfinder table at the back of the publication for more information



WHITE & CASE

White & Case is a global law firm of more than 2,000 lawyers worldwide. We've built an unrivalled network of 44 offices in 30 countries. That investment is the foundation for our client work in 180 countries today. Complex client projects, nuanced local market knowledge and global capabilities define who we are. Many White & Case clients are multinational organisations with complex needs that require the involvement of multiple offices. As part of our training contract, we offer every trainee a guaranteed six-month overseas seat.

As a White & Case lawyer, you'll work on fast-paced cutting-edge cross-border projects from the outset of your career. In London, our key areas of work include: bank finance (including regulatory compliance); financial restructuring and insolvency; capital markets (high yield and securitisation); dispute resolution (including antitrust, commercial litigation, intellectual property, international arbitration, trade, white collar and construction and engineering); energy, infrastructure, project and asset finance (EIPAF); corporate (including M&A, private equity, employment, compensation and benefits, investment funds, real estate and tax).

Our training programme:

White & Case is looking to recruit ambitious trainees who have a desire to gain hands-on practical experience from day one and a willingness to take charge of their own career. We value globally-minded citizens of the world who are eager to work across borders and cultures, and who are intrigued by solving problems within multiple legal systems. They should have an understanding of international commercial issues and an interest in working on big-ticket, cross-border work. We recruit both law and non-law students and owing to the nature of our work, language skills are of interest. Applicants will be welcomed for their individuality, their ability to contribute to the cutting-edge work we do and the energy with which they approach the job at hand. They should have achieved, or be on track to achieve, a solid 2:1, have a positive and friendly attitude, be enthusiastic and work well in teams.

The training contract consists of four six-month seats, one of which is guaranteed to be spent in one of our overseas offices, including Abu Dhabi, Beijing, Brussels, Dubai, Frankfurt,

Geneva, Hong Kong, Johannesburg, Moscow, New York, Paris, Prague, Singapore, Stockholm, Tokyo. The remaining three seats can be spent in any one of the Firm's practice groups in London. Receiving a high level of partner and senior associate contact from day one, our trainees can be confident that they will receive high-quality, stimulating and rewarding work. Trainees work in small, focused teams, so their colleagues trust them to perform tasks accurately and efficiently. White & Case is a "high-stretch, high-support" workplace that celebrates individual excellence and team success. We actively encourage our trainees to take early responsibility, and there is a strong emphasis on practical training, with plenty of support and feedback. Alongside the training contract, our trainees are encouraged to get involved in all aspects of our globally-renowned pro bono programme, often working directly with clients and even managing small matters. White & Case recruits and develops trainee solicitors with the aim of retaining them on qualification.

Work placements:

We offer two-week vacation scheme placements over the winter, spring and summer holidays. A vacation scheme provides a great way to experience first-hand what life is like as a White & Case trainee. Playing an active part in the life of the London office you will receive real work from a dedicated supervisor, attend interactive, informative sessions and be given plenty of opportunities to network at social events.

Open days:

You can apply to attend one of our London office open days for a useful insight into the Firm and the training we offer. We are holding open days for second year students, penultimate year students, finalists and graduates.

First year two-day insight scheme:

As a first year student, you can apply for one of our two-day insight schemes which will take place from 6-7 May or 13-14 May 2020. Over the course of the two days you will attend presentations, workshops and work-shadow a trainee.

How to apply & deadlines:

Apply online at www.whitecasetrainee.com

White & Case LLP

Search:

TARGETjobs Employer hubs 

Areas of practice

bank finance (including regulatory compliance); financial restructuring and insolvency; capital markets (high yield and securitisation); dispute resolution (including antitrust, commercial litigation, intellectual property, international arbitration, trade, white collar and construction and engineering); energy, infrastructure, project and asset finance (EIPAF); corporate (including M&A, private equity, employment, compensation and benefits, investment funds, real estate and tax)

Payment per week £500

Total number of vacation placements 75

Duration (weeks) 2 weeks

Approximate percentage of current trainees who undertook a placement with the firm 85%

Degrees sought

both law and non-law

Locations 44 offices globally

Contact information

Gemma Barns, Graduate Resourcing & Development Manager.
5 Old Broad Street, London, EC2N 1DW
020 7532 2899
londontrainee@whitecase.com

Facebook: WhiteCase; Twitter: @WhiteCase;
Youtube: WhiteCase; Instagram: @WhiteCase

Apply to:

Type of application accepted
Online

www.whitecasetrainee.com

Closing date (vacation placements)

Winter: 6 November 2019
Spring and Summer: 15 January 2020

See the jobfinder table at the back of the publication for more information



Jobfinder

| Advertisement Profile | | | | <u>Open day places</u> | First-year programme places | Easter placements/mini-pupillage | Summer placements/mini-pupillage | Christmas placements/mini-pupillage | All year placements/mini-pupillage | Total placements/mini-pupillage | Duration (weeks – for placements) | Duration (days – for mini-pupillage) | Payment per week |
|-----------------------|----|---|--------------------------|------------------------|-----------------------------|----------------------------------|----------------------------------|-------------------------------------|------------------------------------|---------------------------------|-----------------------------------|--------------------------------------|------------------|
| – | 34 | Burges Salmon LLP www.burges-salmon.com/careers | 2 days | 50 | 10 | 20 | 10 | | 40 | 1–2 | | £275 | |
| | 35 | 11KBW www.11kbw.com | | | | | | 30 | | 3–5 | | | |
| – | 36 | Jones Day www.jonesdaylondon.com | Question Times – see web | | 18 | 34 | 18 | | 70 | 2 | | £500 | |
| – | 38 | Kirkland & Ellis International LLP ukgraduate.kirkland.com | Yes | | 15 | 15 | | | 30 | 2 | | £500 | |
| – | 39 | Macfarlanes LLP www.macfarlanes.com | | 20 | 15 | 40 | | | 55 | 2 | | £400 | |
| – | 40 | Mills & Reeve LLP www.mills-reeve.com/careers/graduates | Yes | | | 38 | | | 38 | 2 | | £310 | |
| – | 41 | Osborne Clarke LLP www.joinoc.com | | 25 | | 35 | | | 35 | 2 | | £290 | |
| IFC | 42 | RPC www.rpc.co.uk/strikinglyreal | 50 | | | 24 | | | 74 | 2 | | £400 | |
| – | 43 | Sidley Austin LLP www.sidley.com | 60 | 9 | 27 | 9 | | | 45 | 1–2 | | £500 | |
| – | 44 | Taylor Wessing www.taylorwessing.com/graduate | 30 | 30 | | <40 | | | <40 | 2 | | £400 | |
| – | 45 | White & Case LLP www.whitecasetrainee.com | 150 | 60 | 25 | 25 | 25 | | 75 | 2 | | £500 | |

Key: IFC = inside front cover; OBC = outside back cover



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Organise your work experience search

Get headhunted

Receive work experience alerts

| Closing date | CV & letter Chambers' application form Online application form % trainees who did placement % pupils who did mini-pupillage | Areas of practice | Arbitration | Banking & finance | Capital markets | Chancery | Commercial | Company law | Company | Construction | Corporate | Criminal | Dispute resolution | Employment & pensions | Energy, transport & infrastructure | Environmental | European & competition | Family | Healthcare | Human rights | Insolvency | Insurance | Intellectual property | Islamic finance | IT & communications | Media | Oil & gas | Personal injury & clinical negligence | Planning & environmental | Private client | Private equity | Professional negligence | Property | Public & administrative | Real estate | Shipping & admiralty | Sport | Tax | Pro bono | | |
|--|---|-------------------|-------------|-------------------|-----------------|----------|------------|-------------|---------|--------------|-----------|----------|--------------------|-----------------------|------------------------------------|---------------|------------------------|--------|------------|--------------|------------|-----------|-----------------------|-----------------|---------------------|-------|-----------|---------------------------------------|--------------------------|----------------|----------------|-------------------------|----------|-------------------------|-------------|----------------------|-------|-----|----------|--|--|
| 31/10/19 (Winter) 10/01/20 (Spring/Summer) | 60% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11/11/2019 | 100% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25/10/19 (Winter); 13/12/19 (Spring); 10/01/20 (Summer) | 100% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 05/01/20 | 80% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 31/01/20 | 50% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 05/01/20 | 90% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15/01/20 & 28/02/20 | 95% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17/01/20 | 88% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 04/11/19 (Winter) 31/01/20 (Spring/Summer) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13/01/20 | 70% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6/11/19 (Winter) 15/01/20 (Spring/Summer) | 85% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



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Contributors' index

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| Blackstone Chambers | | RPC | |
| James Segal | 23–24 | Ellinor Davey | 16 |
| 23 Essex Street | | Second-year trainee via | |
| Ruth Paley | 24 | TARGETjobs Insider Reviews | 31 |
| Gough Square Chambers | | Slaughter and May | |
| Ruth Bala | 24 | Rush Beedassy | 7, 13, 26, 29 |
| Jones Day | | Taylor Wessing | |
| Vica Irani | 27 | Second-year trainee via | |
| Rose Taylor | 16, 27 | TARGETjobs Insider Reviews | 31 |
| Macfarlanes LLP | | Travers Smith | |
| Lora Froud | 9, 16 | Ollie Creamer | 17 |
| Elijah Oreyemi | 15 | White & Case LLP | |
| Mills & Reeve LLP | | Mhairi Fraser | 11 |
| Second-year trainee via | | Womble Bond Dickinson | |
| TARGETjobs Insider Reviews | 31 | Joanne Smallwood | 27 |
| Osborne Clarke LLP | | | |
| Alexandra Gower | 10 | | |
| Zoe Reid | 27 | | |

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