

# BCLP CAREER KICK START

BUILD. BE BOLD. BELONG.



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Making Bryan Cave Leighton Paisner a diverse and inclusive firm is the responsibility of every lawyer and member of our team. We know that diversity enriches the quality and fabric of our culture and makes us a stronger, better firm. Being an inclusive firm where every individual can be themselves and contribute meaningfully to the firm's success is at the heart of who we are and how we do things as a firm.

## COLLABORATING TO DRIVE DIVERSITY

At Bryan Cave Leighton Paisner (BCLP) we believe that diversity enriches the quality and fabric of our culture and makes us a stronger, better firm. We strive every day to create an inclusive workplace where every individual feels celebrated for their difference, can be themselves and can contribute meaningfully to the firm's success.

It has never felt more important to learn from and embrace the ideas, perspectives and experiences of others. In this spirit, we welcome the opportunity to collaborate with our clients on events and programmes aimed at improving access to the legal profession.

BCLP works in partnership with a range of early talent focused organisations and clients to conduct outreach activity aimed at young people and support diverse candidates interested in pursuing a career in law.

Entering the legal profession can be an especially daunting prospect for many, especially those with no connections, including individuals from a refugee or asylum seeker background; those who have been in local authority care, have caring responsibilities or are the first in their family to attend university.

INTERESTED IN  
GAINING **WORK**  
**EXPERIENCE IN A**  
**CITY LAW FIRM?**



## WELCOME TO BRYAN CAVE LEIGHTON PAISNER

We are Bryan Cave Leighton Paisner. If you're looking for the most invigorating and inspiring start to your career in law, there's no other firm quite like us.

BCLP is where 1,400 talented lawyers in 30 offices around the globe come together to provide clear, connected legal advice to high-profile clients in every time zone.

It's where cutting-edge technology meets true thought leadership and where everyone from the newest trainee to the most senior partner contributes to a culture that's friendly, supportive and hugely rewarding.

If you share our progressive attitude and fresh-thinking approach, BCLP is where your ambition meets the future of law.

**SEGUN OSUNTOKUN**  
Office Managing Partner (UK)

## OUR GLOBAL FIRM

1275

lawyers in 30 offices advising businesses across North America, Europe, the Middle East and Asia.

35%

of the Global Fortune 500 rely on our firm to support their business goals and protect their interests.

30

of the world's top 50 banks have relied on us.

\$75bn

cumulative deal value of real estate projects we've advised on in the last two years.

4x

winners for legal innovation since 2017 by

- ▶ Law.com
- ▶ Legal Business
- ▶ 2x Legal Week Innovation Awards

8x

winner of a Law Firm of the Year award in different markets since 2004.

# KEY INFORMATION

The BCLP Career Kick Start Work Experience Programme is designed to provide Year 12 students with a detailed insight into what it's like to work in a City law firm.

## IMMERSE YOURSELF IN THE WORLD OF WORK

### WEEK ONE

#### Monday 24 July – Friday 28 July

A week at BCLP's London office gaining a real insight into what lawyers do on a daily basis, as well as information on the different routes in to the profession. There will be a number of skills sessions to help prepare you for the world of work.

### WEEK TWO

#### Monday 31 July – Friday 4 August

During the second week, you will visit a different organisation each day in a variety of sectors. During the week you will learn how law firms interact with their clients and the different roles for lawyers in these organisations. There will be plenty of opportunities to build your personal network and speak to people from all of the different organisations involved.

## BCLP VIRTUAL EXPERIENCE PROGRAMMES

We have partnered with Forage, an online learning platform, to offer free virtual work experience modules.

We currently offer 3 key modules:

1. INTERVIEW SUCCESS
2. INTERVIEW PREPARATION
3. REAL ESTATE LAW

You may wish to have a look at these before you apply! [Click Here](#)

# KEY INFORMATION

## WHAT WILL I GAIN FROM PARTICIPATING IN THE PROGRAMME?

- ▶ A clear understanding of what working as a lawyer in different organisations involves and the skills required. This will help you to decide if this is the career for you
- ▶ Practical advice to help you with future job applications
- ▶ Evidence for a future employer of your interest in and motivation to gain, a role in the legal sector. The job market is very competitive and evidence of work experience, skills training and efforts by you to build your CV, are likely to give you an advantage
- ▶ Access to BCLP employees and client contacts while you are in the office and afterwards
- ▶ Opportunity for you to become part of the Alumni Programme, which will support you through to university and beyond

## HOW DO I APPLY FOR A PLACE ON THE PROGRAMME?

You will need to complete an online application form. If you are successful at this stage, you will be invited to interview. You must only apply for a place on the programme if you can participate in both weeks. Any candidate receiving an offer of a place will be asked to confirm they accept the place on the basis that they complete both weeks.

Applications open on the 1st February 2023 at 9am. The deadline for applications will be 11.59pm on the 31st March 2023. Those who apply will be notified (via email) as to whether they will be invited to interview or not.

## SALARY

All participating students will receive a salary of **£450 per week** in line with the London Living Wage for the full two weeks of the programme.

To apply, please visit the BCLP student recruitment website: [trainee.bclplaw.com/opportunities-london](https://trainee.bclplaw.com/opportunities-london)

## AM I ELIGIBLE TO APPLY?

BCLP is a member of PRIME, an alliance of law firms committed to improving access to, and socio-economic diversity within, the legal profession. In order to apply to BCLP Career Kick Start, you must meet the following qualifying criteria:

### Student Eligibility:

- ▶ You're in Year 12
- ▶ You're attending a state-funded, non-fee-paying school/college\*
- ▶ You live within a commutable distance of BCLP's London office\*\*

### You must also meet one or more of the following additional criteria:

- ▶ You have been, or are currently, in local authority care
- ▶ You are currently in receipt of, or have previously received, free school meals, Pupil Premium and/or 16 to 19 Bursary
- ▶ You are, or have been, a full-time or part-time carer
- ▶ You came to the UK as a refugee or asylum seeker
- ▶ You are attending a state school or college with:
  - a) below average A-Level or Higher point score and/or
  - b) low rate of progression to higher education
- ▶ You grew up in a household where no parent or guardian attended university

\* Students attending fee paying or private schools with exceptional circumstances or on bursaries will also be considered

\*\* A commutable distance to London is defined by the time it takes to travel from home into the London office (door to door). This should be no more than 1.5 hours door to door. Accommodation must be with a responsible adult. Exceptional circumstances may be considered.



## WHAT PREVIOUS ATTENDEES HAVE SAID...



I loved how involved I felt with the work as well as the staff. Everyone was so welcoming and made me feel very comfortable to ask questions. I learnt a lot about the different types of law routes which made me very aware of how broad law can truly be. I am definitely considering law now! ”



I enjoyed all of my time on the programme. It was an outstanding opportunity which I loved every part of. If I really had to choose the highlight of my two weeks, I would either say the people I met or the work shadowing as the people were amazing and the work shadowing allowed me to gain invaluable insight into the career I am going into that I otherwise may not have been able to get. ”



Often times we see glamorised versions of the legal profession, such as arguing in court, however you never really get to see how normal the job can be. I think it's changed my perspective about it all and definitely in a positive way. ”



I enjoyed meeting clients as it gave me a better understanding of what my options are and the different aspects of law that affect everyday life. ”

# TOP TIPS FOR APPLICATION

1. **It isn't all about academics.** We do expect successful applicants to have strong academic ability, but we are also looking for people with a well rounded personality, and demonstrating what you have done outside of school will help with this. We want to gain an insight into your character and other skills, such as resilience, determination, communication and team work.
2. **Be accurate.** Ensure your application is free from spelling and grammatical errors – attention to detail is a fundamental skill for any job in the City – so you are expected to exhibit this skill in your application. Get a teacher, friend or relative with a fresh pair of eyes to read over your application before submitting it.
3. **What makes you stand out?** What skills do you have that differentiate you from others? Competition for places is fierce, so think about any experiences or achievements that most students won't have in common with you.
4. **Don't just list your skills and achievements, tell us why they are relevant and what you learned.** Think about transferable skills. What skills will you need to succeed in the workplace? How have you displayed them? Work these skills into your application accordingly.
5. **Follow the instructions and answer the questions that you are being asked.** Do what is asked of you. Read the questions carefully to check you know exactly what you have to answer and you don't miss the point of the question. It may help to break down the question into sections so as to ensure you cover all elements. This should also provide some structure to your answer.
6. **Ensure you provide detailed responses – you should aim to use the full word count.** This is your opportunity to show us who you are and why you should be considered. One clear way to demonstrate your commitment and interest in the opportunity is to show you have spent time completing the application.
7. **Do your research and show some interest in the organisation.** Find out about recent clients, deals and developments, and try to include your knowledge of this in the application.
8. **Avoid using over-complicated words/phrases** where a straight-forward, simple sentence would do the same job. Being able to write in a concise manner is a desirable skill.
9. **Consider using the STARR method to help you answer any skills-based questions.** These are the questions which ask for evidence of skills such as teamwork, organising, supervising or managing, problem solving, communicating, initiative and so on.



describe a **situation**



tell them what your **task** or role was



say what **action** you took



always mention the result; employers like **results** driven employees



sometimes it is appropriate to say that you **reflected** on what happened and decided how you would tackle the problem next time

## FAQS

### What is the selection process?

Applicants should apply directly via our student recruitment website. We will review the application forms after the closing date and will let applicants know if they have been successful or not by the end of April. Those who progress past application stage will be invited to a virtual interview.

### Will I get actual experience of doing legal work?

We will arrange for you to shadow lawyers for part of the week. You may be asked to support these lawyers with their work - by doing some research, for instance.

### I'm unavailable for the dates of the programme. Is there any other opportunity for me to participate?

We only run one work experience scheme per year.

### Will I be able to keep in touch with people I meet at BCLP after the programme?

Yes. We run an Alumni programme for students taking part in the work experience programme. The team at BCLP will also be available for your questions and to offer guidance after the programme.

### Will I get paid?

Yes, you will be paid the London Living Wage for each day you are on the programme.

### I have decided I am no longer interested in law part way through the programme, what do I do?

We are committed to supporting your career decisions and where we can help, we will.

If you have any further questions about the process after reading this document, please contact [Siobhan.LaRocheSeeley@bclplaw.com](mailto:Siobhan.LaRocheSeeley@bclplaw.com).

## KEY CONTACTS



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[trainee.bclplaw.com/opportunities](https://trainee.bclplaw.com/opportunities)  
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 Bryan Cave Leighton Paisner LLP

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