



# CAREER KICK START

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

MEET YOUR FUTURE

**#MEETBCLP**

Bryan Cave Leighton Paisner has 1,400 lawyers in 30 offices across North America, Europe, the Middle East and Asia. Among other strengths, Bryan Cave Leighton Paisner offers our clients one of the most active global M&A practices; the world's 4th largest real estate practice; an international financial services practice present in all of the world's largest financial centres; and an international litigation and investigation practice with comprehensive global capabilities.

We take pride in operating as "One Firm" across all of our global office locations. Each client is considered a client of the whole firm with access to the resources that will best serve their needs, and, as a result, our attorneys and staff routinely collaborate across offices and practice areas.

The firm is also known for its relationship-driven, collaborative culture, its diverse legal experience and industry-shaping innovation.

## OUR LOCATIONS

Working from 30 offices around the world, our advice has touched countries throughout the Americas, Asia, Europe, the Middle East and Africa.



## OUR GLOBAL FIRM

1400

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

\$75bn

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

40%

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

4x

winners for legal innovation since 2011

- Leader in Law Firm Innovation (Law.com)
- Number 1 Most Innovative Law Firm (Legal Business)
- 2x 'World's Most Innovative Law Firm' (ILTA)

30

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

8x

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

## WHAT WE DO: OUR PRACTICE AREAS

At BCLP we have three legal departments which represent three different aspects of law – Corporate & Finance Transactions, Real Estate, and Litigation & Investigations. These three departments are made up of different practice groups that specialise in advising businesses on particular legal challenges and opportunities.

### OUR CORPORATE AND FINANCE TRANSACTIONS

Our corporate and finance lawyers support organisations on the structuring of investment funds, borrowing money to finance infrastructure projects, advising a non-profit organisation, or acting on mergers and acquisitions (M&A for short) which involves the process of combining two companies into one – think Facebook buying Instagram, or Disney joining with Pixar.

### REAL ESTATE

We work to help big-name clients to acquire, develop, finance, lease, operate, manage and sell commercial real estate. Put simply, all of the legalities involved with buildings and land are dealt with by real estate lawyers. As the global real estate market is constantly changing, this field of law is complex and requires a multi-disciplinary approach. That being so, real estate lawyers often work alongside advisors from other sectors on corporate, finance, tax and risk management issues.

### LITIGATION AND INVESTIGATIONS

Our Litigation and Investigations practice offers clients a truly integrated global service, to protect reputations and resolve complex disputes in a range of domestic courts, specialist tribunals and in international arbitration. We work with a huge range of clients including individuals like politicians and high profile celebrities, to big corporates, like worldwide hotel chains, big name supermarkets, investment banks and Fortune 500 companies. We advise on a huge range of matters, including bribery and corruption, money laundering, intellectual property, employment law and environmental issues. Our lawyers utilize a range of innovative tools in evidence analysis, case strategy, project management, forensic accounting and quantum calculations which enable us to deliver a better litigation service to our clients.

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.

### PART ONE: IMMERSIVE YOURSELF IN THE WORLD OF WORK

#### WEEK ONE

Wednesday 4 August - Friday 6 August

Three days at BCLP gaining a real insight into what lawyers do on a daily basis as well as information on the different routes in to the profession, a number of skills sessions to help prepare you for the world of work and the opportunity to take part in a challenge to win a £500 charity donation.

#### WEEK TWO

Monday 9 August - Friday 13 August

A week visiting different organisations 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.

# CAREER KICK START

## ALUMNI PROGRAMME

### PART TWO: DEEPEN YOUR UNDERSTANDING OF THE LEGAL SECTOR

#### WEEK THREE

All Day Workshop, Spring 2022

The workshop will be focussed on developing your commercial awareness skills and developing your wider understanding of business, political, economic developments and their impacts on organisations such as ours. Commercial Awareness is a crucial skill for lawyers to possess, as they are not only legal experts, but also business advisors for their clients.

There will be an exciting opportunity where you can win a week of work experience with our client to take place during the Summer of 2022!

#### WEEK FOUR

Work Shadowing plus Graduate Recruitment Plenary Workshop  
One Week, Summer 2022

You will take part in a work placement in our London office, where you will shadow lawyers and spend time in their departments, gaining a real insight into life as a commercial lawyer. You will also have the opportunity to attend a second workshop which will be run in partnership with our Graduate Recruitment team which will focus on routes into law and a deep dive of the application process.

## PART THREE: UNIVERSITY AND BEYOND

## MENTORING

You will have the opportunity to be matched with a trainee lawyer to act as your mentor whilst at university. The mentoring programme will run formally for at least 12 months, with the opportunity to continue conversations with your mentor until you finish university or commence employment. Alongside the mentoring, we will also continue to run skills workshops for you to develop your skills and CVs.

## BCLP POTENTIAL

As part of your place on the programme, you will be sent sign-up and login details for BCLP Potential, our new early careers website aimed at students with an interest in law.

The site is packed full of interactive resources, videos and wider reading material and covers a range of topics including an outline of routes into law, application tips and careers advice more generally – e.g. preparing your CV & cover letter, how to gain and benefit from work experience and ‘survival tips’ for navigating life at college and university. We are really excited about the site which we hope will equip you with the tools and resources you need to help take the next step in your career journey.

## 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 Career Kick Start Alumni Programme, which will support you through to university and beyond.
- Access to BCLP Potential which will give you tools to equip you for a career in law.

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

You will need to complete an online application form. 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.

The deadline for applications will be **11.59pm on Monday 10 May 2021**. Those who apply will be notified if they have been successful via email.

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

## WHAT PREVIOUS

## ATTENDEES HAVE SAID...



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 which I found very interesting.



Being on the programme was great first-hand experience of what it is like to work in an office. It was also very challenging and a good learning experience in gaining research skills, writing skills and independence.



BCLP has definitely helped me have a better understanding of my career pathways.



I enjoyed all of my time on the programme, it was a simply 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 an invaluable experience into the career I am going into that I otherwise would have been unable to get.



 [trainee.bclplaw.com](https://trainee.bclplaw.com)

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## AM I ELIGIBLE TO APPLY?

In order to apply for Career Kick-Start, you must meet the following criteria:

Student eligibility...	Students may also meet one or more the following...	Students should...
You must be in <b>year 12</b> (England & Wales or equivalent in other locations)	You are currently in <b>receipt of</b> , or previously received free school meals, Pupil Premium, Education Maintenance Allowance and/or 16 to 19 Bursary	You live or are able to find accommodation within a <b>reasonable commutable distance</b> of central London**
You are attending, and have attended from ages 11-16 a <b>state funded school*</b>	You have been, or are currently in <b>care</b> or	
You grew up in a household where <b>no parent/guardian</b> attended university	You arrived into the UK as a <b>refugee or asylum seeker</b>	
	You have been/is a full-time <b>carer</b>	
	You are attending a state school or college with: a) <b>below average A-Level or Highers point score</b> and/or b) low rate of <b>progression to higher education</b>	

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

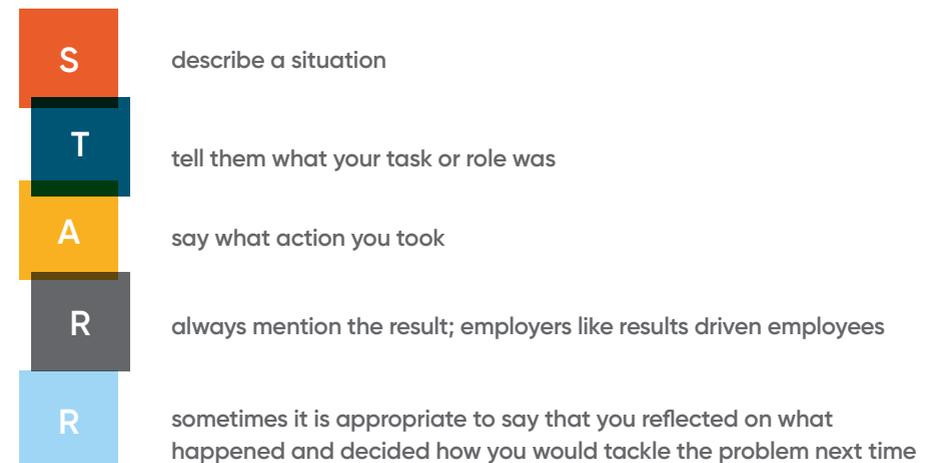
\*\* A commutable distance to London is defined by the time it takes to travel from home into the London office (door to door). This should be no more than 1.5hours door to door. Accommodation must be with a responsible adult. Exceptional circumstances may be considered.

## 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.

## TOP TIPS FOR APPLICATION

- 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.





### **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 people know the outcome of their application at the end of April.

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

We will arrange for you to shadow lawyers in year 13 as part of the Alumni programme. You may be asked to support these lawyers with their work – by doing some research, for instance.

### **I'm unavailable in August. Is there any other opportunity for me to participate?**

We only run one work experience scheme per year, unfortunately.

### **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?**

No. However, for any in-person work experience we will cover the costs of all travel expenses and lunch will be provided each day.

### **What happens if Covid restrictions change?**

The programme contains a mixture of in office and virtual components, so there are lots of options. We will also be monitoring government advice closely, your safety is of the highest priority to us.

### **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. However, in order to join the Alumni Programme, you will need to complete the Career Kick Start programme in full.

## **LONDON**

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## **Find out more**

[trainee.bclplaw.com](https://trainee.bclplaw.com)