

# CAREER KICK START

**INTERESTED IN GAINING  
FIRST-HAND WORK EXPERIENCE  
IN A CITY LAW FIRM?**

MEET YOUR FUTURE

---

**#MEETBCLP**

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.

BCLP is a global law firm with 1,400 lawyers across 31 offices in Europe, Asia, the Middle East and North America.

### The programme takes place over two weeks:

#### Week One

(Monday 27 July – Friday 31 July)

**Location:** Governor's House, London EC4R 0HH

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

#### Week Two

(Monday 3 – Friday 7 August)

**Location:** Variety of locations in London

A week visiting a different organisation each day in a variety of sectors – including sports, financial services and media. 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.

### 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.

### 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 Sunday 15 March 2020. 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)

CAREER KICK START

## 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)

 @BCLP\_Trainees |  BCLPTrainees |  @bclp\_trainees |  Bryan Cave Leighton Paisner LLP

# 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.

**S** - describe a situation

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

**A** - say what action you took

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

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

## 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 March.

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

We will arrange for you to shadow lawyers for half of week one to see what they do on a daily basis. You may be asked to support these lawyers with their work - by doing some research, for instance.

## I'm unavailable in July/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, we will cover the costs of all travel expenses and lunch will be provided each day.

## **LONDON**

Bryan Cave Leighton Paisner LLP  
Adelaide House London Bridge  
London EC4R 9HA United Kingdom

### **HAYAT OMER**

Diversity and Inclusivity Coordinator,  
London, UK

[hayat.omer@bclplaw.com](mailto:hayat.omer@bclplaw.com)

T: +44 (0) 20 3400 4113

### **REG KHERAJ**

Diversity and inclusivity Advisor,  
London, UK

[reg.kheraj@bclplaw.com](mailto:reg.kheraj@bclplaw.com)

T: +44 (0) 20 3400 4865

## **Find out more**

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