

YOUR GUIDE TO *Applications*



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Law

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Table of Contents

Letter from University of Law	2
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SOLICITORS

Letter from the Careers Secretary	4
Your Route to Becoming a Solicitor	6
Application Deadlines for Aspiring Solicitors	9

BARRISTERS

Letter from the Bar Careers Secretary	13
Your Route to Becoming a Barrister	17
Application Deadlines for Aspiring Barristers	18

HOW THE GUIDE WORKS

This is a guide for students interested in pursuing a career as a lawyer in the UK. It explains the basics of what you need to know and the processes involved in applications. This booklet is designed to be a brief, accessible and easy-to-use. The guide is divided into two sections. The first introduces you to a career as a solicitor and the second to a career as a barrister.

The guide is organised so that you can keep on track with what you can be doing at every stage no matter which year of study you are in. Most importantly, we have included a list of selected deadlines for applications at the end of both sections so that at any point of time in the year you can flip to pages 9 and 18 for deadlines.

We hope that you will find this guide useful, and that your experience with applications will be smooth and rewarding.

A letter from

THE UNIVERSITY OF LAW

Dear UCL Lawyers,

As the new academic year clicks into gear, now is a great time to start thinking about your future career.

Here at the University of Law, the UK's number one professional legal training centre, we already are. We offer a wide range of full and part time courses across our eight centres, including London Bloomsbury and Moorgate. Whether you are hoping to become a solicitor or barrister, our LPC and BPTC courses offer practical, skill based programmes taught exclusively by qualified solicitors and barristers with a view to making you well equipped for your first day in the office, or chambers.

You can now even obtain a Masters Degree at no extra cost through our LL.M LPC!

But there is more to your career development on offer than simply enrolling on a course with us. All we do is law and we do it well. We work exclusively with four of the five top UK firms, as well as an extensive range of city and regional firms and chambers who frequently visit for talks, providing invaluable networking opportunities.

Our extensive and award winning pro bono scheme, including a Legal Advice Centre, Street Law and many other opportunities in numerous areas of practice will help to provide a flavour of practice and bolster your CV, whilst our dedicated careers service is open 7 days a week, offering services ranging from confidence building to CV enhancement and mock interviews. They also run law fairs that are

well attended by firms and chambers and an extensive mentoring scheme, allowing students to receive individual support from a practising lawyer.

You can even start utilising our expertise now. Our award winning Future Lawyers Network, based around ten 'STePs' guiding you from the application stage, through interviews to career development strategies, is free and accessible to you. To register now, simply visit: www.law.ac.uk/futurelawyers.

Interested? Why not come and see us at:

UCL:

Routes in to Law talk - 28th October, 12:30 - 14:00

Commercial Awareness workshop - 28th October, 17:30 - 18:30

UCL Law Fair - 11th November

Lawyer with a Business Deal - 18th November, 12:30 - 14:30

BPTC cross-examination workshop - 25th November, 12:30 - 14:30

Insight Days:

Solicitor Insight Day - Wednesday 30 October, 15:30 - 19:00

London Moorgate Centre

Barrister Insight Day - Wednesday 31 October, 15:30 - 19:00

Open Days:

We have open days and centre visits regularly throughout the year, for full details please visit our website: <http://www.law.ac.uk/events/>

Good luck with your studies and have a great year!

Gemma Hynes

**The
University of
Law**

A letter from

THE CAREERS SECRETARY

Dear fellow students,

I welcome new freshers and welcome back all returning students to Bentham House. For the first time in our society's history we are publishing a guide to applications. When I first came to study here I found myself quite lost amongst all the hype about careers and with little idea of where to start. Thus, we have decided to give you a helping hand. Along with Scarlett and the generous support of the University of Law, we give you UCL Law Society's first ever Guide to Applications.

As the Careers Secretary I have written this first section about pursuing a career as a solicitor. The guide includes opportunities that are available to you at each step of the way. It is important to note that there is no need to do everything in this guide. These are simply suggestions to help you become a more competitive applicant when you graduate. There are many ways to advance your career and it always helps to think outside of the box. Please also keep in mind that this guide assumes that you intend to be a lawyer directly following graduation. However, many students choose to do further study or take other jobs before becoming lawyers.

Additionally, there will be a Careers Event every Monday evening where you will hear from lawyers and employers about their work and have the opportunity to speak to them and ask any burning questions. You will be amazed at who comes to Bentham House just to meet you! There are also evening events throughout the year at the offices of some of the country's best law firms.

Lastly, I would like to wish you luck on all your applications. If you have any questions please feel free to email, message or speak to me. I look forward to seeing you at the next event.

Kindest regards,

Samantha
Careers Secretary
samantha.leung.l2@ucl.ac.uk

Introduction to a Career

AS A SOLICITOR

In the UK, lawyers are generally divided into two groups: barristers and solicitors. Basically, barristers are the lawyers who do court room advocacy, whereas solicitors have paper practices and work directly with clients. Solicitors' work varies all the way from setting up a will to working on large mergers and acquisition deals to preparing family disputes cases for court. There are vastly more solicitors than barristers in the UK, since there is more work for solicitors and admission into the Bar is relatively more stringent.

Solicitors work in various settings. High Street solicitors practice in smaller offices with a handful to a few dozen lawyers. High Street lawyers deal with individuals and small businesses in areas of law including family, crime, business, estates, real estate, employment and tax. Given the amount of client interaction, it is a very people oriented career.

Over the year you will hear a lot about City lawyers. Solicitors working in the City are those that work in large law firms on legal work for large businesses. Solicitors will qualify in order to practice in a certain area of law. Practice areas include, corporate, banking and finance, employment, intellectual property, media, shipping, litigation, tax, real estate and competition law. City lawyers tend to have more demanding hours and work in larger teams. Due to the size of the law firms, City solicitor have the opportunity to work on massive deals that you will see in the headlines.

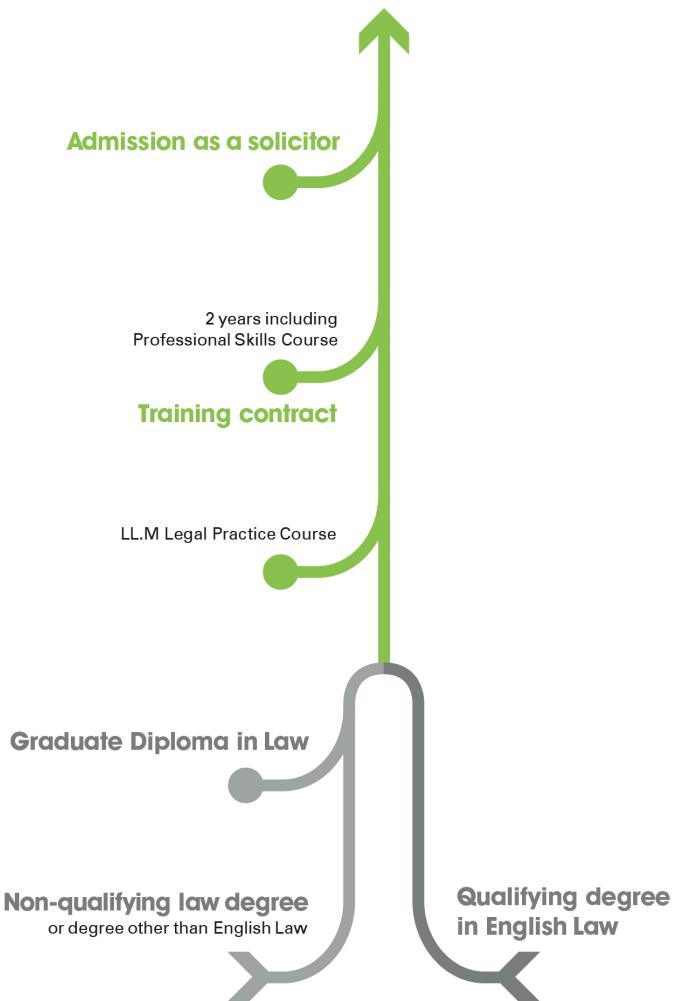
Solicitors can also work in the public sector or for not-for-profit organisations. The Government Legal Services offers interesting and unique work including the drafting and amendment of legislation. Working at a law centre can also be a rewarding career where a solicitor gets to help those in our society who need legal advice the most but cannot afford it.

If you love debating and know that you want to do advocacy as part of your job, you may still want to consider a career as a solicitor. While most courtroom advocacy is done by barristers, a solicitor does have rights of audience in the lower courts, and may gain rights of audience to the higher court by becoming a Solicitor Advocate by obtaining such a license. Furthermore, solicitors use advocacy in negotiations, mediations, arbitrations and other types of out of court dispute resolution.

Thus, a career as a solicitor can be a very varied, exciting and rewarding.

Your route to becoming a

CITY SOLICITOR



**The University
of LAW**
incorporating The College of Law

What you can be doing now

TO START YOUR CAREER

FIRST YEAR

It's never too early to start thinking about your career. Your first year at Bentham is a good time to build up your CV while you have a lighter workload (compared to second and third year). Below are some suggestions:

- Attend **Monday Night Career Events** to gain a better understanding of the City and the life of a trainee.
- **Meet people** at careers events on and off campus. Trainees can provide you with a good idea of whether or not this is the route for you.
- Apply to **Open/Insight Days** at law firms. Some firms even offer Vacation Schemes for first-year students. (see deadlines on page 8)
- **Gain experience** in other sectors of the law, such as the Bar and not-for-profit.
- Explore your interests and **gain experience in non-legal sectors**.
- **Do well in your studies!** Academic excellence is expected from employers.

PENULTIMATE YEAR

This is a crucial time if you plan to enter a training contract directly after graduating from university. Applications for training contracts take place two years before the Training Contract begins, so that those who apply summer after their penultimate year will start working two years later (after their final year and a year at the LPC). In addition to the list above, you should:

- Build your **commercial awareness**.
- **Maintain good networks**.
- Apply to **Spring and Summer Vacation Schemes and mini-pupillages**.

FINAL YEAR

By now, your CV should be strong enough that you can focus on your studies. It is also important to maintain your commercial awareness. Additionally, if you have not applied to Training Contracts in your penultimate year, you can:

- Apply to **Winter Vacation Schemes** (which are usually exclusive to final year students).
- Apply to **Training Contracts** during the summer of your graduation.

APPLICATIONS

Do's and Don'ts

There are no absolute rights or wrongs that will land you the job or put you on a black list. However, you may consider these tips that applicants, employers, and recruitment teams generally agree upon.

DO meet people. Trainees, associates, partners and graduate recruitment staff at events are usually happy to give you advice, and help you identify whether or not it is the career for you.

DON'T have any spelling or grammatical errors. These errors tell them your employer that you lack attention to detail which is essential to the job.

DO read the paper. Keeping up with the news, especially in the areas you enjoy, will allow you to demonstrate "Commercial Awareness". Your employers will expect you to have a good grasp of the City and the legal sector. The Economist and the FT are widely recommended.

DON'T put it off to the last minute. A quality application takes a lot of thought and time. Additionally, many employers review applications on a rolling basis.

DO answer the question asked. You may want to give an eye-catching answer, but if it does not answer the question, you will lose points on scoring systems, or give a bad impression to the marker.

DON'T be a one trick pony. Employers are looking for well rounded people. Good academic and intellectual ability is presumed. Demonstrate "competencies" (transferable skills) through interesting activities, jobs, positions of responsibility, and hobbies.

DO be prepared. The selection process is quite elaborate. For Training Contracts at most firms, you will have to fill out a long application form online, then to do one or more online assessments, after which candidates will be shortlisted for phone interviews, then an assessment day at the firm consisting of interviews with partners and graduate recruiters, a written exercise and a group exercise. As you can see, there is a lot to prepare for!

DO be yourself. It is essential to be genuine. Employers are looking for personalities that will work well in their environment, so that you too will enjoy working there too. But remember to use humour carefully.

APPLICATION DEADLINES

to be aware of

FIRST YEAR

Open Days

Nov 12 th	BLP
Nov 22 nd	Baker & McKenzie
Jan 13 th	Weil, Gotshal & Manges
Jan 31 st	Herbert Smith Freehills
Feb 15 th	Hogan Lovells
Feb 28 th	Allen & Overy
	Holman Fenwick Willan
	Norton Rose Fulbright
	Clifford Chance
	BLP

Spring Vacation Schemes

Jan 31 st	Simmons & Simmons
Feb 5 th	BLP
Feb 28 th	Linklaters



PENULTIMATE YEAR

Open Days

Nov 12 th	BLP
Jan 13 th	Weil, Gotshal & Manges
Feb 28 th	Allen & Overy
	Holman Fenwick Willan
	Norton Rose Fulbright

Training Contracts

Jan 14 th	Allen & Overy (2016 intake)
July 31 st	Allen & Overy (2017 intake)
	Ashurst
	Baker & McKenzie
	BLP
	Clifford Chance
	Dentons
	Field Fisher Waterhouse
	Herbert Smith Freehills
	Hogan Lovells
	Holman Fenwick Willan
	Linklaters
	MacFarlanes
	Norton Rose Fulbright
	Pinsent Masons
	Reed Smith
	Simmons & Simmons
	Taylor Wessing
	Travers Smith
	Weil, Gotshal & Manges

Summer Vacation Schemes

Jan 5 th	Linklaters
Jan 6 st	Clifford Chance
Jan 14 th	Allen & Overy
Jan 13 th	Weil, Gotshal & Manges
Jan 15 th	Ashurst
Jan 18 th	Hogan Lovells
Jan 31 st	Baker & McKenzie (inc. International Scheme)
	BLP
	Dentons
	Field Fisher Water House
	Macfarlanes
	Pinsent Masons
	Simmons & Simmons
	Taylor Wessing
	Travers Smith
	Hogan Lovells
Feb 15 th	



FINAL YEAR

Open Days

Nov 12 th	BLP
Nov 25 th	Clifford Chance
May 9 th	Linklaters
Feb 28 th	Norton Rose Fulbright
Jan 13 th	Weil, Gotshal & Manges

Spring and Summer Vacation Schemes

(same deadlines as penultimate year)

Training Contracts

(see deadlines for penultimate year)

Summer Vacation Schemes

Jan 31 st	Dentons
	Pinsent Masons

Jan 15th
Mar 31st

Linklaters
Simmons & Simmons
(2016 intake)

Winter Vacation Schemes

Oct 31 st	Allen & Overy
	BLP
	Norton Rose Fulbright
	Simmons & Simmons
Nov 1 st	Hogan Lovells
Nov 2 nd	
Nov 10 th	Linklaters

Please refer to each firm's graduate recruitment website for specific information on how to apply, and whether they review applications on a rolling basis.

You want to be a top lawyer.... We make it happen

The University of Law difference

You want to be highly employable. We start more law careers than anyone.

- The professional's choice, working with over 90 of the top 100 UK law firms and 4 of the top 5 globally
- Expert tuition from real world professionals in 8 fully-resourced law schools across the UK
- LL.M in Legal Practice – a new LPC with an integrated Master of Laws award and the chance to focus on international law
- A clear focus on employability. 89%* of our LPC graduates find legal work within months
- Award-winning pro bono and law careers service
- Over 4,000 vacancies and 3,600 pro bono work opportunities per year
- NEW flexible fee payment scheme. Pay in up to 10 instalments

GDL

Graduate
Diploma in Law

LL.M LPC

LL.M Legal
Practice Course

BPTC

Bar Professional
Training Course

i-LL.M

i-LL.M in
International
Legal Practice

You know what to do now...
We would love to meet you.
Come to an open day

0800 289 997
law.ac.uk/events18

* Based on known
destinations of
students passing
the full-time LPC
in summer 2012

A letter from

THE BAR CAREERS SECRETARY

Dear incoming freshers and learned current students,

I have created this pamphlet for those of you who have, or will come to have, a career as a barrister in mind. For those of you who are new to law we can summarise the two main branches within the legal profession as solicitor and barrister. When you arrive at UCL we have a tremendous careers programme that will keep you fully informed about these two professions, and others in-between. The careers event program kicks off by looking at the solicitor side of things, so this pamphlet has been designed to provide a basic idea of the other side of the profession until we reach the bar career events later in the year.

The bar careers programme will begin on 26th February with the Barristers' Cocktail Party, where you will be able to network with leading members of the profession and the judiciary, and enjoy some drinks and canapés. I'd whole heartedly recommend coming along and getting fully involved: make the brave move to chat to a barrister or judge. No matter how much you read in this pamphlet or on the internet, nothing beats speaking to another human being about the profession!

After that, we'll be holding weekly bar careers sessions which will focus on particular practice areas of the bar - one may be surprised at how much they vary, and I would therefore recommend attending them all to ensure you make the right decision about the area of law which is for you. You can also find a comprehensive explanation of practice areas (along with other information and updates from me) at www.ucllawsociety.co.uk in the Bar Careers section.

Please also feel free to contact me at any time with any bar related enquiries you have throughout the year.

Scarlett Milligan
Bar Careers Secretary
scarlett.miligan@ucl.ac.uk



Introduction to a Career

AS A BARRISTER

Generally speaking, individuals or companies will turn to a solicitor when they face a legal issue. When litigation is involved, a solicitor may turn to a barrister either to instruct him to fight the case for the client, or for a legal opinion. A career at the bar is exciting, dynamic and challenging - but it can also be very hard; the route to the profession is certainly less well-mapped than it is for aspiring solicitors, but that's where the UCL Laws careers service will help you out.

What you can be doing now

TO START YOUR CAREER

Year 1

- Work hard!
- Get involved in debating and mooting
- Gain any exposure to the bar via careers talks and any mini-pupillages
- Attend the Barristers' Cocktail Party to talk to members of the profession about their work and their specialism

Year 2

- Continue attaining mini-pupillages and exposure, start thinking about areas of interest for specialism and gain relevant experience
- Keep up with mooting and debating - winning competitions (or coming close) looks brilliant on one's CV!

Year 3/4

- Apply for the BPTC: test and applications due by 10th January (provisional)
- Apply to an Inn of Court for a scholarship: 1st November (provisional)
- Apply for pupillage if intending to draw down to fund the BPTC: 30th April (provisional)
- Join an Inn of Court so can embark on the BPTC -- 31st May (provisional)

After university...

Whilst doing the BPTC one should apply for pupillage if one did not apply prior to embarking on the course (same deadlines apply)

The Stages of Pursuing a Career

AS A BARRISTER

GETTING STARTED

The bar can be quite an academically challenging career, so if you want to make it at the bar, it's important to work hard from year one and keep those grades high! One of the pros of a life at the bar is that you will be dealing rather exclusively with the law and legal theories (unlike solicitors who may have to dabble in the business side of things); one may need to propose a new legal outlook/theory to a judge in order to secure victory for one's client - it goes without saying that these submissions will have to be watertight, which will be quite an academic feat.

One should also work on extra-curricular activities which nurture the skills a barrister will need, such as public speaking, advocacy and dealing with legal arguments. The various mooting and debating competitions within UCL Laws are a great opportunity to gain experience and, importantly, good fun! I would whole heartedly recommending getting involved from day one.

It is also important to get a lot of experience and exposure to the bar whilst at university: it can be a long and expensive road to the bar, so you need to ensure it is the right career for you and that you know your intended areas of specialism. Chambers (the buildings in which barristers work, grouped according to specialism) offer mini-pupillages (which can range from one day to a full week) which will enable one to gain this sort of exposure. Some chambers will only open these experiences to students at a certain stage of their degree (e.g. second year and above), so check criteria and application procedures online.

VOCATIONAL TRAINING

Once one has completed university, one has to complete a year of vocational training called the Bar Professional Training Course (BPTC). Many solicitors will have their equivalent vocational course funded by a firm they will be joining, but this is unfortunately not the case for barristers, as the members of the profession are generally self-employed - chambers are merely a way of grouping barristers together efficiently. This course can cost anything up to £18,000, so it is important to know the bar is definitely where you want to end up; as of late, an

The Stages of Pursuing a Career

AS A BARRISTER *cont.*

aptitude test has been put in place (the BCAT) with the intention of weeding out candidates who won't be capable of passing the course.

You may wish to check out the 'Health Warning' produced by the Bar Standards Board, which advises individuals considering the BPTC about the difficulty of obtaining a career at the bar:

[www.barstandardsboard.org.uk/media/1363162/
final_health_warning_for_bsb_website_24_jan_2012.pdf](http://www.barstandardsboard.org.uk/media/1363162/final_health_warning_for_bsb_website_24_jan_2012.pdf)

FINANCING AND PUPILLAGE

If you are sure a career at the bar is for you, then don't let this dishearten you! There is financial help and support available, though it is less copious than that for solicitors. All barristers must join one of the four Inns of Court (historically gateways to the profession), all of which offer generous scholarships. Post BPTC, one must complete a year of training within chambers, which is known as pupillage, for which one will be paid. If one attains pupillage prior to commencing the BPTC, some chambers may allow pupils to draw down some of their wage to help fund the course. Pupillage is notoriously hard to attain, so one shouldn't necessarily be disheartened by not being successful first time around; sometimes chambers want to see an applicant has attained some more life experience (for instance, more exposure to the commercial world) to ensure chambers is for them, so don't necessarily feel there's any rush.

After a year of pupillage, if everything goes according to plan one will be kept on in chambers - i.e. given a tenancy - and that's it, you've made it! Some chambers will only be able to take a certain number of their pupils, which means those not given a tenancy will have to complete a third six (another six months as a pupil) in another chambers and hopefully be given tenancy there.



Your route to becoming a

BARRISTER



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APPLICATION DEADLINES

to be aware of

Mini Pupillage Deadlines

Deadlines for top sets in practice area, as determined by Chambers UK Bar Awards 2012.

*Please note criteria and mini-pupillage dates on individual set websites before applying.

Banking and Finance

Fountain Court Chambers:
30th Nov, 30th Jan, 30th Aug

Chancery

XXIV Old Buildings:
15th Oct, 15th Feb, 15th June
Wilberforce Chambers:
Second years - 22nd Feb
Third years - 16th Nov

Commercial

Brick Court Chambers: No deadline
Essex Court Chambers: TBA
Blackstone Chambers: TBA

Competition/EU

Monckton Chambers: No deadline

Construction

Keating Chambers:
1st Mar, 1st Jun, 1st Sep, 1st Dec

Crime

QEB Hollis Whiteman: TBA in Autumn

Defamation/Privacy/Media

5RB: 24th Oct

Employment

Old Square Chambers: TBA after 31st Oct

Environment/planning

Francis Taylor Building: TBA in Autumn

Family

1 Hare Court: 1st Jan
4 Paper Buildings: 31st Jan

Human Rights & Public

Blackstone Chambers: TBA
39 Essex Street: 30th Nov

Intellectual Property/ Information Technology

3 New Square: No deadline
One Essex Court:
30th Nov, 28th Feb, 30th June

International Arbitration

Essex Court: TBA

Personal Injury/

Clinical and Professional Negligence

39 Essex Street: 30th Nov
Outer Temple Chambers: 21st Oct
4 New Square: 1st Nov

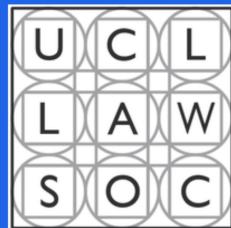
Tax

Gray's Inn Tax Chambers: 31st May
Pump Court Tax Chambers:
15th Nov, 15th Jan, 2nd May

Best of Luck on your Applications from



&



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