



The City Law School
CITY UNIVERSITY LONDON

Legal Careers Programme **Intending Solicitors**

2009/2010

CAREERS PROGRAMME: INTENDING SOLICITORS

Introduction

The City Law School runs a Careers Programme for students who intend to qualify as solicitors. The programme is run by the School's Academic Coordinator for Careers, Sarah Gale, in conjunction with the City University London Centre for Career and Skills Development, and The City Law School's Law and Practice Forum. All students who want to become solicitors are warmly invited to attend all the events listed here.

Careers Consultants

You will be given an introductory talk by Marlon Gray from the Centre for Career and Skills Development. A hand out explaining the services on offer to aspiring solicitors will be provided.

Academic Advisors

You will be assigned personal tutors who will be able to advise on training contracts and LPC courses. A number of our academic staff are qualified as solicitors, and any student that wants to talk to a qualified solicitor on the staff is warmly invited to do so. Please contact Sarah Gale, the Academic Coordinator for Careers, in the first instance. Email s.e.gale@city.ac.uk

LPC

The City Law School's LPC is taught at our Gray's Inn campus. Staff from the LPC will attend a number of our events over the year and will be making presentations. If you would like more information about The City Law School LPC please contact Sarah Gale in the first instance. Email: s.e.gale@city.ac.uk

CITY UNIVERSITY LONDON LAW FAIR

The City Law School Law Fair

Sponsored by MacFarlanes

Date: 28 October 2009

Time: 14.30 – 16.30

*If you attend one of our preparatory top tips seminar/workshop before the fair will be given a VIP fair pass. This allows **VIP entry for the first hour of the fair** (from 13:30)*

Venue: Great Hall, City University main campus

At this event you will be able to speak with HR representatives and graduate trainees to find out what employers expect from applicants and gain useful tips and advice for the application and selection process. This is a rare opportunity to meet with firms/organisations in just a couple of hours, and to make an impression on what could be your future employer. Whether you are looking for a training contract, a pupillage, a summer internship, pro bono work or would just like to learn more about legal career opportunities, you will definitely find it The City Law Fair!

Who will be at the fair?

Organisations attending so far include: Allen & Overy LLP, Bar Council, Blackstone Chambers, Chambers and Partners Publishing, Civil Service Fast Stream, Denton Wilde Sapte LLP, Free Representation Unit, Government Legal Service, KM Legal Advisory Limited, Legal Services Commission, Lewis Silkin LLP, Lawrence Graham LLP, Linklaters LLP, Macfarlanes, Ministry of Justice, Travers Smith and more...

Registration

Register online at the Centre for Careers & Skills Development website: www.city.ac.uk/careers

CAREERS AND SKILLS DEVELOPMENT PROGRAMME

Autumn Term 2009-10

Seminar 1 - E-Research & Preparing For Legal Employers

Date/Time/Location: TBC For further details, check Lawbore or City Space.

Speaker: Marlon Gray (Senior Careers Consultant)

This one hour law careers seminar will suit all law students (LLB, GE LLB, LLM, BPTC & LPC) intending to pursue a career as a solicitor or barrister. The seminar examines key websites which will help you target and research potential legal opportunities such as: pupillages, training contracts, mini-pupillages, internships and work experience. Besides research, the seminar will also look at the basics of cover letters and legal CV construction for opportunities in the legal sector. The seminar will also help you to find out where you can locate information on legal employers attending the City Law Fair on 28 October 2009. The seminar is designed to help you save time, and give you a starting point for research and preparation for legal employer events.

Registration

Register online at the Centre for Careers & Skills Development website: www.city.ac.uk/careers

The City Law School, City University London

Seminar 2 - Top tips: How to make the most of the City Law Fair

Date: Monday, 26 October 2009

Time: 12:00 – 12:50 OR 13:00 - 13:50

Location: BG03, University Building

Speaker(s): Centre for Career & Skills Development

Attendance at either of these seminars will entitle you to a **VIP entry pass for the first hour of the law fair**. Make sure that you are prepared to make the most of it and impress the employers who will be attending. Either session should help you with preparation in the following way and is run by an experienced Careers Consultant:

- How to research the firms prior to the fair
- How to introduce yourself and start a conversation
- What questions can you ask to make an impression
- What is the best way to ask for someone's contact details
- Ways to finish a conversation
- What can you expect to get from the fair according to your year and level of study
- Appropriate dress code

Only students who attend these preparatory seminars can gain entry to the fair for the first hour (13:30-14:30).

Registration

Register online at the Centre for Careers & Skills Development website:

www.city.ac.uk/careers

Seminar 3 - Effective Applications

Date/Time/Location: TBC. Please check Lawbore or City Space

Speaker: Marlon Gray (Senior Careers Consultant)

This one hour law careers seminar introduces basic tips on completing application forms, either online or paper based. It is for any student, graduate or postgraduate of the university planning to make graduate job or internship applications in the legal/non-legal sectors. Topics include how to answer open questions and competency questions (requiring an example), as well as how to write the supporting/personal statements that feature prominently in some application forms. Also covered are common mistakes to avoid and identifying what employers want.

Registration

Register online at the Centre for Careers & Skills Development website:

www.city.ac.uk/careers

The Government Legal Service – Working as a Lawyer in Central Government

Date: 28 October 2009

Time: 11.30-13.00

Location: AG11, College Building

This session is useful for both aspiring solicitors and barrister. It will open with a 25 minute presentation on what the GLS is, what lawyers in Government do, what the career prospects are and how you can apply for training contracts/pupillages or vacation placements. This will be followed by a 1 hour workshop session on the Climate Change Bill.

You will be divided into five groups with each group representing a particular Government Department, and you will be given certain policy aims in relation to a (fictional) Climate Change Bill. Each group will propose a new clause for the Bill which will achieve its Department's policy aims while accommodating the aims of other Departments. At the end, you will present your clauses in plenary and vote on which clause to put forward. There will be a brief wrap-up and feedback. Presenters will introduce the exercise and facilitate the groups' work.

At the end of the session you will be familiar with what the GLS is, what GLS lawyers do and how they can apply for work experience and/or training in the GLS. The workshop exercise is intended to give you a feel for the work of a Government lawyer and how it differs from private practice, in particular, Bill work which is unique to the GLS.

Registration

Register online at the Centre for Careers & Skills Development website:

www.city.ac.uk/careers

Macfarlanes Presentation

Date: 3 November 2009

Time: 18:00 - 20:00

Location: Convocation Suite, Centenary building

One of the senior partners from Macfarlanes will talk about his experience of progressing from trainee to senior partner as well as about the legal sector in general and career opportunities for students at the firm. Macfarlanes are sponsors of the 2009 City Law Fair.

Registration

Register online at the Centre for Careers & Skills Development website:

www.city.ac.uk/careers

Mayer Brown International LLP: Commercial Awareness for Law Students and Graduates

Date: 12 November 2009

Time: 18:00 – 19:30

Location: Convocation Suite, Centenary building

Members of the trainee recruitment team at Mayer Brown will deliver a one and a half hour seminar on commercial awareness for students who are planning to apply for training contracts or vacation schemes. Commercial awareness is one of the top requirements on all employers' lists, and it is the hardest skills for students to grasp. Attending this session will: help you identify what commercial awareness is, how you can develop that, and how you can best display it during the application and interview/assessment process.

Registration

Register online at the Centre for Careers & Skills Development website:

www.city.ac.uk/careers

Allen & Overy LLP: Legal Applications and Interviews

Date: 19 November 2009

Time: 18:00 – 19:30

Location: Convocation Suite, Centenary building

Members of the trainee recruitment team at Allen & Overy will deliver a one and a half hour seminar on Legal Applications and Interviews for students who are planning to apply for training contracts or vacation schemes. The workshop will cover the steps behind interview preparation, and introduce tips on completing applications. Also covered are common mistakes to avoid and how to identify what employers want.

Registration

Register online at the Centre for Careers & Skills Development website:

www.city.ac.uk/careers

Employer Panel (Non-Commercial Lawyers)

Speakers/Date/Time/Location: TBC. For further details check Lawbore or City Space

This one hour employer panel event is an ideal opportunity for law students (LLB, GE LLB, LLM, BPTC & LPC) intending to practise as lawyers in the non-commercial law sector. Speakers will talk to you about their personal experience of how they approached employers and the recruiting/selection process. Areas covered will include the dos and don'ts of applications, interviews and selection.

PLEASE NOTE: *This Employer Panel event very much depends on employer availability and commitment, therefore this event will only run if*

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we can secure 3 employers. The confirmation of this Employer Panel event running will be disseminated to students (via lawbore and the careers website) 3 weeks before the date of the event.

Spring Term 2009-10

Seminar 4 - Alternative Careers with a Law Qualification

Speakers/Date/Time/Location: TBC. For further details, check lawbore or City Space

This one hour careers seminar is open to all law students (LLB, GE LLB, LLM, BPTC & LPC), and is intended for those who want to explore legal/non-legal careers beyond the solicitor/barrister routes. Other areas which will be potentially covered are: how to develop your career ideas (plus research), destination of past City Law School graduates and the support on offer to all law students. If you are in your second year of your LLB or first year of your GE LLB this seminar might prove useful in preparing for opportunity search in your final year.

Networking Evening with Law Alumni - New

Speakers/Date/Time/Location: TBC. For further details, check lawbore or City Space

This evening event is open to all law students (LLB, GE LLB, LLM, BPTC & LPC) and will be of particular interest to those pursuing a career as a solicitor. It will be an excellent opportunity to mix with law alumni.

Legal Careers in the Public Sector

Speakers/Date/Time/Location: TBC. For further details, check lawbore or City Space

Come and meet professionals from organisations such as the Government Legal Service, Judicial Appointments Commission and the Court Service, who will be on campus to talk to you about their role, their industry and entry routes into the legal profession within the Public Sector.

PLEASE NOTE:

These events have yet to be confirmed – for further details check Lawbore and City Space.

LAW AND PRACTICE FORUM

During the autumn term we will be running the Law & Practice Forum.

The aim of the Law & Practice Forum is to give you a greater understanding of the range of careers available in the commercial law field.

To this end we have invited a number of speakers from a widely differing range of backgrounds. From a major English commercial firm, to a Brussels based US practice, through to a public affairs firm with a high degree of regulatory law content to the managing partner of the European headquarters of probably the most innovative litigation firm in Europe or the United States.

All events take place between 6 and 8pm followed by drinks.

IN HOUSE LAWYERS FORM

In House lawyers from various sectors will be giving profession based presentations for students. This will be followed by an informal drinks reception.

Date to be confirmed.

EVERSHEDS PRIZE

Each year Eversheds, a major international law firm, runs a prize essay competition for City Law School students. To win the prize of a weeks work experience at Eversheds you need to write about a topic that Eversheds practices in; last years competition saw students write essays about Contract and Tort. Eversheds and The City Law School jointly pick two winners of the competition, one a LLB student and one a Graduate Diploma in Law student.

Details of how to enter this year's competition will be emailed to you in advance.

CAREERS GUIDANCE SUPPORT

Marlon Gray, Ruth Wilcock, Laura Hooke and Marie Williams are all experienced and professionally qualified Careers Consultants who have helped law students secure legal/non legal opportunities and are more than happy to offer 1 to 1 support with your preparation for the world of work (e.g. support with Career Guidance, CVs/Applications, Interviews and Employer Selection/Tests). Please feel free to book in an appointment and tap into their expertise. You can contact them by going to the Centre for Careers & Skills Development website: www.city.ac.uk/careers

PLEASE NOTE: You can use this Careers Guidance Support at City University up to 3 years after graduating from your course.

USEFUL CONTACTS

For more information on the events listed here, the careers services available here at The City Law School, or your career prospects in general, please contact:

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