

Professional Training Application Policy

Introduction

Bright Solicitors has identified that its future need for qualified staff (whether solicitors, legal executives or in other business support roles such as finance and HR) can be met from both internal applications as well as from applications from external candidates.

This policy is intended for use by both cohorts.

Invitations to Apply

Internal applicants may put themselves forwards for consideration in accordance with the terms of this policy. Team leaders may also suggest to suitable employees that they may wish to consider an application. Internal applicants will follow the same process as external applicants but will be sign posted to the documents via appropriate internal channels, such as the intranet.

External applicants will be encouraged via suitable content on our website, and by making available a link to our application form and process

Application Process: Training Contracts for Aspiring Solicitors

Applications will be invited in the January to March period, from both internal and external candidates, for training or qualifying work experience to commence in the following September.

An interested applicant must:

1. (Unless a Chartered Legal Executive) have:

- Successfully completed a qualifying law degree;
- Be about to complete a qualifying law degree in the summer of the year in which the application is made;
- have graduated with a degree in an alternative subject and have completed the necessary conversation course, or be about to do so in the summer of the year in which the application is made.

An applicant may also have successfully completed the LPC, although this is not a requirement where the applicant either wishes to undertake the LPC on a part-time basis alongside their training contract, or where they wish to undertake the SQE route to qualification.

2. (Unless applying via the graduate route) have achieved Chartered Legal Executive status with Cilex.

3. Have researched and understood the fitness to practice requirements, and be confident that they will meet the necessary standard.

4. Complete and submit the Training Contract and Qualifying Work Experience Application form no later than 31 March in the year for which they wish to start training or work experience.

The Training Contract Sub-committee will consider all applications on merit and invite shortlisted candidates to present their supporting statements to the Executive Board for consideration. The submission will be a written business case setting out:

- a) Why the candidate wishes to become a solicitor;
- b) What the candidate hopes to achieve in terms of work and experience during the relevant training or work period;
- c) Which team(s) the candidate wishes to work in and why;
- d) Why the candidate has chosen to apply to Bright Solicitors, including what qualities, experience and interests the candidate will bring to the training or work experience, and why these should be of interest to Bright Solicitors.

The candidate will be invited to present their Supporting Statement and to discuss their proposed pathway to qualification with an interview panel drawn from the Executive Board during June.

Offering Training or Qualifying Work Experience

Where a candidate is at the time of the offer waiting on formal confirmation that they have successfully completed any relevant stage of academic qualification, the offer shall be conditional on such successful completion. In the event that the candidate is not successful, the offer will be withdrawn, although the candidate may reapply at a later date.

Candidates successfully applying for training contracts following or alongside studying for the LPC will be given a training contract.

Candidates successfully applying for qualifying work experience whilst completing the SQE will be given a set period of time within which to complete the relevant work experience and SQE qualification.

In either case, candidates should be aware that progression to the award of a contract of employment as a solicitor at the end of the relevant period remains at the discretion of the Executive Board and may be awarded, if at all, at a date later than the termination of the training contract or work experience period, as appropriate

Application Process: Cilex Training and Other Professional Accreditations

Cilex training can commence at any point in the year, although exams typically take place only in June and January each year. A Cilex trainee should discuss with their team leader what level of training they are intending to undertake and what impact, if any, this will have on their workload and commitments.

Other professional training requirements will vary according to the scheme and route to be applied for and candidates should familiarise themselves with the appropriate route and relevant time frames to discuss with their team leader.

Candidates should ensure that they:

1. Meet any training or qualifying prerequisites of the course chosen;
2. Can devote suitable time and commitment to the course requirements; and
3. Have considered with their team leader any wider implications for their work, or that of their team.

Once the team leader is satisfied that the candidate meets the above requirements, the candidate shall be required to complete either the training application form with a supporting statement and covering letter, or an appropriate business case (as advised) setting out the benefits to both the candidate and to Bright Solicitors in completing the training applied for, together with details of any cost and time implications as detailed above.

The Executive Board or a duly authorised sub group of that Board will consider and decide whether to accept any such applications at the earliest convenient time after receipt, but shall aim to do so within one month. Candidates may be asked to present their case to the Board or any sub group, whether by way of formal presentation, interview or alternative means.

Contribution to Fees: all training

The Executive Board is keen to support ambitious and able candidates to fulfil their potential and understands that the expense of fees, whether for training costs, exams or otherwise, can be a deterrent. As such it will invite interested candidates to make an application for training cost support as part of their overall application as detailed above. Candidates should ensure that sufficient detail of costs is included in the application, including as to payment due dates. Candidates should also provide a business rationale for the payment of such fees.

If a decision is made to support payment of fees, candidates should be aware that conditions may attach to this, including repayment of fees in the event that the candidate does not complete a specified period of employment with Bright Solicitors.