

Your questions answered

Will you consider me if I have not studied law?

Yes, we welcome applications from both law and non law graduates/undergraduates.

When can I apply?

Our online application for both will be available from early December 2009 and the closing date is 31 January 2010 for the summer placement programme and 31 July 2010 for training contracts commencing 2011 and 2012.

Do you have any hints and tips on completing the application form?

Do	Don't
<ul style="list-style-type: none"> • Read the question • Use plain English • Pay attention to grammar • Proof read • Keep a copy of your application 	<ul style="list-style-type: none"> • Leave gaps in your work experience / academic history • Omit relevant information • Cut and paste from one application to another • Be tempted to write one answer to fit several application forms • Leave it until the last minute to apply • Forget to spell check

Do I need to have completed a summer placement programme to be considered for a training contract?

No, but some relevant legal work experience is helpful.

How many trainee solicitors do you recruit each year?

We are recruiting the following number of trainee solicitors for 2011:

- London - 12
- Guildford - 4
- Cheltenham - 2
- Cambridge - we will be recruiting in 2010 for a 2012 trainee solicitor

Do you insist I take the Graduate Diploma in Law (GDL)/Legal Practice Course (LPC) at a particular institution?

We do not have a preferred GDL or LPC provider but allow you the freedom to study in a location of your choice. If you would like to discuss your choice of law school please contact us.

Do you require me to take certain LPC options?

We recommend that you complete at least one commercial elective during your LPC and suggest your other choices align with our practice areas. If you would like to discuss your elective choices further please contact us.

Will you pay my law school fees?

We will meet the cost of the GDL and/or LPC fees (assuming no local authority grant can

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be obtained), for those who have accepted a training contract with us. We do not pay fees retrospectively. Please note fees and grants are fully repayable if you fail to start or complete the training contract.

Will you contribute to my living expenses whilst I am at law school?

A maintenance grant is awarded to support you whilst at law school. Current grants are:

- £6000 per annum in London
- £4500 per annum in Guildford and Cambridge
- £3500 per annum in Cheltenham

What salary will I earn as a trainee solicitor?

Trainee solicitors are paid at the regional market rate. Currently:

Office	First year	Second year
London	£31,500	£32,500
Guildford	£25,000	£26,000
Cambridge	£25,000	£26,000
Cheltenham	£24,000	£25,000

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- Will you pay my law school fees?
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- What salary will I earn as a trainee solicitor?
- What benefits are on offer?
- How many seats will I complete?

What benefits are on offer?

Core benefits:

- BUPA
- PHI and Life Assurance
- Pension Scheme (matching 5% of salary)
- Season Ticket Loan
- 25 days holiday
- Enhanced maternity and paternity benefits

How many seats will I complete?

During the training contract you will have the opportunity to experience different service areas. The seat options vary between our offices, but core areas of work include:

- Corporate / Commercial
- Litigation Dispute Resolution
- Employment and Pensions
- Private Client
- Family
- Real Estate

There are opportunities for trainee solicitors to undertake a client secondment or an inter-office secondment, which may be overseas.

Will I have the opportunity to do a secondment?

Yes, you may get the chance to spend three or six months within the legal department of a client or at another Charles Russell office, either of which may be overseas.



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- Will I have the opportunity to do a secondment?
 - Do I have to do a compulsory seat?
 - Where will I sit?
 - Will I have any appraisals during my training contract?
 - What kind of formal training will I receive as a trainee solicitor?
 - Are there sporting / social events?
 - Will I have the opportunity to get involved in volunteering schemes?
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Charles Russell is accredited by the SRA as an in-house training provider.

More information

Trainee.recruitment@charlesrussell.co.uk

Do I have to do a compulsory seat?

The SRA stipulates a minimum time must be spent on contentious work. Charles Russell trainee solicitors are also likely to undertake a commercial seat, since approximately 75% of the practice operates in this area.

Where will I sit?

You will sit with a qualified solicitor.

Will I have any appraisals during my training contract?

Throughout your training contract, regular meetings will be held with you to discuss your progress. We hold informal reviews at your mid-seat point, and a more formal review as an end-seat appraisal. You will also have the opportunity to identify your own personal objectives for development as we want you to get the best out of each seat.

What kind of formal training will I receive as a trainee solicitor?

All trainee solicitors must complete the Professional Skills Course (PSC), this comprises:

1. **CORE PSC:** Client Care and Professional Standards, Finance and Business Skills, and Advocacy. For more information see the Solicitors Regulation Authority (SRA) website.
2. **PSC ELECTIVES:** 24 hours of electives to be completed during the Training Contract. These courses develop your business skills and skills needed on qualification. Some of these courses are held jointly with other firms to give you the opportunity to network.
3. You will receive extensive "on the job" training and the chance to attend our full in-house training programme.

Are there sporting/social events?

There is a sports committee and a social committee both of which have trainee solicitor representatives. These committees organise a number of events throughout the year. There are sports teams for softball, tennis, rugby, football, cricket, golf and netball, to name but a few. Often we are invited to take part in leagues and inter-firm challenges and even if you are not naturally drawn to any sports, there will be lots of socialising for spectators as well as those taking part. The social committee regularly organise practice wide events.

Will I have the opportunity to get involved in volunteering schemes?

Yes, there are many opportunities for trainee solicitors to participate in volunteering schemes through our Corporate Social Responsibility programme.