HOW TO USE THE TRAINING CONTRACT & PUPILLAGE HANDBOOK TO FIND LEGAL WORK EXPERIENCE

The Training Contract & Pupillage Handbook is a comprehensive one-stop shop for every stage of the journey to beginning a career in the legal profession. Gaining some legal work experience is a crucial milestone on that quest, so here we demonstrate how you can use the Handbook to find and apply for work placement schemes (also known as vacation schemes) – arguably the most valuable work experience opportunities out there for anyone aiming for a career as a solicitor.

1. IDENTIFY WHICH FIRMS ARE RUNNING VACATION SCHEMES

First, head to p.118 of the Handbook for a full list of firms offering work placement schemes. Those displayed in **bold** have provided detailed information about their schemes in their Handbook directory entries, while you should then head to the other firms’ websites and/or contact their graduate recruitment departments for more information.

2. START YOUR RESEARCH WITH LAW FIRMS’ INSIDER REPORTS

Now do some research to select the firms to which you want to apply. Read the Insider Reports chapter (p. 61) for an insight into what different firms’ schemes are like, provided by people who recently completed the schemes themselves. Here you will be able to get a sense of whether a firm’s vacation scheme will throw you straight into doing real solicitor work, or whether the focus is more on mock exercises and presentations.
USE THE REGIONAL INDEX TO FIND OUT MORE

Learn more about the firms which interest you, both to aid your decision making and applications, where you will need to demonstrate knowledge and keenness. Use the Handbook’s regional index to find out firms’ practice areas, size and total number of partners – all of which you should have basic knowledge of before applying. Firms are divided by region – there are a lot of them, so take some time to pore over this useful information, which would take much longer to find by searching online.

USE THE REGIONAL INDEX TO FIND OUT MORE

The centre of the Handbook is a comprehensive directory of law firms in the United Kingdom (p. 304). Use it to find the firms which interested you during your research, then note down their contact information before applying. Some firms have provided expanded directories with more in-depth information, such as details of their work placement schemes and minimum academic requirements for applicants, so take all this in. Thus armed with all the details you need, you’re ready to apply.

PICK UP YOUR COPY NOW

The 2016 edition of the Handbook is available through your careers service, law department and at law fairs.