

Policy

Work Experience

Policy Statement

Lawson-West is committed to providing valuable work experience opportunities to individuals interested in the legal field. It is our intention to be able provide a minimum of two placements per year.

The purpose of this policy is to outline the guidelines and expectations for individuals participating in work experience placements at our firm.

Policy Outline

Eligibility

Work experience opportunities are available based on current capacity within the firm's different departments and are open to law students, recent graduates, and individuals interested in pursuing a career in the legal field who are 18 years of age or older. Applicants must make contact directly and not via a third party or current employee of Lawson-West, submitting a resume and cover letter indicating their interest in gaining experience at our firm.

Application process

Interested candidates should submit their application materials by email to Recruitment@lawson-west.co.uk or by post to the HR & Operations Department, Lawson West Solicitors, 4 Dominus Way, Leicester, LE19 1RP. Applications will then be reviewed, and selected candidates will be contacted. The firm may require references or additional documentation to assess eligibility.

Duration

Work experience opportunities may vary in duration, ranging from short-term placements (e.g., one week) to longer-term arrangements (e.g., one month or longer). The duration will be mutually agreed upon between the firm and the work experience participant.

Responsibilities

Work experience participants are expected to adhere to the firm's policies and procedures. Participants will work under the supervision of an assigned mentor or supervisor. Assignments may include legal research, drafting documents, attending meetings, and other tasks deemed appropriate by the supervising fee earner.

Confidentiality

Work experience participants must uphold the highest standards of confidentiality. Participants are prohibited from disclosing any confidential or privileged information related to the firm's clients or matters.

Professional Conduct

Participants are expected to conduct themselves in a professional manner at all times. Respect for colleagues, clients, and all members of the firm is essential.

Feedback and Evaluation

Participants will receive constructive feedback on their performance. The firm may provide written evaluations upon request for participants completing longer-term placements.

Equality, Diversity, and Inclusion

The firm is committed to providing equal opportunities to all applicants and participants, regardless of race, gender, age, sexual orientation, disability, or other protected characteristics.

Termination

The firm reserves the right to terminate a work experience placement if a participant violates any policies or engages in conduct deemed inappropriate or unprofessional.

Conclusion

This policy is subject to periodic review and may be updated or modified as necessary. By participating in our work experience program, individuals acknowledge their understanding and acceptance of the terms outlined in this policy.

This Work Experience Policy is effective as of January 2024.