



Hillary Rodham Clinton
School of Law | Ysgol y Gyfraith

Summer Work Placement Handbook 2018



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Preparing you for your placement

Help and advice is available for application forms; interviews; cover letters; etc. on Swansea Employability Academy (SEA) website <https://myuni.swan.ac.uk/employability/> along with information on drop-in sessions. Explore the various tabs for further help and guidance.

The scheme is limited to students studying Law or Criminology. **As an LLB student you can apply to the scheme from year 2, also year 3 providing you are a continuing student with the Hillary Rodham Clinton School of Law and have already been accepted onto another course.** Placements are also available to GDL students

There are certain exceptions, details of which will be outlined in each placement overview. If you are unsure whether you are eligible please contact the Employability & Placements Officer on lawcrimplacements@swansea.ac.uk.

We try to give as many students as possible the opportunity to complete a placement which means we may have to limit allocation to a maximum of two during the duration of your studies.

How to apply

Before choosing which placements you would like to apply for, please read the information on the different placements available in this handbook. You may also find it helpful to read the student testimonials on pages 15 & 16 of this handbook.

To apply please complete the work placements application form.

Please also note that:

- Some organisations ask for additional information. If you are applying for a placement at one of these organisations you will need to include this information with your application.
- Some organisations conduct interviews. If you apply to one of these organisations please ensure that you are available for interview on the specified dates arranged after shortlisting.

You should send your application to lawcrimplacements@swansea.ac.uk **no later than the deadline date specified on the application form.** Applications which do not contain all the necessary information, which have been incorrectly filled out, or which are submitted after the deadline will not be considered.

Is there any funding available?

All Swansea University students can apply for up to £100 per year by completing a simple online form. It is intended to cover reasonable expenses which you may incur whilst completing Employability-related activity and which cannot be claimed back from another funding source.

To apply for an Employability Bursary the online form must be completed, which can be found here: [Employability Bursary Application Form](#)

Please ensure that as much information as possible is provided - the most common reason for applications being rejected is because insufficient information was provided.

It is recommended that the bursary application form is completed in advance of any employability related activity. When this is not possible, the claim should be made as soon as the student is able, and made within 2 months of the completion of the employability activity.

Please note that you are not required to submit receipts in your application but should retain receipts for all purchases. The University may undertake random checks on applications throughout the year to ensure the veracity of applications.

If you have any questions or concerns, or would like to discuss the Employability Bursary in more detail please contact SEA's [Employment Zone](#) Team on 01792 513134 or email: EmploymentZone@swansea.ac.uk

List of Providers (all placements are to be applied for via our application process)

| | | |
|--|---|---|
|  Public Defender Service |  Haines & Lewis Solicitors |  Swansea Police |
|  Swansea University Legal Services Department |  Jonathon Bray-Law Firm Risk Management |  Dyfodol - Offender Interventions |
|  His Honour Judge Paul Thomas QC |  CJHH Solicitors |  BNP Paribas |
|  Smith Llewelyn Partnership |  PGM Solicitors |  DJM Solicitors |
|  JCP Solicitors |  Hutchinson Thomas Solicitors |  Angel Chambers |
|  Iscoed Chambers |  Acuity Legal Limited |  Admiral Law |
|  District Judge Graham Jones |  DAC Beachcroft LLP |  Lanyon Bowdler Solicitors |

Please note

As Public Defender Service, Swansea Police and Dyfodol are Criminology based placements; priority will be given to Criminology students.

Placements in Detail



Swansea University Legal Services Department

The University has an in-house legal team based on the Singleton campus which is part of the Vice-Chancellor's Office. The team was established in 2013 in order to provide legal support and advice on a comprehensive range of legal matters relating to the work of the University, its Colleges and administrative departments. The Team receives requests for advice on a wide area of legal matters with the main areas of work include contract, employment, procurement and property matters.

There are 6 placements available in Swansea University's Legal Services Team. The duration and dates of the placement are negotiable however we generally expect each placement to last for one week in order for the candidate to gain the most from the experience. Each placement will involve the student working on live files and assisting with day to day work and associated research.

Candidates will be expected to sign a confidentiality agreement in order that they can undertake work on live files; this will be done when they arrive on the first day of their placement.

Placements available: 6

Duration: 1 week

Location: Swansea



His Honour Judge Paul Thomas QC

During this placement you will have the opportunity to spend time in the Crown and County Courts shadowing a judge! Previously joint head of Iscoed Chambers, His Honour Judge Paul Thomas QC is now a circuit judge (Wales circuit).

The duration and date of the placement is negotiable, to be determined once the successful applicant has been selected.

Placements available: 1

Duration: 1-2 weeks

Location: Swansea



Smith Llewelyn Partnership

Smith Llewelyn Partnership are recognised as experts in Family Law. Two of the partners are recommended in the Legal 500 based upon contributions from fellow legal professionals and the vast majority of their work is by way of referrals from satisfied clients or other professionals.

Their family law team deal with a range of issues including:

- Divorce/separation/nullity

- Pre & Post Nuptial Agreements
- Domestic violence and injunctions

Their childcare team offers specialist advice and assistance in a range of situations which includes:

- Foster care
- Adoption
- Care and Supervision Orders

The firm also advises prospective adopters and parents in relation to Placement and Adoption Proceedings.

Two placements are available. They will last for one week and will focus on childcare and family law.

Placements available: 2

Duration: 1 week

Location: Swansea



JCP Solicitors

JCP Solicitors are one of the largest independent law firms in Wales with around 120 employees, and offices in Swansea, Cardiff, Whitland, Fishguard, St Davids, and Haverfordwest. They provide a wide range of legal services for businesses, individuals and property. These services include conveyancing, agricultural legal advice, wills and probate, family law, divorce & children issues, employment law & HR, accident & serious injury services, as well a wide range of company commercial services.

Most of the placement will be spent in the Conveyancing and Re-mortgaging Departments, where you will work alongside a paralegal. During the week there may also be an opportunity to spend some time in the Personal Injury and/or Dispute Resolution departments, and to shadow a partner.

Placements available: 4

Duration: 1 week

Location: Swansea



Iscoed Chambers

Located in Swansea, Iscoed Chambers is a leading and long established set of Chambers with a large client base. It was the first Chambers in Wales to be awarded the Legal Service Commission's Quality Mark for the Bar.

There are a total of three mini-pupillages available at Iscoed Chambers. They will be one week long and will take place during July and August. The dates of these are not fixed; the successful applicants will need to contact Iscoed to arrange exactly when their mini-pupillage will take place. During the week you will experience a variety of court work. Depending on the work that is available when you are there, there may be opportunities to visit the Crown Court, Magistrates' Court and County Court and to experience cases involving criminal law, family law and civil law.

Applicants for these placements should include a separate covering letter with their application which will then be forwarded to Iscoed Chambers by the School of Law, detailing their expectations of the placement.

Placements available: 3

Duration: 1 week

Location: Swansea



District Judge Graham Jones

Previously a Deputy District Judge based at Smith Llewelyn Partnership in Swansea, District Judge Graham Jones now presides on the South Eastern Circuit based at Reading and Slough. This is a unique opportunity to shadow Judge for the duration of one week on the Reading and Slough circuit.

Placements available: 2

Duration: 1 week

Location: Reading and Slough



Admiral Law

Admiral Law Limited is a joint venture between Admiral Group and Lyons Davidson Solicitors and has grown to become one of the largest alternative business structures in the UK, specialising in road traffic accident claims and personal injury.

Based in central Cardiff, the firm handles cases arising out of all types of road traffic accidents. Our structured placement framework gives successful applicants the chance to experience each department, including our Compliance team, during their time with us.

Two placements are available during August, each lasting for a period of one week. Applicants will be shortlisted and interviewed. Training will also be given.

Placements available: 2

Duration: 1 week

Location: Cardiff



DJM Solicitors

DJM are a leading law firm established in Swansea providing a range of legal services to an array of clients, with highly respected specialist teams.

“At DJM, we take a fresh approach to law. We have recently passed our 70th year milestone of providing modern, jargon-free advice to a national client base. We pride ourselves on delivering excellent and practical legal advice.”

There are two 1 x week observational placements which are arranged for w/c 16th and w/c 30th July.

Placements available: 2
Duration: 1 week
Location: Swansea



Hains and Lewis Solicitors

Hains & Lewis was established in May 1996 following the merger of the practices of Victoria Hains and Daniel Lewis. In October 2015 the firm merged with Nicola Gwynn Solicitors of Fishguard and in November 2016 with TOL Llewellyn of Haverfordwest..

From our offices we provide legal services to individuals and businesses wherever required but principally in South West Wales.

We aim to give a high quality legal service. We recognise that only by achieving the highest standards can we meet our clients' expectations of us. The importance of satisfying our existing clients cannot be under estimated and we are committed to the highest standards of client care.

There is one placement available during September. The placement will focus mainly on Family Law, where you will work alongside a paralegal. During the week there may also be an opportunity to gain some insight into other services Haines & Lewis provide.

Placements available: 1
Duration: 1 week
Location: Haverfordwest



Jonathon Bray

Jonathon Bray-Law Firm Risk Management

We are a small company based in Cardiff who specialise in law firm risk management. We provide high quality outsourced COLP and COFA solutions to some of the leading law firms across England and Wales. We help our clients to ensure compliance with professional rules, whilst reducing the time they spend on compliance. We also assist companies who wish to set up Alternative Business Structures (ABSs) and new law firms.

A total of two weeks are available. The placement can either be for a fortnight with one student, or one week each for two students. The dates of the placements are:

- Monday 3rd September – Friday 7th September
- Monday 10th September – Friday 14th September

Most of the placement will be spent in based in our office in Cardiff. During the placement, there may also be an opportunity to accompany one of the team to visit clients for a risk management meeting.

Placements available: 2
Duration: 1 week
Location: Cardiff



CJHH Solicitors

The present firm of CJHH is an amalgamation of the well-known firms of Bowen & Evans, Harold & Vivian Jones and Cameron Hussell & Co. We have offered legal services to the community and beyond for over 75 years. Our area of expertise range from Matrimonial & Family, Wills & Probate, Conveyancing, Civil Litigation, to name but a few.

The placements will focus mainly on Family Law. During the week there may also be an opportunity to gain some insight into other services CJHH Solicitors provide.

Placements available: 2

Duration: 1 week

Location: Port Talbot



PGM Solicitors

Phillips Green & Murphy Solicitors in Swansea is a local firm conveniently located in city centre, from where we serve the whole of Wales and beyond. We provide a complete legal service for both individuals and businesses in a wide ranging area.

Placements available: 2

Duration: 1 week

Location: Swansea



Hutchinson Thomas Solicitors

Hutchinson Thomas has a reputation for providing its clients the highest quality legal representation in its various specialist fields. We were the first law firm in Wales to achieve the Law Society mark of excellence and the firm and many of its lawyers are recognised year on year in the "Legal 500" publication as leading individuals in their field. Hutchinson Thomas undertakes a broad range of legal work serving both individuals and commercial clients. Our mantra is "clear thinking" and our focus is client satisfaction.

Placements available: 2

Duration: 1 week

Location: Swansea



Acuity Legal

We are a commercial law firm focused on supporting businesses with their business plans. We act for UK businesses and global companies with UK interests from our offices in London and Cardiff.

Our area of expertise is across corporate and commercial, real estate, construction,

employment, dispute resolution and public law.

Quality assured: Lexcel accreditation is recognised as the gold-star legal quality mark. As a Lexcel accredited firm we assure the highest standard of client care, practice and data management and an overall high level of service.

Placements available: 2

Duration: 1 week

Location: Swansea



DAC Beachcroft LLP

DAC Beachcroft LLP is a leading international legal business with offices across the UK, Europe, Asia Pacific and Latin America.

We partner with our clients to help them achieve sustainable growth and to defend their business and reputation. We do this by taking a tailored approach to providing commercial, transactional, claims, risk and advisory legal services.

We are recognised leaders in Insurance, Health and Real Estate and draw on the knowledge, industry experience and commercial expertise of our outstanding 2,300 lawyers and support colleagues in these sectors and beyond.

Placements available: 2

Duration: 1 week

Location: Newport



Lanyon Bowdler Solicitors

Lanyon Bowdler is a large solicitors' practice in Shropshire and Herefordshire. We have over 220 staff. Our office locations are Shrewsbury, Telford, Oswestry, Ludlow, Bromyard, and Hereford but we are ideally situated to meet the needs of the surrounding towns, villages and rural communities, including Worcestershire, Staffordshire, and Mid & North Wales. We have recently acquired a meeting room in Conwy in North Wales enabling us to provide a better service to our existing client base in North West Wales.

We offer a full range of legal services, including commercial & corporate work, commercial property and planning, agricultural work, employment law, dispute resolution and debt recovery, education law, private client (the usual wills and probate work, but also trusts and inheritance tax planning and a specialist Court of Protection team which deals with deputyship applications and personal injury trusts), family law, personal injury and clinical negligence, residential property and criminal law.

In the Legal 500 we are ranked as a leading firm in 14 practice areas, with 38 of our lawyers being named as recommended lawyers in their field.

Typically, we take on four trainee solicitors a year, who spend 6 months in each of 4 seats, gaining a mixture of contentious and non-contentious work. We have a good track record of retaining trainees on qualification and many of our partners (including the Managing Partner)

started out as trainees with us. We have won awards in the LawCareers.Net's Training and Recruitment Awards in 2004, 2009 and 2017 for either "Best Recruiter-Small Firm", or "Best Trainer-Small Firm" and have been nominated again for the 2018 awards.

We offer unpaid one-week observational work placements where we aim to give students a taste of a number of different departments. Our placements are very popular and most of our slots are already booked for 2018. We are able to offer one placement, in our Shrewsbury office, from 9th to 13th July 2018. Unfortunately, due to demand this is the only remaining slot and the dates are not negotiable.

Placements available: 1

Duration: 1 week

Location: Shrewsbury



Angel Chambers

Located in Swansea, Angel Chambers was originally founded in the 1920s and its members practice across the spectrum of family, civil and criminal law.

There are a total of three mini-pupillages available. It is expected that mini-pupils will get to observe a variety of legal practice however the exact timetable is dictated by the cases which are being conducted by its members at the time. The placements will last for one week each. The dates of these are not fixed; the successful applicants will need to contact Angel to arrange exactly when their mini-pupillage will take place.

Placements available: 3

Duration: 1 week

Location: Swansea



BNP Paribas – Investment Banking

BNP Paribas' Corporate & Institutional business is a leader across capital markets, advisory and financing. The bank's client, which include world leading corporate and institutional operations, also benefit from its expertise in Asset Management, Real Estate, Insurance, Leasing and Vehicle Management Services.

BNP Paribas has operated in the UK for nearly 150 years. The UK is a major, global centre for BNP Paribas with over 7,500 employees and a significant presence across two core businesses: Corporate & Institutional Banking and Retail Banking and Services.

Details

The internship will take place at BNP Paribas' London office, within its legal directorate. There is also likely to be an opportunity to visit other BNP Paribas offices.

The intern will receive an excellent workplace experience and will gain an invaluable insight into the world of corporate banking and finance, and the role of the lawyer within such operations.

The successful applicant will be paid an hourly rate of between £15 and £18, with an

expected minimum of 35 hours per week.

Essential Criteria

- Completed year 2 in 2017/18 and entering year 3 in 2018/19.
- Consistent academic performance at 2:1 or above in the first and second year as an undergraduate.
- Satisfactory attendance at seminars and lectures
- Demonstrable enthusiasm for the internship opportunity, with a keen interest in Investment Banking.
- Willingness to take full advantage of the internship to enhance and develop new skills and knowledge within the Investment Banking industry.
- Good oral and written English language skills.
- A current passport

It would also be desirable for the applicant to have studied one or more the following modules:

- Company Law
- Commercial Sales
- Foundations in Legal Practice
- International Dispute Settlement
- World Trade Law
- Legislation

Please include a full CV with your application. Applicants will be shortlisted and interviewed.

BNP Paribas wishes to encourage applications from individuals who may not otherwise have the opportunity of work experience in the field of corporate finance and banking.

Placements available: 2

Duration: 8 weeks

Location: London



Swansea Police

These placements will give students the opportunity to witness the work of a variety of police departments. The placements may also include some time with the Crown Prosecution Service and at the Magistrates / Crown Court, tracking the passage of a case through the system. The placements will be based at Swansea Police Station and will include input from some of the following areas:

Scenes of Crime

Youth Bureau

Domestic violence and rape suite

Hate crime

Armed vehicle response

Anti-social behaviour

Ethnic youth support team

Neighbourhood policing

The central arrest 'hub'

CID

(The nature of police work means that it is not possible to state with certainty which departments you will have the opportunity to spend time in – but you will enjoy a varied and wide-ranging experience)

There will be 4 placements available, each lasting 1 week (2 per week). The provisional dates of the placements are Monday 10th – Friday 21st September. Successful applicants will be required to complete Police internal vetting forms.

Placements available: 4

Duration: 1 week

Location: Swansea



Dyfodol - IOIS

The IOIS (Integrated Offender Intervention Service) team provides a beginning to end package of support for current and ex substance misusing offenders. It assists in areas such as access to clinical and health solutions together with psychosocial interventions. Housing provision, skills development, access to employment and help with mental health and family issues are also provided. It aims to break the cycle of drug misuse and offending behaviour by intervening at every stage of the criminal justice system to engage offenders in drug treatment.

The two placements will be based at the IOIS base in Swansea, and you will have the opportunity to spend time in the custody suites, the court, the IOIS offices, as well as sitting in on group work and accompanying the volunteer manager.

The dates and duration of the placement are to be arranged directly by the student. Once the placements are over, you will have the opportunity to continue to work with the IOIS as a volunteer. If you do so, the IOIS hopes to be able to pay for you to receive training and may also be able to offer you the opportunity to undertake paid sessional work.

Please note that you will be required to sign a confidentiality agreement before the start of your placement and provide a DBS check if you have one. Note too that if you were to carry on as a volunteer an enhanced DBS check would be required.

Placements available: 2

Duration: 1 week

Location: Swansea



Public Defender Service

The Public Defender Service (PDS) gives advice to people in custody and represents clients in the Magistrates' and Crown Courts. There are four PDS offices in England & Wales, in Cheltenham, Darlington, Pontypridd and Swansea.

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Cheltenham, Darlington, Pontypridd and Swansea.

PDS wishes to encourage applications from individuals facing barriers in securing work experience.

Placements available: 4

Duration: 2 weeks

Location: 2 Swansea; 2 Pontypridd.

Student testimonials

Angel Chambers

"The experience gained was invaluable but more importantly it has motivated me to reach my goals whereas beforehand I was feeling overwhelmed. Thanks to the work experience I can now see myself in that job role."

Jonathon Bray Legal Services

"My providers were great people to work with, and I learned a lot from the experience. It was interesting to see the business side of the legal world and experience legal issues in such a niche area of law."

His Honour, Judge Paul Thomas QC

"During my experience, I attended Swansea Crown Court on a daily basis, observing the work of His Honour Judge Paul Thomas QC. I would also regularly attend meetings with His Honour, and through this gained a deeper understanding of the central issues in the cases being heard, the current state of the Criminal Justice System and what a career within it involves. I was also given the opportunity to speak to a practicing barrister about his career path and what his job entails, whilst also gaining some tips about applying to be either a solicitor or barrister."

District Judge Graham Jones

"I attended 31 hearings and small claim trials during the week including; care proceedings, directions hearings, private family law disputes, applications to set aside judgments, IRH's, housing possession hearings and further directions hearings. This was very useful to witness a unique 'bird's eye view' of the legal system and he discussed his opinion on the barristers' performance and skills in court."

Admiral Law

Student #1

"Whilst working at Admiral Law, I had an insight into Road Traffic Accident Claims and the procedure that takes place. I worked in every department from the New Business Unit where new claims are created to the Serious Injury Team which deals with multi-track claims worth over £25,000. This experience has helped me massively in my Civil Litigation module on the LPC. I think my favourite department was the fraud team where investigations are undertaken to reveal whether the claimant was fabricating their injuries. This work experience has enhanced my knowledge in the area of Personal Injury and has solidified that this is an area that I would like to practice in. I would recommend this experience to any law student. I learned valuable skills such as how to use the portal for smaller claims and how proceedings are issued."

Student #2

"The first week of the four-week internship I attended a summer school which I gained a wealth of knowledge which I applied later on. The second week I felt privileged to attend the Terrorism and Social Media Conference; which was an outstanding experience where I was able to gather a greater depth of knowledge and engage in networking. The third and fourth week I was then able to conduct research regarding the wealth of information that I had gathered over the prior weeks."

Swansea Police Service

"It was an amazing experience which I thoroughly enjoyed. I was able to visit different departments and gain an idea of what it is that the police do."

Integrated Offender Intervention Service

"Really enjoyed my placement- I now work there once a week as a sessional case worker."

Iscoed Chambers

"My experience was great, it opened my eyes to what I'm really looking for in my future career."