



## LEGAL LAUNCH PAD APPLICATION INFORMATION FOR APPLICANTS - FREQUENTLY ASKED QUESTIONS

### 1. Who is the target audience?

The Legal Launch Pad programme is primarily targeted at ethnic minority law and non-law students who have a real interest in law and/or pursuing a career in law who are in their second/penultimate year (Law students) or final year (non-law students) at university.

### 2. Will I be ineligible to apply because I do not have good A' levels grades or degree?

Whilst the selection criteria include strong academic results, this is one of the many things we are looking for. Motivation, a clear understanding of the questions, communication skills, attention to detail and understanding of the legal profession and business generally, amongst other things are equally important.

### 3. I have lost my certificates – can I still apply?

We would want proof of education attainment so we will accept transcripts of results. If it is impossible to confirm attainment, please give detailed reasons why.

### 4. Can I apply if I am in my first or third year, I am a post-graduate student doing my Masters, the LPC or the BPTC (BVC) or indeed having a gap year?

No, not if you are in your first year. However, those in the third year and beyond can apply. However, do bear in mind that all things being equal preference is given to those in second/penultimate year (Law students) or final year (non-law students) at university.

### 5. I do not have any experience in law (nor any voluntary experience), will this go against me?

No. However, we would encourage you to answer all questions fully and draw on your wider life experience to support your statements.

**6. I don't know what options to take, will this programme help me decide?**

The programme will expose you to different aspects of law within sponsoring law firms, organisations or chambers and this may well assist you to clarify your future direction or options.

**7. Do I have to know what my options are before I am accepted onto the programme?**

No, the programme may assist you in clarifying those options.

**8. How can I get practical experience to support my weak grades?**

There are many opportunities that can assist you. Please check with your Careers Office to see if there are opportunities for Pro Bono work. Also you could contact such bodies as Citizens Advice Bureau or your local authority and apply to various High Street solicitors practices.

**9. What other help can BLD give me?**

Please visit our website to find out about latest events, news and networking opportunities that will be an invaluable resource and available to BLD members. For membership information, please email [members@onlinebld.com](mailto:members@onlinebld.com). You may also be invited to special events such as additional workshops that are not on the website. Also advertised on the website are jobs and career advice.

**10. I took my A'levels abroad and I can't get a transcript or have lost my certificates – can I still apply?**

Yes, please supply us with full details of your situation.

**11. Is there any upper age limit?**

No.

**12. How do you define BME?**

By BME (Black Minority Ethnic) we mean:

- Asian or Asian British - Bangladeshi
- Asian or Asian British - Indian
- Asian or Asian British - Pakistani
- Asian or Asian British - Any other Asian background
- Black or Black British - African

- Black or Black British - Caribbean
- Black or Black British - Any other African background
- Chinese
- Chinese - Any other Chinese background
- Mixed Ethnic Background – White and Asian
- Mixed Ethnic Background – White and Black African
- Mixed Ethnic Background – White and Black Caribbean
- Mixed Ethnic Background – Any other Mixed Background

### 13. When would the work placements take place?

We do not wish students to miss any part of their academic courses to attend work placements, so we aim to run them in the university vacations. In 2008,-2011, we ran placements over the Easter vacation and during the summer vacation. However, please note that as the majority of the placements may sometimes be at Easter, it is therefore **critical** that you provide your terms dates. For summer placements, priority will usually be given to those who provide genuine and verifiable reasons on the application form why they cannot do an Easter placement.

### 14. How do I get a second placement?

There may be some limited opportunities for students to undertake a second work placement. Selection for this will be by application. We shall let you know at the appropriate time during the course of the programme.

### 15. Can I still study while on the LLP programme?

Yes. This programme should not interfere with your studies apart from the Induction Day and a training day in March and June 2012, which you will already know in advance as these dates are on your application form. **Do ensure that you insert all the relevant dates in your diary with a timely reminder.**

### 16. Do I have to take a year off to be on the LLP programme?

No. You do the programme whilst you are studying.

### 17. When is the closing date for the application?

3pm on 30 November 2011. However, bearing in mind the required supporting documentation, you are strongly advised to apply well in plenty of time to avoid missing the closing date as this has happened many times in the past. **We do not consider late applications.**

**18. Can I send my CV instead of completing the application form?**

No. You must send your completed application form **and** your CV together with other supporting documentation as set out on the application form.

**19. Does my reference have to be academic ie, my current tutor or can I use another person from my previous university or current job?**

Please supply an appropriate reference from someone who can verify and support your application and statements. If you are studying, we expect at least an academic reference. However, it is perfectly fine to provide two references.

**20. Can my referee send the reference directly to BLD?**

Yes, by email to [BLDAdmin@online.com](mailto:BLDAdmin@online.com) or by post to:

BLD Administration (LLP Application)  
Totally Management Ltd T/A BLD  
288 Bishopsgate  
London EC2M 4QP

Please note that the **reference must be on the referee's organisation's Letter-headed paper.**

**21. Is a certificate of enrolment or attendance from my academic institution sufficient to satisfy the requirement to provide a written reference?**

No, it does not.

**22. There isn't enough space on the application for all my university modules, can I attach them to the application form?**

There should sufficient space. However, If you have insufficient space, you can attach relevant documents to your application.

**19. I am a GDL student and there isn't enough space to show all my degree modules and results and my current modules, what shall I do?**

There should sufficient space. However, should you have insufficient space, you can attach relevant documents to your application.

**23. Do I have to send original certificates or can I send copies?**

Please do not sent original certificates as photocopies will be fine.

**24. I am concerned that you may not receive the hard copy of my application form and supporting documents. What would you advise me to do?**

We have had instances where the hard copy of the application forms and supporting documents were not received. This may well be because incorrect postage has been used (e.g. standard postage stamp used instead of large postage stamp). We would strongly advise that you send the documents by recorded delivery and ensure that you obtain a certificate from the Post Office.

Do note however, that hard copies are **not** necessary if you can scan all the supporting documents and email them with your application form and CV. You must ensure that the scanned documents are legible, not scanned upside down, are scanned as PDF (not jpg) and that you list the attached documents.

**25. When emailing my application form, do I need to send a covering email?**

No. However, it looks professional and creates a good impression where you do a short email referring to the attached documents and whether the hard copy of the application, your CV and other supporting documents have been posted to us.

**26. Do I get any help to complete the application form?**

Yes. This FAQ, Students' Briefing and the detailed guidance in the application form provide ample guidance.

**27. How is my application decided?**

All applications are sifted on receipt and are then short-listed. Before short-listing we can also carry out short telephone interviews. Short-listed applications are forwarded onto our panel of judges who are all lawyers. In the event of a tie or in borderline cases, we would conduct a telephone interview of the affected candidates.

**28. Will I be involved in any financial costs in order to participate in the programme?**

The programme requires you to attend some face-to-face events during the course of the year, at least two of which are in London. Assistance is available towards your travel costs, and in most cases this will cover all of the costs incurred. If any Legal Launch Pad participants find themselves unable to attend a particular event within the programme due to financial hardship, they are asked to contact BLD in confidence, as further support may be available.

### 29. Do I get paid during placement?

No. This is a BLD diversity access programme lasting some eight months which is funded by the sponsors. All successful applicants are guaranteed at least one week work placement at international and national law firms as well as various workshops and one-to-one mentoring. A contribution towards travel costs will be paid, in accordance with BLD's published Travel Policy. However, accommodation expenses are made in **exceptional circumstances** only and prior approval must be sought before incurring such costs. If any Legal Launch Pad participants find themselves unable to attend a particular event within the programme due to financial hardship, they are asked to contact BLD in confidence, as further support may be available.

### 30. If my application is successful, what is the Induction Day in January like?

Be prepared for a very packed day that includes meeting the sponsors, some of the mentors, past students on the programme and there will be ample networking opportunities. There will also be various presentation including on career planning, mentoring, what life has been like for other lawyers and much more! It is therefore a condition of your acceptance on the programme that you attend this event, all the training days and your work placement as failure to do so means that your place on the programme will be terminated. Again we would reiterate that you **do ensure that you insert all the relevant dates in your diary with a timely reminder.**