

Growing Ambitions

Work experience at
Blake Morgan's Cardiff
and Oxford offices

Summer 2024

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About Growing Ambitions

Have you ever considered a career in law or wondered what it would be like to work for a law firm? Would you like to find out more about Blake Morgan and gain work experience in an office environment?

Growing Ambitions is a unique work placement scheme run by Blake Morgan LLP at our Cardiff and Oxford offices. It gives young people the chance to spend a week at one of our offices, gaining vital work experience and learning more about the world of business. It is ideal if you are considering a career in law, but is also a brilliant opportunity for those who do not have a specific interest in law. Eligible candidates will have the chance to:

- experience “a day in the life” of our lawyers;
- meet our trainees and learn how they started their careers in law;
- take part in a variety of skills workshops;
- hear about a range of pathways into law, including CILEX, vocational training contracts and the solicitor apprenticeship route;
- hear about a range of careers, with talks from a barrister, our marketing department and local police forces (subject to availability); and
- meet our human resources team who will give tips on CVs, interview techniques and completing application forms.

goals
aspirations
motivate potential
confidence achieve
determination
inspire purpose
ambition

**Growing
Ambitions**

A Blake Morgan Initiative

PREVIOUS GROWING AMBITIONS STUDENT



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“I have not only developed practical, key skills that will be valuable for me in the future but also gained more confidence in my social skills.”

Key dates

For **Cardiff**, the selected students will attend the **placement week** at our Cardiff office from **Monday 22 July 2024 to Friday 26 July 2024**. Students will be expected to attend from 9:30am-4:00pm each day.

For **Oxford**, the selected students will attend the **placement week** at our Oxford office from **Monday 29 July 2024 to Friday 2 August 2024**. Students will be expected to attend from 9:30am-4:00pm each day.

Students will also be required to attend a short ice-breaker session prior to the placement week, in order to meet the other students and the staff involved in running the week, and to learn more about what to expect. Please refer to your Housing Association for details of application deadlines etc.

Types of tasks students will be doing

All of the tasks and workshops have been written especially for Growing Ambitions students, and are designed to be accessible yet challenging. Focusing on areas of law with which students are likely to have some previous experience, students will learn new skills and step outside of their comfort zones. Activities will include:

- written activities based on scenarios which our lawyers in various departments typically deal with;
- focused, internet-based research to stimulate interest in topical legal issues;
- interactive skills workshops, focusing on:
 - presentation skills;
 - client interviewing;
 - branding and marketing;
- taking part in a mock trial: working in groups to present arguments for either the prosecution or the defence in the context of a criminal law case study;
- discussions with the trainees about how they got into law and what a career in law is like;
- discussions with other members of the firm about alternative routes into law;



PREVIOUS GROWING AMBITIONS STUDENT

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“I enjoyed every moment of my work experience at Blake Morgan!”

- advice on successfully navigating a typical recruitment process, including tips on CVs, covering letters, application forms, interviews and assessment days;
- listening to talks from various legal professionals about careers in law and the different routes into law; and networking lunches which will provide an opportunity for the students to chat to the trainees and other members of staff in an informal environment.



Questions & Answers for students and parents

1. What will you do during the week?

Students will participate in a mixture of group work and experience in various departments. Various professionals will present to the group and there will also be skills workshops on subjects such as CVs, presentations and interviews. We also hope to arrange trips to the Oxford Combined Court and Oxford Brookes University.

2. What will you gain from the placement?

Students will experience working life and start to develop the skills and qualities which employers are looking for. In particular, they will learn more about the various careers available in a law firm and how to get the necessary qualifications and skills to apply for these jobs in the future.

3. What time will you start and finish?

The hours of work will be 9.30 am – 4.00pm.

4. Who will pay for your travel expenses and lunch whilst you are on work experience?

Your Housing Association will advise you of the travel arrangements to and from the Oxford office. Lunch will be provided to allow networking opportunities with our trainee solicitors and other staff.

5. What should you wear?

The people the students will be working with will be in smart attire as there may be clients in the building. Students should also wear smart clothing, including smart shoes, dress, trousers, skirts and a shirt or smart top. No mini-skirts, shorts or low-cut tops please.

6. What should you bring with you?

Pens, pencils etc. will be provided. Each student will be given a notebook at the first session on Monday. Students will need to bring this notebook back with them each day or leave it in the office overnight.

7. Who should you go to if you have a problem whilst you are at the office?

In Cardiff, please contact Allison Miller, HR Advisor. In Oxford, please contact Keely Doyle or Natasha Newlin (all contact details can be found on the next page). Alternatively, there will be trainee solicitors in each office who will introduce themselves - students can ask any of these trainees for help.

8. Who should you contact if you need to miss a day?

Students should contact their Housing Association, who will then pass the message on to us. If students know in advance they are going to have to miss a day, they should notify the Housing Association of this as early as possible.

PREVIOUS GROWING AMBITIONS STUDENT



“I would highly recommend work experience at Blake Morgan to other students who may or may not be interested in a career in law.”

9. Who is the main point of contact at Blake Morgan for parents and Housing Associations?

For Oxford

- Natasha Newlin, Solicitor (natasha.newlin@blakemorgan.co.uk / 0118 955 3087)
- Keely Doyle, Trainee Solicitor (keely.doyle@blakemorgan.co.uk / 0118 982 2547)

For Cardiff

- Louise Howells, Partner (louise.howells@blakemorgan.co.uk / 029 2068 6142)
- Allison Miller, HR Advisor (allison.miller@blakemorgan.co.uk / 029 2068 6163)

10. How will you be supervised in your activities?

For some of the sessions and during lunch (students will not be allowed to leave the building unaccompanied during the day), students will be supervised as a group by the trainee leading the activity. Whilst students are working in the departments / teams they will have a named trainee sitting close by, available for questions, support and guidance as required.

11. What happens if you are taken ill?

We will call the Housing Association to make arrangements for a parent / carer to come and collect the student. A sick bay will be available for the student whilst they wait.

12. Does the Firm have a comprehensive induction and Health and Safety Policy?

Yes, account will be taken of the student's knowledge and understanding of the office environment when they join us and are introduced to Blake Morgan on their first day. Our Facilities Manager is responsible for Health and Safety across the Firm and the policy is reviewed and updated annually.

13. Is the Firm willing to undergo a further Health and Safety check carried out by the Housing Association?

Yes, from time to time the Firm's NVQ assessors and local schools undertake Health and Safety Checks as part of their training and education responsibilities.

14. Could a representative of the Housing Association come in and observe the students in the workplace?

Of course. Please contact Natasha Newlin, Solicitor, to arrange a suitable time on the details above.

15. Does the Firm's Employers and Public Liability Insurance extend to 16-18 year olds?

Yes, a copy of the Verification of Insurance Certificate can be provided on request.

16. What happens if a student doesn't arrive at the office as expected?





We will contact the Housing Association before 10am to advise that the student has not arrived.



Offices in:

London
Cardiff
Reading
Oxford
Southampton

Contact us

 @BlakeMorganLLP
 Blake Morgan LLP
 Blake Morgan LLP
 blakemorgan.co.uk

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April 2022 Public