

Trainees Policy

- Alsters Kelley recognises its obligation as a leading firm in Coventry and Warwickshire to participate fully in the training of future members of the legal profession, for the benefit both of the firm itself and the wider community
- Alsters Kelley hopes its trainees will, in due course, become valuable members of the profession. Whilst Alsters Kelley acknowledges the importance of educational qualifications, the firm also recognises the worth of practical experience and believes that often those coming to the legal profession after experience in other walks of life can bring insights and skills which enhance the performance of the solicitor. Alsters Kelley is therefore happy to consider applications for training contracts from candidates of all ages and experience whose qualifications have been accepted by The Law Society while at the same time attempting to achieve a balance between trainees with higher academic achievements and those with more practical and sometimes better communication skills
- Alsters Kelley recognises the difficulties some candidates experience in completing the Legal Practice course before starting the training contract and is happy to consider candidates who wish to combine the two.
- Nonetheless the firm would expect candidates to have achieved a degree class of 2.1 although a 2.2 may be considered acceptable in certain circumstances, but only at the discretion of the firm. If candidates have undertaken the LPC prior to entering into the contract, the Firm would expect this to have been completed successfully at the first attempt.
- Alsters Kelley would ideally like to "grow its own" and if the firm is able and wishes to offer a position post contract the Firm would expect the candidate to remain with the firm for at least 12 months as an assistant solicitor though the firm accepts this could not be legally binding. The level of salary offered would be commensurate with levels currently being offered to newly qualified solicitors in the region.
- Because Alsters Kelley is committed to giving a high quality of training, the firm will normally take only enough trainees to have one in each of the firm's departments and is likely therefore to take only two or three candidates a year.
- As Alsters Kelley will operate a system of ensuring trainees get good experience in four subjects during the contract, trainees will normally spend six months in each selected department. Contracts will start on 1st September whenever possible. It is the firm's policy to have only one trainee in any department at a time to ensure adequate training and supervision. Alsters

Kelley will attempt to place a trainee in a department of his or her choice wherever possible but reserves the right to require trainees to spend at least one six month period in a department of the firm's choice.

- Alsters Kelley is an equal opportunities employer.
- Trainees will be required to work in any of the Alsters Kelley offices and a current driving licence and use of a vehicle are essential. Candidates are expected to be computer literate.
- Candidates should complete the Firm's standard application form which may be obtained from Human Resources Department and submit it with a letter of application and a CV.
- The firm may require candidates to undergo a six months probationary period with the firm after which a contract will be offered to successful candidates and the time worked taken into account as good experience.
- Vacancies are advertised on the firm's website.
- Alsters Kelley requires all trainees:
 - To report to a named supervisor
 - To undergo appraisal with that supervisor on the termination of each training period
 - To schedule two-monthly meeting with the designated Training Partner
 - To participate fully in the work of each allocated department and to follow the instructions of their supervisor
 - To maintain a training diary as required by the Law Society and to have it available for inspection at any reasonable time
 - As with all employees, to conform with the employee handbook and all current operational procedures of the firm
 - To ensure that over the period of the contract the training needs specified by the Law Society are addressed
 - To raise any queries or problems with the designated Training Partner forthwith

For further information contact our Human Resources Manager Sushila Jones on 0844 561 0265 or e-mail Sushila at: sushila.jones@alsterskelley.com