

Application Guidance for applying to qLegal – September 2023

Overview of the application form

There are several elements to the qLegal application process. You should submit:

1. A one-minute video which contains 2 elements:
 - a. A 30-second elevator pitch: explaining who you are and why we should select you; and
 - b. A 30-second explanation of what you hope to gain from qLegal, having familiarised yourself with what qLegal does by reviewing [our website](#) (which includes our Annual Reports).

Please note, **we will not review any content beyond the 60 seconds mark.**

2. A 150-word answer to a question relating to self-awareness and teamworking.
3. A 150-word answer to a problem-based question relating to commercial awareness and interpersonal communication.
4. Upload your up-to-date CV (no more than 2x A4 pages, in PDF, please)
5. **Only for applicants who have selected the Externships programme as their first choice,** additional questions for the purpose of matchmaking if you are selected. Please note the answers to these questions do not form part of the selection process.

Why have we designed the application in this way?

qLegal is akin to an innovative law firm within CCLS. Law firms in the UK use a variety of means to test potential applicants to gauge their knowledge, skills and personal qualities and we are mirroring that process as far as we can. If you are successful in your application to qLegal, you will need to work well with others, communicate clearly, be comfortable using technology, and be able to manage your time. Of course, successful applicants will undergo a programme of training to help develop these skills, but this application process is an opportunity to show us your potential.

Please note, qLegal students range from those who have had little or no prior practical legal or other work experience before joining us to others who were already experienced lawyers. It will not count for or against you either way. We are looking for people who can show us they are as excited about qLegal as we are (and, top tip, that does not mean just telling us that you are excited).

Video Production Tips

- ❖ Frame yourself well, in landscape mode
- ❖ Film in a quiet place to ensure excellent sound quality
- ❖ Check your background – make sure there's nothing there that you wouldn't want others to see!

How to submit your video answers in the qLegal Application Form

1. Record the video on any device (laptop, phone, iPad).
2. Save/title the video under your full name (first and last).
3. Upload the video as prompted on Microsoft forms. The upload may take a few minutes, so ensure you leave yourself enough time to complete this step.
4. The maximum video size allowed for upload is 1GB. A one-minute video file is unlikely to exceed this limit. If you encounter any technical problems, please send an email to qlegal@qmul.ac.uk before 12pm GMT on Friday, 29th September, so that we can assist you in resolving the issue before the deadline.

Additional information which may help when you answer question 3 (commercial awareness and interpersonal communication)

qLegal is a member of LawWorks, a professional body supporting pro bono legal work. As such, qLegal is bound by the [LawWorks ProBono Protocol](#). Here are some important extracts of the Protocol:

LawWorks ProBono Protocol

2. How should Pro Bono Legal Work be done?

2.1. Pro Bono Legal Work should always be done to a high standard. That means in particular that:

[...]

2.6. The lawyer undertaking a piece of Pro Bono Legal Work (and where appropriate his or her supervisor) should have no less than the minimum level of legal expertise and experience as would be required if the particular work in question was paid work.

2.7. In no case should the client be misled as to the lawyer's skill or ability to undertake the Pro Bono Legal Work.

[...]

2.9. Pro Bono Legal Work must not be undertaken without appropriate insurance.

[...]

Ancillary Provisions

2. THE CONTRIBUTION OF PERSONS WHO ARE NOT QUALIFIED, OR ARE UNABLE TO DO PRO BONO LEGAL WORK

2.1. Non-lawyer staff within a set of chambers or a firm should be enabled to make the same contribution to the undertaking of a piece of Pro Bono Legal Work as they would for a piece of paid work.

2.2. Law students, pupil barristers and trainee solicitors have an important contribution to make to Pro Bono Legal Work. However that contribution must be properly supervised and must be preceded by proper training.

2.3. Where suitably qualified and experienced, academic lawyers and employed lawyers are particularly encouraged to consider providing training to others to enable them to undertake Pro Bono Legal Work if they are not able themselves to provide legal advice or representation. The provision of pro bono legal training without charge is an important contribution to Pro Bono Legal Work.