

WORK EXPERIENCE AT MATRIX

Background

Matrix is a legal practice that was set up in May 2000 to modernise the environment in which barristers work, and the way in which their professional practices are managed and developed. We work in an environment where diversity and accessibility are widely championed, and out-dated practice is challenged.

We have been running a successful programme of work experience placements since spring 2001. We aim to give students on work placements a taste of work in a modern legal practice and busy office environment.

Duties

The duties students can expect to undertake during a work placement at Matrix include:

- Completing basic legal exercises
- Conducting legal research and writing legal reports
- Photocopying
- Filing
- Taking barristers' papers to court and observing them in action
- Delivering documents
- Dealing with post
- Other ad hoc administrative duties

Application Criteria

Our Work Experience programme is **only** open to those currently undertaking GCSE's and/or A-Levels or equivalent.

We take two Work Experience students every other week. In selecting students for work experience, we actively seek to promote access to the profession and equal opportunities for those typically underrepresented at the Bar. Therefore, individuals who meet the following criteria will be prioritised in the application process for one of our two weekly placements:

- Currently undertaking GCSE's and/or A-Levels or equivalent.

AND

- Be from a family where neither of your parents went to university.
- Be eligible, or have been eligible in the past, for free school meals, or come from a family on income support.
- Be a member of an ethnic minority or a group traditionally under-represented in the legal profession e.g. those with disabilities.

If you believe you meet the above criteria, and wish to be considered for one of these priority placements, please tick the appropriate box in the Application Form.

The second placement will remain accessible to all other students currently undertaking GCSE's and/or A-Levels or equivalent.

How to Apply

In order to help us process your application, please complete and return the Work Experience application form on our website, which includes questions on:

- How you heard about us.
- Why you would particularly like to come to Matrix and why you have applied.
- What your aims are for the placement and what you hope to achieve during it.
- How you match the selection criteria, as explained above.

In support of your application, you will be asked to get a teacher/guardian/family friend to provide a short testimonial for inclusion on your application form, explaining how they consider you would benefit from a placement with Matrix, and why it would be appropriate for us to offer you such a placement.

All application forms should be returned to Carrie Willey Matrix, Griffin Building, Gray's Inn, London, WC1R 5LN or emailed to workexperiencequeries@matrixlaw.co.uk. Thank you very much.