



**Duncan Lewis  
Solicitors**



- **Internship/Work Placement Scheme**
- **Paralegals**
- **Trainee Solicitors**



**“Training a new  
generation of Lawyers”**

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**Giving people a voice**

# Our Mission

**"Duncan Lewis is the largest law firm provider of civil and criminal legal aid services in the country. We are committed to providing legal representation to private clients and any person who qualifies for public funding. We embrace the social conscience of our employees in providing the highest quality legal services in particular to those who are unable to afford private legal services.**

**We continue to train a new generation of committed solicitors that will assist us in achieving these goals, in the context of a diverse workforce, which reflects the communities we serve. We acknowledge that the delivery of our goals is only possible through well trained and motivated staff, as this will continue to underpin our high performance and growth."**



# About Us

Duncan Lewis, established in 1998, is the largest civil legal aid practice in the UK and one of the country's fastest growing firms of solicitors, serving both corporate entities and private individuals from over 50 offices across London and throughout the UK. Law Society Lexcel accredited and recommended by Legal 500 and Chambers UK as a leading law firm in its key practice areas; Duncan Lewis has over 800 members of staff/consultants and was the first law firm in the UK to achieve the Investors in People Gold Quality Standard Mark in 2009. Representing over 25,000 client matters per year, the company has an excellent reputation amongst its peers and in the courts throughout the UK.

In recent years, Duncan Lewis was awarded Jordan's Publishing Family Law Firm of the Year (2015) and Law Work's Best Pro Bono Contribution by a London Firm (2015). Duncan Lewis was shortlisted for Law Society's Excellence in Diversity & Inclusion (2015) and has recently been shortlisted for Solicitor's Journal Awards 2017 in Diversity Scheme of the Year and Legal Aid Team of the Year for 2016 and 2017 respectively.



# Specialist Areas of Law

**At Duncan Lewis we provide specialist legal services in the following areas:**

- Actions against Public Authorities
- Business Crime/ Investigation
- Business Immigration
- Charity
- Child Care & Social Services
- Clinical & Medical Negligence
- Commercial & Corporate
- Commercial Disputes / Litigation
- Commercial Property Services
- Community Care
- Court of Protection
- Crime & Fraud
- Debt & Insolvency
- Divorce & Family
- Employment Disputes
- Housing / Landlord and Tenants
- Human Rights & Civil Liberties
- Immigration & Asylum
- International Disputes
- Islamic Law
- Litigation / Dispute Resolution
- Managed Migration
- Mental Health & Capacity
- Personal Injury
- Prison Law
- Professional Negligence
- Professional Regulation
- Public Law
- Welfare Benefits
- Wills & Probate



# Internship / Work Placement Scheme

At Duncan Lewis, we know how difficult it is to gain exposure and experience within a law firm, this is why we are exceptionally proud of the internship / work placement opportunities that we provide.

We understand the increasing importance of internship/work placement schemes and the positive effect these have in gaining future paid employment. We are always looking for volunteers who are passionate about law and would benefit from the opportunity to gain valuable work experience, allowing them to learn and develop skills, build up confidence, gain an insight into a fast paced legal firm, make new friends and start building a professional network.

Volunteers must have a strong academic background, have completed their Legal Practice Course or Bar Professional Training Course, read or be in the process of reading Law at degree or post graduate level and be looking to expand their practical knowledge of the Law. We are also looking for volunteers interested in administrative support roles.

During the course of the internship/work placement you will complete an Induction process which will provide you with an introduction to the firm and how it operates, health and safety at work

regulations and how to use some of the company IT equipment.

You will be allocated a supervisor who will provide support, close supervision and training on your placement which will be suited to the tasks you will carry out.

The majority of your time with the firm will most likely be allocated to providing paralegal/administrative support to an allocated solicitor or team of fee earners.



# Paralegals

Duncan Lewis is committed to equal opportunities and embraces the diversity of its staff. We strive to ensure that our personnel reflects the diversity of the communities we serve, which is reflective at all levels within our workforce.

The company's most recent Equality & Diversity Survey showed that 72% of the entire Duncan Lewis workforce was female; 10% were over the age of 45 years and 43% of those that took the survey were Asian/Asian British; whilst 40% of our support staff was aged between 16 and 24 years. With 59% of our workforce having attended UK state schools, as the first UK law firm to achieve Investors in People Gold, our diversity ensures that Duncan Lewis is able to recruit and retain staff effectively in an increasingly competitive labour market.

Duncan Lewis receives a large volume of applications each month from candidates who are keen to pursue a career in law. Most candidates have completed their law degree or undertaken the Graduate Diploma in Law (GDL) course, though generally we prefer candidates to have completed their legal practice course or are already enrolled part time.

We strive to recruit dedicated and talented candidates of the highest calibre, and in return we provide individuals with extensive support and training in their development to becoming successful legal professionals. In order to achieve these objectives all candidates are expected to possess the necessary skills set which will form the foundation for their future development within the firm.

These are:

1. The ability to produce a range of written correspondence to a high standard;
2. Well-developed interpersonal skills with the ability to communicate with sensitivity, tact and diplomacy;
3. Demonstrable skills to conduct individual research into specific aspects of the relevant area(s) of law;
4. Excellent organisational skills, being able to prioritise tasks, manage time effectively and work to tight deadlines;
5. The ability to work flexibly and effectively as part of a diverse team;
6. Good working knowledge of Microsoft Office;
7. A strong work ethic, demonstrating commitment and passion for Law; and
8. Business acumen and drive to market the Company

In addition, it is desirable for candidates to have prior experience of negotiating with relevant authorities and advisory skills in regard to legal matters. However, this is not an essential requirement and full training will be provided.

If you have the skills and experience as outlined above, and are keen to build a career with us, we would like to hear from you. Please submit a covering letter and CV via our website (<http://www.duncanlewis.co.uk/careers.html>), where you can also find a current list of vacancies.

## What happens next?

Once you have submitted your covering letter and CV online our HR team will ensure that your application is given appropriate consideration. If successful at shortlisting stage, you will be invited for an interview.

# Trainee Solicitors

At Duncan Lewis we are committed to creating opportunities today for tomorrow's lawyers. We take pride in the fact that we are currently able to register 180 training contracts at one given point.

Duncan Lewis mainly offers two-year full-time training contracts, with trainees working full-time after satisfactory completion of the Legal Practice Course (LPC). The firm also offers part-time and part-time study training contracts subject to business needs, availability and the individual meeting set criteria.

Prospective Trainee Solicitors should have a track record that shows a commitment to private client work or legal aid/public funding related work with previous voluntary or work experience in law firms, law centres/clinics, advice centres or in the charity and voluntary sectors.

## Training Contract Selection Criteria:

We seek candidates who meet the below academic criteria and demonstrate the following skills:

- Excellent academic results at "A" levels;
- Successful completion of LPC or enrolment on the LPC;
- 2:1 or equivalent in law degree or equivalent/ at least a commendation in the GDL (if applicable);
- Drive to succeed and enthusiasm;
- Excellent communication & interpersonal skills;
- Ability to draft legal documents concisely;
- An innovative approach;
- An analytical and logical mind;
- Adaptability;
- Common sense, initiative and drive to achieve results;
- Work experience gained within a law firm;
- Active involvement in marketing the Company; and
- Achieving set key performance indicators.





# Application Process

## Internal Application Process

If an employee meets our internal criteria and is deemed eligible to apply, the employee will be sent an application form to complete and return to HR. During the application process, applicants are asked to provide information on their preferred areas of law to cover under the Training Contract. A feedback form is also sent to the supervisor to complete by the deadline provided.

Once received, the completed forms will be forwarded to the panel for short listing. If shortlisted, the applicant will be required to attend a panel interview (the format of the panel interview may vary).

In line with our commitment to equal opportunities, we use appropriate open and fair selection tools to decide which candidates should be awarded a Training Contract.

Selection tools used in the past have included: how far the selection criteria has been met in the application form, individual interviews, written assessments, presentations and interviews by a panel. All candidates will be provided with sufficient notice regarding the selection criteria to be used and the dates of any interview or tests, where applicable.

## External Application Process

Duncan Lewis welcomes external training contract applications from LPC graduates who are able to demonstrate a high level of academic and personal achievements. As a minimum, we generally expect a 2:1 degree. Previous work experience for at least one year in private client work or within legal aid/public funding environment would be a strong advantage. In addition to this, external candidates are also offered training contracts based on achievement of a Law Society Panel Membership/Accreditation.

All prospective applicants are required to apply through the Duncan Lewis website and submit a covering letter and CV. Only short-listed candidates will be contacted, normally within three weeks of submitting the application.

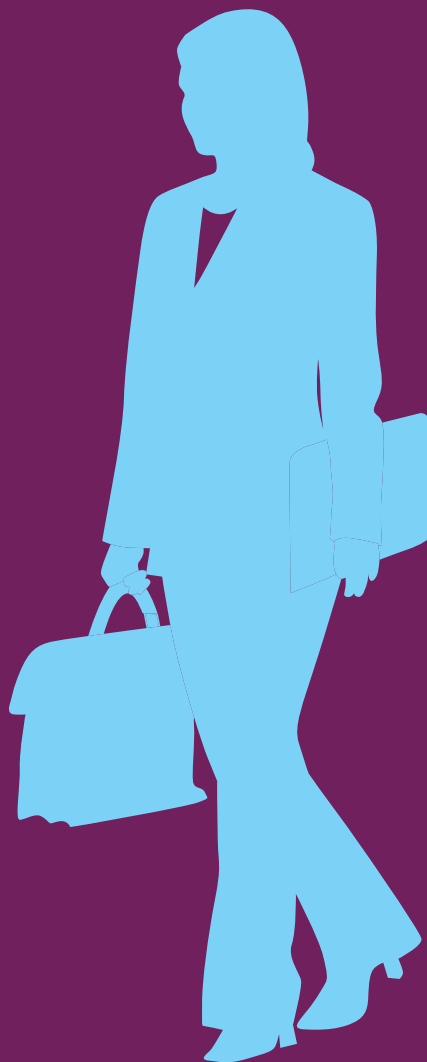
External applicants are subject to assessments as part of the recruitment process.



# Our Obligations to Trainee Solicitors

As part of our obligation to Trainee Solicitors, Duncan Lewis will;

- Provide training and experience in at least three areas of law applicable to England & Wales;
- Provide the opportunity to gain experience in accordance with the practice skills standards set by the Solicitor's Regulation Authority;
- Provide the means to maintain training and development records;
- Ensure adequate arrangements for guidance, including access to a supervising solicitor on a day to day basis;
- Make suitable arrangements to monitor and discuss the Trainee Solicitor's progress;
- Make prompt and adequate arrangements to deal with any personal concerns in respect of the Trainee Solicitor;
- Grant 20 working days paid holiday in addition to public holidays;
- Allow paid leave to attend courses and interviews as required by the SRA and pay all the fees and reasonable expenses in connection with such courses and interviews; and
- Inform the Trainee Solicitor of any change in the SRA requirements relating to their Training Contract and of the Training Principal.



# Appointment of Trainee Solicitors

Once the selection process & panel interviews have been completed, all candidates will be notified in writing of the outcome.

It is common practice within the firm to provide a Letter of Intent to enter into a Training Contract at this stage, pending confirmation of actual dates. When the firm is in a position to confirm the actual start date of the Training Contract, the Trainee Solicitor will be issued with the Training Contract offer letter, Training Contract and a fixed term Trainee Solicitor employment contract.

## External Candidates

Successful external candidates will be subject to a probationary period. On successful completion of the probationary period, the employee's Training Contract start date will be confirmed and they will be issued with the relevant Training Contract offer documentation.

## Training Scheme under a Training Contract

The firm's two year training programme (24 months) involves three seats as follows:

- First Seat: 6-8 months
- Second Seat: 6-8 months
- Third Seat: 6-8 months

The above seat lengths may vary for those Trainee Solicitors on part time Training Contracts and part time study Training Contracts and will be subject to business needs at the time. All Trainee Solicitors are

invited to attend an induction at the start of their Training Contract, which will explain the nature of the work they will undertake, their role, responsibilities and processes involved during the length of their Training Contract.

Training provided by Duncan Lewis uses a variety of methods and media, including internal/external courses, Datalaw webinars, reading materials and access to online resources through the company's E-library section of the Intranet.

## Employment with us

Following the completion of a Training Contract, Duncan Lewis aims to retain the majority of its Trainee Solicitors as Solicitors upon qualification, subject to business needs.

## Other compulsory training

During the course of the Training Contract, Trainee Solicitors are also required to attend compulsory training covering:

- Professional Skills Course (PSC), both the core modules and electives relevant to the allocated training seats;
- Risk and Compliance matters including SRA Code of Conduct Matters and Anti-Money Laundering
- Client Care, Case Management and Complaint Handling
- Immigration & Asylum Accreditation Scheme (where applicable)
- Any other training deemed appropriate

# Career Progression at Duncan Lewis



**Sheroy Zaq**  
Public Law Solicitor

*"Towards the end of 2013, I completed the Legal Practice Course. I knew that I wanted to be a Solicitor and I knew that I wanted to make a real difference to society, providing access to justice for those that require it the most. That being said, I had no idea as to the best way to go about achieving that goal.*

*I sent an application for an internship to Duncan Lewis and received a call back that same day. I began my internship one week later. Four years on, I am a qualified Solicitor within a team that has just been nominated for the 'Legal Aid Team of the Year 2017 Award' at the Solicitors Journal Awards. I have had conduct of a number of high profile claims for Judicial Review, many of which have received widespread media attention. I have been called upon to provide live interviews on international television. I have been able to travel to France, Bulgaria and Portugal to gather first-hand evidence in support of my cases. I am achieving what I set out to achieve when I began this journey as a law student.*

*My journey is not unique or anomalous – this is what Duncan Lewis is about. The firm provides you with all the autonomy in the world with regard to the type of work that you wish to carry out and the calibre of your caseload. That autonomy, combined with the level of mentoring and guidance that the firm is renowned for, will ensure that your ambitions and goals become your reality. The ethos of the firm very much stems from senior management, who are willing to provide their fee earners with whatever they need in order to propel their careers and the firm itself to new heights.*

*"Our management team boasts the fact that a significant number of our current solicitors first joined Duncan Lewis as paralegals/caseworkers at the start of their careers and many of them have now subsequently become well respected leaders in their field. Duncan Lewis' investment in its staff has enabled the company to be recognised throughout the legal sector as a top tier law firm in all of its key practice areas.*

*Further to offering training contracts across 20 areas of law, Duncan Lewis also has a designated training & development team which provides daily support to those individuals looking to gain any one of the Law Society Accreditations or Panel Memberships that are available. An employment opportunity with Duncan Lewis offers a long term investment in your future."*



**Jason Bruce**  
Practice Director/  
Solicitor



**Helen Cummings**  
Court of Protection  
Solicitor

*Prior to working at Duncan Lewis, I worked as a Paralegal in a corporate Public Law Department. While this was enjoyable, it was important to me that my clients were able to access justice through Legal Aid. During 2016, I accepted an offer of a Training Contract at Duncan Lewis.*

*During my first seat, I worked in the Immigration and Public Law team and I was immediately struck by the vibrant and stimulating environment and the supportive group of people in my team. The tasks provided to me were interesting, and allowed me to build the skills required of a qualified Solicitor. I expressed an interest in diversifying the work undertaken by the team further and my Director was very supportive in assisting me to progress this. Consequentially a new team was created focusing on: Court of Protection, Judicial Review work, Environmental Law and Regulatory Law.*

*In January 2018, I qualified as a Solicitor and accepted a position at the firm. I am profoundly grateful for the opportunities that Duncan Lewis has given me, and believe my position here will progress my career to new heights.*

*I have always wanted to work for a large, diverse and progressive firm, like Duncan Lewis. I applied for a job at Duncan Lewis in summer 2014, where I was offered a position as a Legal Costs Assistant. Working in the Costing department taught me everything a lawyer ought to know about conducting a case; managing the costs side of a matter, and gaining significant knowledge about how costs apply in cases.*

*I was offered a Training Contract in March 2016, where I joined the Public Law Team in the firm's Head Office in Harrow. I worked on a number of high profile claims for Judicial Review. I thereafter joined the Personal Injury and Clinical Negligence department. Upon my qualification as a Solicitor in March 2018, I was offered the opportunity to join the Clinical Negligence team as a Solicitor. Duncan Lewis gave me the opportunity to learn and develop as a professional through its mentoring and guidance, and continues to provide incredible support.*



**Petia Georgieva**  
Clinical Negligence  
Solicitor

*After I completed my law degree and Legal Practice Course in July 2015 I started to look for a Training Contract. I wanted to work at Duncan Lewis as I had researched the firm and knew they could provide me with the opportunities I wanted, such as working in Childcare and Family Law, within the Legal Aid sector.*

*I sent off my application and was interviewed in August 2015, a week later I was offered the role of a Caseworker starting in September 2015 with a Training Contract starting in January 2016. I was nominated for 'Trainee Solicitor of the Year' at the Duncan Lewis Annual Awards ceremony in January 2017. I qualified as a Solicitor in January 2018 and I knew I wanted to stay at the firm. I have received excellent training and Duncan Lewis has always pushed me to do as much advocacy as possible which I am very grateful for.*

*I am now a Solicitor at the firm and I really enjoy working here. Duncan Lewis has supported me since I joined the firm and has always pushed me to progress my career. My next goal is to apply to be on The Law Society Children's Panel.*



**Sapphire Stait**  
Child Care  
Solicitor



**Lewis Kett**  
**Public Law**  
**Solicitor**

*I joined Duncan Lewis straight after completing the Legal Practice Course. I was attracted to the firm given their substantial practice in Legal Aid-based Immigration, Public Law and Human Rights work. As a Trainee Solicitor, the firm gave me the guidance and support to excel in these areas and obtain the sort of experience you would not see elsewhere. In 2016, I became the first ever Trainee Solicitor to be named the 'Times Lawyer of the Week', for my work in obtaining refugee status for a former Afghan military interpreter who worked for NATO forces, subsequently leading to a change in policy for such Asylum claims.*

*Since qualifying in 2016, I have been practising in the Public Law department where I have the chance to lead high-profile and complex multi-party litigation into the conditions of immigration detention. This has included successful challenges to the Home Office's policy of detaining victims of torture and the use of segregation. In 2017, I was a finalist for 'Junior Lawyer of the Year', at The Law Society Excellence Awards where I was 'Highly Commended'.*

*I now lead my own mini-team within our Public Law department. Duncan Lewis has given me the opportunity and confidence to become the lawyer I had always hoped to be. The focus on investing in and developing a young bright generation of lawyers is what makes this firm stand out.*

*I studied Spanish and Law at University and in my third year I lived in Colombia where I worked with young people affected by gang violence. I returned to complete my final year at University taking a module in Human Rights Law and was enamored by the subject.*

*I found it difficult to break into such a niche area of law but Duncan Lewis saw my potential. I joined the firm in 2014 as an Immigration Caseworker and in 2017 I completed my Training Contract. I am now a qualified Solicitor within the Immigration and Public Law Department in Cardiff. I was also nominated for Rising Star at the Solicitors' Journal Awards 2017, an unforgettable experience. In 2016, I was invited to join the International Jurists Commission to conduct field research into the Human Rights situation in Colombia. Duncan Lewis sponsored my trip without hesitation.*

*The experience that I have gained since joining Duncan Lewis has been invaluable and I feel privileged to work alongside such accredited advocates of social justice. I cannot express my gratitude to the firm for supporting me and nurturing my talent.*



**Eleri Hâf Davies**  
**Immigration/Public Law**  
**Solicitor**



**Gabor Nagy**  
**Immigration Director / Solicitor**

*"I joined DL in January 2005 straight after having finished my LPC. I started off as a paralegal and DL then offered me a training contract in 2006 and I had undertaken my three seats within the Welfare Benefits, Immigration and Public Law departments. DL was very supportive throughout my training contract in terms of training, development and career progression*

*I qualified as a solicitor in February 2008. After qualifying the firm offered me a position within the immigration department and two years later I became a supervisor within the same department. In December 2014 I was appointed to the Board as a Director of Immigration and Joint Head of the Department. What I like about DL is that throughout my career they have always encouraged my natural progression, from my time as a caseworker to Director of the department, and they embrace this environment throughout."*



**It's not all  
work at  
Duncan Lewis!**



**The Law Society Excellence Awards 2017**



**Duncan Lewis Ball 2017**



**The London Legal Walk 2017**



**Krishna Prathepan awarded the Society of Asian Lawyers' Civil Lawyer of the Year Award 2017**

**t: 033 3772 0409**

**www.duncanlewis.com**

A Legal 500 Firm



## Duncan Lewis Solicitors

### Offices

#### In London

- Barking
- Barnet
- Camden
- Canary Wharf
- Central London
- Croydon
- East Ham
- Hackney
- Harrow
- Holborn
- Hounslow
- Islington
- London
- New Cross Gate
- Shepherds Bush
- Southall
- Uxbridge
- Vauxhall
- Walthamstow
- Wembley

#### Outside London

- Aylesbury
- Bedford
- Birmingham
- Bradford
- Brighton
- Bristol
- Cambridge
- Cardiff
- Coventry
- Derby
- Folkestone
- Gravesend
- Ipswich
- Leeds
- Leicester
- Liverpool
- Luton
- Manchester
- Milton Keynes
- Newcastle
- Northampton
- Nottingham
- Oxfordshire
- Peterborough
- Reading
- Romford
- Sheffield
- Slough
- Swansea
- Walsall
- Watford
- Wolverhampton

For full details of our offices visit our website [www.duncanlewis.com](http://www.duncanlewis.com)



**Immigration  
Law**



**Mental Health  
Review Tribunal**



**Children  
Law**



**Family  
Law**

*Criminal  
Defence Service*



**INVESTORS  
IN PEOPLE** | Gold



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