

The
College
of Law

Information
Pack Business
Professionals

A little more about us

The College of Law is the leading provider of vocational legal education and training in Europe. We serve all areas of the profession from the City to the High Street, from postgraduate to trainee to senior practitioner. In achieving this, we have built an unbeatable reputation as a law school and as a provider of post-qualification training.

Our heritage

The College's roots go back to 1876. We are an educational charity and are incorporated by Royal Charter. With centres in Birmingham, Chester, Guildford, London and York, we offer a wide range of courses both to those wishing to train as lawyers and those already qualified. We offer the four postgraduate training courses recognised by the Law Society and the Bar Council: Graduate Diploma in Law, Legal Practice Course, Bar Professional Training Course, and Professional Skills Course.

Where are we based?

Birmingham

Located in the city's historic Jewellery Quarter, the College is close to the legal and commercial heart of the city and within walking distance of Birmingham's mainline stations and St Paul's Metro station. The Centre has modern facilities, including a recently completed extension to help increase capacity as well as excellent IT and library resources and a Legal Advice Centre. The College has strong links with the Birmingham branch of the Trainee Solicitors' Society, widely recognised as the most active branch in the country. The Director is Bernardette Griffin.

Chester

A mile from the centre of the thriving city of Chester, the College is centred around Christleton Hall, an 18th century mansion surrounded by 14 acres of land, which the College took over in 1972. There are full teaching, study and leisure services for the students and staff and we also have strong links with the legal centres of Manchester and Liverpool. The Centre Head is Carol Draycott.

Guildford

As one of the south-east's major legal centres, Guildford is an ideal place to study law. This centre is set in historic surroundings on the outskirts of the market town of Guildford in Surrey, half an hour from London by train. Braboeuf Manor, which sits at the heart of the College buildings, dates from 1586. Guildford has strong links with leading local and London firms and the Surrey Law Society. Firms sponsor prizes and are regularly involved with College life. The Director is Sheila Bramley.

London

The College's centre in **Bloomsbury** is just off Tottenham Court Road, close to the British Museum and Oxford Street and not far from London's legal centre at Chancery Lane and the Inns of Court. The College has strong contacts with the commercial and financial firms of the City of London. Bloomsbury continues to focus on delivering the commercial and private LPC routes, as well as the GDL and BPTC. The Director is Richard de-Friend.

The College's City of London centre is at **Moorgate** and provides for more than 1,000 students to meet the

educational and training needs of future trainees and young professionals pursuing a City career. The centre is the largest law school in the City of London and it focuses on delivering corporate programmes including the corporate Legal Practice Course to a range of firms and individual students including the firm specific courses that the College has developed with three of the Magic Circle firms – Linklaters, Clifford Chance and Allen & Overy. In addition it is geared to assisting the firms better in preparing the next generation of corporate lawyers for the exacting demands of contemporary practice by providing a full range of structured professional development programmes. The Director is Andrew Chadwick.

York

Set in 12 acres of land with panoramic views of York racecourse, the College is a 15 minute walk from the city centre. York Minster dominates the skyline and the historic attractions, entertainment, arts and shopping make the city one of Europe's top tourist destinations. Our York centre has developed strong links with the regional legal community. There are full teaching, study and leisure services for the students and staff. The Director is Paul Aber.

Manchester

Manchester has a thriving legal community and our new centre specialises in corporate law and the delivery of our professional development training such as the PSC. The College's Chief Executive Nigel Savage said "Some years ago we moved away from one size fits all to getting closer to firms and providing customisation. The North West is the UK's California – it is worth £106 billion, a tenth of the UK economy. With a regional centre in Chester and the recent investment in Manchester we are now perfectly positioned to contribute to its continued success". Manchester's Centre Head is Richard Haggett.

Bristol

The newest centre is Located within the city's Temple Quarter and is close to many key law firms in Bristol's fast expanding business district and close to the heart of the city centre. We already enjoy strong links with firms operating across the South West region and our new presence here will strengthen these ties for the benefits of students who choose to study here. The College's Chief Executive Nigel Savage said "The city is a leading hub for the legal profession and the College's presence here will encourage talented students to stay and practice in the region." Bristol's Centre Head is Kerry James.

College Departments

Careers

The College of Law has the largest and best-resourced careers service in legal education, dedicated to helping students secure a training contract or pupillage.

Each College centre has at least one Careers Consultant. Careers Consultants provide careers guidance and advice, and may also draw on previous backgrounds that range from solicitors in legal practice to graduate and legal recruitment.

Finance

The Finance department provides a broad range of services to the College, its two subsidiaries, and to staff.

Business advice includes the preparation and review of costings for new products, financial analysis, purchasing projects, monthly results, quarterly forecasts and an annual budget. Financial data is also provided for decision-making purposes.

Services provided for staff include the operation of employee, temporary staff and visiting staff payrolls, administration of the College pension schemes and reimbursement of expenses. The department also maintains the Financial Regulations with which all staff must comply.

The Finance department is responsible for all areas of statutory financial reporting. It also ensures that customer invoices are issued and supplier invoices paid, and that income is collected and financial assets protected.

People Team

The People Team team is responsible for all aspects of staff management at the College. They deliver a range of services including: advice to managers and staff; recruitment; performance management; training and development; the development and implementation of College policies and procedures, as well as staff benefits.

The team is firmly integrated across all sites to ensure the College has the right resources to meet the demands of the business.

IT

The College's IT department consists of four teams: Networks, Desktop Support, Software Development and Business Systems. All are based in Guildford, although the Desktop Support team has staff in all centres.

The department manages and supports over 1,500 PCs, laptops and servers, telephony systems and all application support for third party and bespoke software for approximately 800 staff and 5,000 students.

Library and Information Services

College Library and Information Services (LIS) are managed by professionally qualified staff, headed by the Director of Information.

The team ensures the same core collection of law reports, practitioner works, journals and text books is provided at each College centre library, and provides a fully comprehensive range of legal online services to all current students and staff, both on and off campus, via the College's Virtual Learning Environment.

Besides managing information, LIS staff devise and deliver legal research training, co-author student manuals (Legal Method and Practical Legal Research), advise on copyright and provide current awareness services.

Pro Bono teams

The College's Law in Action programme gives students a chance to prepare for their legal career by getting hands-on legal experience.

A key element of this programme is pro bono, where students provide free legal advice to the local community. Pro bono comprises Streetlaw, Legal Advice Centres, Placements and the Tribunal Representation Service.

Each centre has a pro bono department to manage the pro bono activity there.

College Departments

Professional Development Division

The College of Law's Professional Development Division is the leading provider of post-qualification legal training solutions for qualified lawyers and trainees.

Through face-to-face courses, distance learning and multimedia DVD-based training, it delivers high-quality training allowing clients to meet required mandatory and additional training needs to gain knowledge and skills to further their legal career and professional development. In the last five years alone, the division has trained over 50,000 lawyers from within the UK and overseas; from the top 100 law firms through to high street practitioners.

The team includes academics, sales, marketing and client services professionals and an experienced television production crew.

Marketing

The Marketing department provides research, communication and account management services to meet programme target needs. The department consists of:

- The Admissions team - follows external customers (students) throughout the application to enrolment cycle.
- The Print and Design team - produces and delivers all student and non-student materials, implementing best practice in terms of design and corporate guidelines.
- The Research and Customer Information team - delivers student feedback information, account management information for the top 100 customers, and a variety of market research and analysis.
- The Marketing Communications team - develops the College's brand and marketing messages, ensuring an ongoing synergy and consistency, and supporting the College's business strategy; delivers promotional material in terms of web, brochures, advertising, direct mail and events.

Multimedia Unit

The Multimedia Unit is responsible for delivering the multimedia requirements of the College's programmes (including Professional Development, Legal Network Television, LPC, GDL and Open University) and advising the Programme Directors on developments in e-learning and technological developments in multimedia production. The unit is comprised of multimedia professionals who specialise in the production and development of multimedia products such as DVD, streaming media, interactive and e-learning.

Open University

The College of Law collaborates with the Open University (OU) to produce a Qualifying Law Degree (LLB), and this department is responsible for managing the College's side of the collaboration. The College supplies all the materials (both paper and electronic) that are needed to run the courses which make up the degree, including assessment materials. The department ensures that all materials are prepared and submitted to the OU in accordance with their requirements and deadlines. The College also provides a number of support services (including academic support) to the OU Law Programme, its tutors and students, and the department ensures that these services are provided appropriately.

Business Support Services

Each centre operates its own programme and site support teams, aimed at providing a high quality service to both internal and external customers.

These teams perform a wide variety of roles including; providing the main point of customer contact for students, administering all students through their time at the College, organising and running the assessments, examinations and results service, providing classroom and IT set up and support, and managing buildings and facilities.

What are the salaries and benefits?

The details below are a guideline only, designed to give a broad understanding of the employment terms at the College. This document will not form part of your contract of employment if you become an employee of The College of Law. Full details of benefits offered to new staff will be provided on joining.

These benefits are based on full-time staff hours of 35 hours per week; benefits for part-time staff are pro-rated.

Pension

The College provides a voluntary defined contribution pension scheme, which you will be eligible to join after 6 months.

Death in Service Benefit

The College currently provides a death in service benefit to permanent and fixed term employees. This applies up to your Normal Retirement Age. After 6 month's service, if you join the Stakeholder Pension, this will increase to eight times basic annual earnings.

Holidays

The College's holiday year runs from 1 January to 31 December. In each holiday year, your basic holiday entitlement is 30 days (including any days on which the centre is closed). In addition you are also entitled to all Public and Bank holidays.

You will be paid your normal salary in respect of all holiday entitlement.

Occupational Sick Pay

The College has an occupational sick pay scheme, entitlement increases with length of service.

Private Medical Insurance

Our private medical insurance scheme is currently provided by CIGNA Healthcare. This is an optional benefit, which if taken up is treated as a taxable benefit by the Inland Revenue.

Childcare Vouchers

In conjunction with Care-4, the College offers an electronic childcare voucher scheme that enables parents and guardians to provide their children with professional childcare and make savings on their payments. Employees are eligible to join after 6 months' service.

Eyecare Vouchers

Accepted by over 95% of UK opticians, these vouchers cover free eye examinations and discounts on many spectacle frames and lenses.

Interest Free Rail Ticket Loan

The College can provide interest free loans specifically for season rail tickets, and repayments can be spread out over a period of up to 12 months (the loan is for rail travel only and does not cover tickets purchased daily).

Probationary Period

Three to six months during which the notice period on either side is usually one to four weeks.

Notice Period

On successful completion of the probationary period, the notice required usually starts at four weeks in writing.

Cycle2Work Scheme

In conjunction with Halfords, the College offers an electronic salary sacrifice scheme that enables employees to initially hire and then purchase cycle equipment and associated safety equipment. The scheme runs annually and employees are eligible to join after they have achieved 6 months service.

What happens next?

1. Interview stage – occasionally this may include the candidate making a short presentation (about 10 minutes) to the interview panel, or participating in a short work-based exercise.
2. If we wish to appoint, an oral offer of employment is made, usually by telephone, outlining the terms of employment.
3. If accepted, the College will then produce and send out a Contract of Employment. The contract is subject to receipt of satisfactory references and health check, and is also subject to the right of the new employee to work in the UK. Included in this pack will be a health questionnaire (see 5) to be completed and returned along with a request for bank, personal and emergency contact details. Also enclosed will be further details of the College's staff benefits.
4. Prior to joining the College (normally on acceptance of the oral offer of employment), we ask all prospective staff to provide and authorise us to contact two referees. These must be your managers from previous employers. At least one must be your most recent or current employer.
5. We require all prospective staff to complete a health questionnaire. The questionnaire is administered via the People Team and is aimed at ensuring any reasonable adjustments required are made before or soon after the new member of staff has started. You will always be consulted before further information is sought.
6. Prior to joining, you will be contacted by the person who will be running your induction programme. They will discuss and organise your induction and training needs, and be the initial point of liaison.
7. Shortly after joining you will receive a 'Joiners Pack'. This contains further details of the pension scheme; the healthcare scheme with CIGNA and other College benefits; the Equal Opportunities, Disciplinary, Grievance, and Sickness Policies; the Internet and E-mail Use Policy; Give As You Earn scheme; as well as other appropriate information notices.

We hope this pack has given you an insight into The College of Law and the recruitment process. If there's anything you would like more information on, please visit our website at www.college-of-law.co.uk. Alternatively, call the People team on **01483 216757** or e-mail us at people@lawcol.co.uk. We'll be happy to help.



