

Forward thinking
Straight talking

*Starting
your journey*
Early careers
at Gateley

Gateley /

hello

A world of opportunity

We offer our people opportunities they won't find easily elsewhere. We are not only a great place to work – with great people – but we provide a career path that's rewarding and allows your strengths and ambitions to shine.

Why *Gateley?*

Working for a listed business

Gateley started as a traditional LLP law firm, but since our listing on AIM in 2015 we've diversified into a professional services group. What does this mean for you and your career?

Having an equity stake in the business

Unlike a traditional LLP, Gateley offers all employees the opportunity to build share ownership throughout their careers, including a share save scheme and a new share incentive scheme which awards £50,000 worth of Gateley shares to those being promoted to Partner within Gateley.

Platform offering

Since listing, Gateley has acquired several complementary legal and professional services businesses as part of our diversification strategy. Our platform offering brings together specialist advisers delivering joined-up commercial solutions for our clients. Within the group, we have legal and business professionals working side by side to support the needs of our clients whether this is an employment lawyer working alongside a management consultant, a real estate lawyer working alongside a chartered surveyor, or a patent attorney working alongside the legal team on a due diligence exercise.

“

Having this strong culture around us helps us to continually drive our performance and has got us to where we are today.”

Rod Waldie, CEO



Be *supported*

At Gateley we have a culture of continuous learning, whether that's on-the-job, self-directed or formal training courses.

Our investment in your development begins on day one with our comprehensive onboarding programme and will continue throughout your Gateley career, supporting you every step of the way. Our career development programme is designed so that you have the knowledge, skills, tools and techniques you need to thrive in your role, feel engaged with your learning and maximise your potential to succeed. From virtual learning that you can access at any time to meet a training need, to tailored face-to-face development programmes, including one to one coaching that will support you on the run up to and past a promotion, we're committed to ensuring that we set you up for success.

ignite

Ignite brings together people at the early stages of their career to build their networks, skills and confidence.

influence

Influence is for colleagues at a more developed stage of their career and looks at how they can influence upwards as well as supporting colleagues at a more junior level.



I really enjoy doing outreach work with university students that are considering becoming solicitors, and I've really enjoyed attending careers fairs on behalf of Gateley and helping out during the summer vacation scheme placements this year. As part of my volunteering hours, which is one of Gateley's CSR initiatives, I've been able to join the "Ask Trainees" team which is a social media page aimed at those considering a career in law. The team works to make law more accessible by debunking some of the "myths" associated with legal careers and giving top tips for applications. Gateley's CSR initiative allows me to give back to the community in a unique way which is personal to my goals."

Chloe Skipp, Trainee Solicitor

Be *rewarded*

As a listed company, free from the usual constraints of a professional services partnership, our people are all a part of the business.

We therefore reward those who help our business to grow. This includes a bonus scheme as well as a share save scheme. The share save scheme gives everyone the opportunity to participate in the future success of the business. Employees also have access to a huge range of benefits including:

- Annual discretionary bonuses of up to 20% of base salary, dependent on your job family
- Health cover
- Competitive pension
- A minimum of 25 days' holiday plus bank holidays (for full time employees)
- Flexible holiday – buy 5 extra or carry 5 to the next calendar year
- Enhanced maternity and paternity leave
- An electric and plug-in hybrid car scheme
- Access to YuLifeline - insurance, a 24/7 virtual GP, an Employee Assistance Programme and a wellbeing app

However, we recognise too that reward isn't just about money. This is why we've introduced enriching programmes and networks which ensure our people excel.

belong...

Creating an inclusive culture where everyone can bring their whole selves to work requires focus and energy. We do this through our five network groups which create a safe place for debate where people can share experiences, raise awareness, and celebrate our uniqueness.

It's not just us saying this. We are regularly recognised by external organisations for the culture and workplace that we have created. Take a look at our reviews on Glassdoor: 93% of reviewers would recommend us to a friend and we achieve a rating of 4.6. In 2022, Glassdoor also identified the top 25 UK companies for senior leadership, and we were proud that Gateley was recognised as the only legal and professional services business within this Glassdoor have also recognised the quality of our leadership.



ability 

Supporting employees with disabilities and raising awareness around neurodiversity

inspire 

Nurturing talent and supporting career development.

pride 

Recognising our LGBTQ+ community

thrive 

Taking care of the health and wellbeing of all our employees

unity 

Recognising and celebrating different cultures, religions and backgrounds

Who are we?

Property Platform	People Platform	Business Services Platform	Corporate Platform
Gateley / LEGAL	Gateley / LEGAL	Gateley / LEGAL	Gateley / LEGAL
Gateley / CAPITUS	/ ENTRUST	/ ADAMSON JONES <small>part of Gateley</small>	Gateley / GLOBAL
Gateley / HAMER	/ KIDDY & PARTNERS <small>part of Gateley</small>	/ SYMBIOSIS IP <small>part of Gateley</small>	
Gateley / VINDEN	/ T-THREE	AUSTEN HAYS <small>part of Gateley</small>	
Gateley / SMITHERS PURSLOW			
Gateley / RJA			



One of the things I think we all really value is when the advice is tailored to us and Gateley manage to show a real understanding of not just the business but also how we like to operate. Ideagen is a fast-paced business where you need to be readily adaptable to potential changes in business strategy or the marketplace, and I think that Gateley being able to get on board with that and deliver advice (particularly where potential disputes are concerned) is really useful and allows us to manage stakeholders internally in an effective way”.

VP Legal Operations, Ideagen



Gateley is a formidable legal and advisory firm, evident from its wide client base and extensive services. We were particularly impressed by Gateley’s steadfast commitment to ESG initiatives, and DEI, showcasing the company’s determination to make a positive impact.”

Judges at Property Week RESI Awards 2024

23
UK locations

70%
of employees
are share or
option holders

15 hours
volunteering
per year

At a glance

Our purpose is to deliver results that delight our *clients*, inspire our *people* and support our *communities*

Being straight talking about what matters, inside and outside of our business: supporting diversity and inclusion, encouraging potential and ensuring a sustainable future.

Gateley *team spirit*

- Five values which are at the heart of the way we work together captured in our Gateley Team Spirit: ambitious for success; forward thinking; room to breathe; trusted to do and working together.
- Annual Gateley Team Spirit Awards recognise the contribution that people make across the Group.

Supporting *diversity*

- Five active employee communities: Ability; Inspire; Pride; Thrive; and Unity.
- Stonewall Diversity Champions.
- Law Society Gold Standard for our Diversity and Inclusion Charter.
- A Disability Confident employer.
- A Halo Code workplace.
- Investors in People accredited.
- Winner of the 2024 Birmingham Law Society ‘Equality, Diversity and Inclusion’ award.

Encouraging *potential*

- 26 offices in 23 locations including offices in major commercial hubs across the UK.
- Two collaborations networks building group-wide relationships and supporting cross-team working: Ignite and Influence.
- The only UK legal business to be ranked in the Glassdoor top 25 best companies for senior leadership.
- 159 internal promotions during FY24.
- Recognised in 47 areas by Legal 500 2024 and 28 areas by Chambers & Partners 2024.

A *sustainable* future

- A commitment to achieving net zero by 2040 and with a carbon reduction plan to reduce emissions by 50% by 2030.
- An active CSR programme through our Gateley Gives committees in each office.
- A proactive volunteering programme with employees given 15 hours per annum of volunteering time.
- Social impact dashboard captures activities across the Group and recognises community participation.
- Active wellbeing programme and proud to be a signatory to the Mindful Business Charter.

Commitment to *professional and ethical standards*

- Regulated by The Law Society in England and Wales, The Law Society in Northern Ireland, RICS, IPReg
- Lexcel accredited
- Cyber Essentials+ accredited

Flexible *benefits*

- Proud that 70% of employees are share or option holders.
- Commitment to office and remote working for many roles.
- Access to YuLife, life insurance, a 24/7 virtual GP, an EAP and a wellbeing app that rewards daily healthy activities.
- Electric Plug-in and Hybrid Car Scheme.

Responsible Gateley

Being a responsible business is important to Gateley, with a focus on the wellbeing of our people as well as being a force for good in society and within the communities in which we operate.

Each year, we publish an annual Responsible Business report which sets out new internal targets to move the business forward and keep us aligned with our Responsible Business priorities that support our clients, people, communities and the environment.

Supporting our communities

Some of the ways we support our communities include:

Partnerships – One of our approaches to community support sees us forge strategic partnerships that tackle critical areas in society such as education, environment and health.

Volunteering – Volunteering plays an important role for our people as they support good causes that are important to them. Since introducing our volunteering policy, which grants our people 15 hours annually, we've worked hard to embed this policy across our business.

Gateley Gives – We have Gateley Gives teams in all our offices to coordinate fundraising activities throughout the year. They are the driving force behind local initiatives that align to our Responsible Business ethos.

School outreach – We commit to ongoing collaboration with educational institutions which are multifaceted to support a range of students of various ages, locations and educational/social needs. We encourage our people to get involved with school outreach programmes such as mentoring, providing guidance to young people or hosting workshops.



We know we have an important role to play in providing positive social contributions to the world we live in, which we do through our people and partnerships.

We want our people to be proud of the business they work for and therefore empower them to give back to the community in ways that are important to them.

Andlyn White

Responsible business manager, Gateley



The Purpose Pod – We have launched a Responsible Business Podcast called The Purpose Pod, which is hosted by our responsible business manager, Andlyn White and senior internal communications manager, Lee Southen. Each episode shares insight from the forward thinkers we engage with as a business as we look at how our social values bring us together to improve society.

Sustainability

At Gateley, we are committed to minimising our environmental impact and fostering sustainability throughout our operations.

We have pledged to achieve Net Zero by 2040 and are working towards this through the development of a Carbon Reduction Plan to ensure we stay on track with our sustainability goals.



We have made several significant changes to support our environmental agenda such as moving our main offices onto a green tariff, installing screens in common areas of our offices to reduce printing and increasing the focus on the hotels we use as a business to ensure they have sustainability credentials.

We are also proud to partner with the Heart of England Forest as our environmental charity to support our sustainability agenda. During the year we participated in volunteering days to help create and manage the forest.

While we understand there is a lot more to be done and we are in the early stages of our environmental journey, I am proud of the progress we have made so far excited to keep building on this momentum.



Peter Davies
Partner



Meet the *Early Careers Team*

Claire Alderson

Early Careers Manager

My role here at Gateley is multi-faceted and I am involved in most aspects of Early Careers activity across our entire business, mainly on a strategic level, including recruitment of our graduates/apprentices, looking at ways we can improve our branding and candidate journey, work experience placements and speaking at events to promote Gateley and assist future joiners in finding their dream job. Whilst I'm based at our Manchester office, I travel regularly across our other sites, meeting people right across our businesses as often as I can. Gateley really is a fantastic place to work and the thing I love most is our people. Being a Professional Services business, we employ people across a wide spectrum of roles and specialisms and each come with their own skills and personalities, it's this diversity that I love and I'm proud that we have a collegiate and fun environment to work in.



e: claire.alderon@gateleyplc.com
t: 0161 836 7860
m: 0772 009 5114

Stuart Evans

Training Principal

I am the Training Principal at Gateley, where I play a key role in recruiting and shaping the future careers of our aspiring solicitors. I work alongside the team to oversee the comprehensive training programs at Gateley, ensuring that trainees receive well-rounded and robust training. My approach combines rigorous legal training with practical, hands-on experience, allowing trainees to develop both their technical knowledge and professional skills.

In addition to my role as Training Principal, I am a Pensions Partner at Gateley Legal and the CEO of Entrust, our leading independent pension trustee company. I am also the joint head of our Manchester office.



e: stuart.evans@gateleylegal.com
t: 0161 836 7793

Jodie Ingall

Early Careers Administrator

As an Early Careers Administrator, my role encompasses a broad spectrum of responsibilities, from coordinating interviews and managing job postings to liaising with candidates and supporting the end-to-end recruitment process across the business. I ensure that each step of the recruitment journey reflects our commitment to excellence, aligning with the company's employer brand and fostering a seamless experience for both candidates and hiring managers. With a keen eye for detail and a passion for all things early careers!

I work in the Leeds office and have a background in recruitment, where I got to understand how a candidate's experience is so important, it allowed me to transfer these skills into my current role. I love being able to support Graduates and Apprentices through their journey to becoming qualified. I feel seeing that journey and being a part of it from the start is what I really enjoy about this role. I can help support prospective trainees/apprentices by ensuring a smooth and enriching experience to qualification and providing support when needed and be able to answer any queries you may have.



e: jodie.ingall@gateleyplc.com
t: 0113 204 1171

What's it like to train *at Gateley Legal?*

Pre-Induction

From the point you are offered a training contract with us, you'll be invited to a series of events prior to you joining the business, where you can meet up with your fellow cohort, our current trainees and Early Careers team.

Whether you are studying or working in the two-year period between being offered and starting your training contract, you will receive communication throughout and will be offered the opportunity to speak with key people within the business to support and offer assistance to you during this time.

Your Induction

The week-long induction where you will meet the rest of your graduate cohort, incorporating both our legal and consultancy businesses and begin to build a network of contacts across Gateley.

Our induction includes various presentations, training sessions and social events, and you'll also take part in our Gateley Graduate Getaway at Patterdale Hall in the Lake District. The getaway involves a variety of fun activities focused on team building and developing a growth mindset. There is plenty of time for socialising too, all in the beautiful setting of Ullswater.

Your Training Contract

You will complete four six-month seats during your training contract or graduate solicitor apprenticeship.

From day one in your first seat, you will be given as much responsibility as possible and will play a crucial role in your team. You will have opportunities to work directly with clients allowing you to build your client-care and communication skills.

You will receive supervision and mentoring from highly experienced solicitors, complemented by soft skills development training and quarterly coaching sessions from our talent development team. Our team professional support lawyers will also provide regular technical training.

Your progress and performance will be discussed regularly with you as well as more formally at your mid- and end-of-seat reviews.

You will be assigned a buddy at the start of your training contract, be a point of contact for you for the duration. In addition to this, if you would like to be a buddy to a future trainee who will have been offered the role and who is yet to join Gateley, your buddy will be invaluable to them!

“

My favourite thing about my training contract so far is the friends I have made in my cohort. It is definitely a bonus to have people close to you who are going through the same process and who can relate to your experiences! In my experience, having a strong and supportive group of peers is something Gateley really encourage too.”

Georgia Garrad, Trainee Solicitor

Trainee Initiatives

Our trainee solicitors and graduate solicitor apprentices are integral to our Gateley Gives initiatives. Across Gateley, we've raised more than one million pounds over the past decade for our chosen charities and community projects, as well as donating many hours to support these very deserving causes.

Routes to Qualification *at Gateley Legal?*

At Gateley we offer a number of pathways to qualification, depending on your educational background.

We are still able to offer the traditional route to qualifying for those who have studied, or who are still eligible to study, the LPC. For anyone who did not commit to a law-related (undergraduate or postgraduate) degree prior to September 2021, we will ask that you qualify via the SQE either by studying the full or part-time LLM course prior to joining us or by following the Graduate Solicitor Apprenticeship route.

A summary of our pathways can be found below:

Solicitor Routes

Legal Practice Course (LPC) Pathway	CILEx Pathway	Solicitors Qualifying Exam (SQE) Pathway	Graduate Solicitor Apprenticeship Pathway	Institute of Professional Legal Studies (Northern Ireland) Pathway
1 Qualifying Law Degree or Degree + Graduate Diploma in Law (GDL)	1 Qualifying Law Degree or Degree + GDL	1 Degree	1 Degree	1 Law degree or Degree + Master's in Law (conversion course)
2 LPC (1 year)	2 CILEx Graduate fast-track Diploma (27 months)	2 Optional GDL equivalent (1 year)	2 Optional GDL equivalent (1 year)	2 Training Contract + Certificate of Legal Studies (2 years)
3 Training Contract (2 years)	3 Qualifying employment (3 years)	3 SQE 1 & 2	3 Graduate Solicitor Apprenticeship (27 or 33 months)	
	4 Chartered Legal Executive	4 Qualifying Work Experience (2 years)	4 Solicitors Qualifying Exam 1 & 2	
	5 LPC (1 year)			



Graduate Development *Programme*

All graduates, including our legal trainees within the business will be part of an internal development programme, which alongside the skills that they will develop as part of their qualification route, will support the development of essential personal and professional skills.

We've set out below what our Graduate Development Programme includes:

- **Coaching Sessions**, focused on discussing development needs and application of learning to their role. The Talent Development team will work individually with graduates and their managers to identify specific development areas to focus on and set objectives around as they move through their qualification route.
- **Training sessions and workshops** in various topics, including:
 - Communication
 - Time management and Prioritisation
 - Working Collaboratively and Managing Conflict
 - Improving Accountability and Engagement
 - Problem Solving and Decision Making
 - Assertiveness and Confidence
 - Impact and Influence
 - Adaptability and Resilience
 - Building a Personal Brand
 - Peer Coaching

The training sessions workshops are a valuable space for building relationships and connections with other graduates and apprentices across the business, working in a range of different positions. Sessions are very interactive, with activities and break out rooms utilised to encourage discussion and collaboration, as well as sharing of experiences and techniques.

Workshops are delivered virtually and range between 1.5 to 3 hours. Graduates are offered multiple dates to book onto each workshop to allow for flexibility.

Facet5

Each graduate will complete a Facet5 profile, which will be discussed with them in an individual feedback session. This should give them a good understanding of their personality, in order to improve self-awareness of their behaviours, motivations, attitudes and preferred ways of working. Facet5 is used throughout many of the training courses and workshops and profiles will also be discussed at coaching sessions.

Apprenticeship routes to qualification

as a Solicitor

If you're joining Gateley as an apprentice, there are several different paths of study or routes to further qualification that you may undertake depending on which part of the Group you are in.

Below we have out the different routes that you can follow as an apprentice within Gateley.

We are ambitious for the success of our people and invest in the development of our apprentices in order to support them to be the very best that they can be. We've created an Apprentice Development Programme that will build skills and confidence in the areas of self-management, team-work, communication, business development, business acumen, project management and problem solving. The programme overarches the individual apprenticeship and on the job learning.

All apprentices from across the Group will come together to undertake the Development Programme together thus building networks and sharing experiences with people at a similar level and stage in their career.

Solicitor Routes

Paralegal Apprenticeship + CILEx Pathway	Paralegal + Solicitor Apprenticeship Pathway	Solicitor Apprenticeship Pathway	CILEx Pathway
Entry Requirement: A-Level or equivalent		Entry Requirement: A-Level or equivalent	
1 Paralegal Apprenticeship - CILEx Level 3 Certificate (2 years)	1 Paralegal Apprenticeship - CILEx Level 3 Certificate (2 years)	1 Solicitor Apprenticeship - LLB + SQE 1 & 2 (6 years)	1 CILEx Paralegal (CPQ Foundation)
2 CILEx Level 3 Diploma (18 months)	2 Solicitor Apprenticeship - LLB + SQE 1 & 2 (4 years)		2 CILEx Advanced Paralegal (CPQ Advanced)
3 CILEx Level 6 Diploma (39 months)			3 CILEx Lawyer (CPQ Professional)
4 Chartered Legal Executive 'CILEx Fellow'			4 SQE 1 & 2 (with exemptions) 'CILEx Fellow'
5 LPC (1 year)			



Apprentice Development *Programme*

All apprentices (including those in support roles that are not following any of the qualification routes above) will be part of an internal development programme, which alongside the skills that they will develop as part of their qualification route, will support the development of essential personal and professional skills.

We've set out below what our Apprentice Development Programme includes:

- Coaching sessions, focused on discussing development needs and application of learning to their role. The Talent Development team will work individually with apprentices and their managers to identify specific development areas to focus on and set objectives around as they move through their apprenticeship.
- Training sessions and workshops in various topics, including:
 - Time management and Prioritisation
 - Working Collaboratively and Managing Conflict
 - Improving Accountability and Engagement
 - Problem Solving and Decision Making
 - Assertiveness and Confidence
 - Impact and Influence
 - Adaptability and Resilience
 - Building a Personal Brand
 - Peer Coaching

The training sessions workshops are a valuable space for building relationships and connections with other apprentices and graduates across the business, working in a range of different positions. Sessions are very interactive, with activities and break out rooms utilised to encourage discussion and collaboration, as well as sharing of experiences and techniques. Workshops are delivered virtually and range between 1.5 to 3 hours. Apprentices are offered multiple dates to book onto each workshop to allow for flexibility.

Facet5

Each apprentice will complete a Facet5 profile, which will be discussed with them in an individual feedback session. This should give them a good understanding of their personality, in order to improve self-awareness of their behaviours, motivations, attitudes and preferred ways of working. Facet5 is used throughout many of the training courses and workshops and profiles will also be discussed at coaching sessions.



I wanted to qualify without attending university, having already completed one year in practice before joining Gateley. The learning opportunities, both academic and practical, provide me with the knowledge needed to succeed within both my apprenticeship and career.

My favourite aspect of the apprenticeship is the opportunities available such as managing my own clients and taking part in seat rotations to gain practical on-the-job knowledge in various areas of law.

Laura Atkinson, Solicitor Apprentice

Application *timeline*

(Training Contract and Graduate Solicitor Apprenticeship)

September 2024 – January 2025	Join us at one of our Insight Evenings to come and find out more about training with Gateley and gain hints and tips which will assist you in your application to us.
November 2024	Applications open for our Training Contract and Graduate Solicitor Apprenticeships starting September 2027.
31 January 2025	Closing date for our applications. All applicants sent a link to complete our online assessment.
February 2025	Online assessments marked, highest scoring candidates to be invited to assessment centre.
March/April 2025	Assessment Centres to take place.
April/May 2025	Decisions made, unsuccessful applicants given feedback.
June/July 2025	Summer Vacation Placements to take place. Our summer vacation placements take place in our Birmingham, Leeds, Manchester, Nottingham and Reading offices. We advise candidates to apply for a summer vacation placement at the same location in which they would like to start their training as it offers a great snapshot into what life is like in that Gateley office.
July 2025	Decisions made, unsuccessful applicants given feedback.
September 2025 – September 2027	In the 2 years before you start your training contract or Apprenticeship, you will be in contact with Gateley right from the start. You will be invited to various social events and will be offered the opportunity to have a Buddy from our current trainee cohort, so you have a point of contact here to ask any questions you may have before joining.
September 2027	Your first week with us will start with our Induction and Graduate Getaway.

How to apply for a *Training Contract at Gateley*

At Gateley we recruit all of our Trainees from our Summer Vacation Placement.

The first step is to complete our online form once applications open. Our applications are open for both our Training Contract and Graduate Solicitor Apprenticeship.

You can apply for a summer vacation placement if:

- You are in your penultimate or final year of a law degree, or have graduated after completing a law degree
- You are in your final year of a non-law degree, or have graduated after completing a non-law degree.

After we have received your application, all applicants will be invited to complete an interactive assessment.

All applications and interactive assessments will be reviewed after the closing date so don't be concerned if you do not hear from us straightaway.

If you are shortlisted, you will be invited to attend an assessment centre which includes an opportunity to meet some of our trainees and Early Careers team.

If you are successful at the assessment centre, you will be invited to join one of our summer vacation placements which usually take place in June and July.

Training contract offers are made within two weeks of completion of the placement. If you are unsuccessful, we will let you know what you could have done differently or better, to support you with future applications at Gateley or elsewhere.

On occasion we may have Paralegal opportunities open up in the 2-year period before you start your training contract and we will ask you right at the start if you would be interested in hearing about these so we can get in contact with you to see if you'd like to join the business at an earlier date.

We also welcome applications from our internal paralegals.

“*I managed to secure a Paralegal Job at Gateley and went through the internal process, the people and supervisors genuinely want to see you succeed and will help you in anyway they can. The support I felt going for the TC internally cemented why I wanted to train at the firm, the friendly culture with the open door policy is great as it makes the firm a fab place to work and I have made lifelong friends.*”

Keeley-Joanne Hodgson, Trainee Solicitor

Tips for applying to *Gateley*

We understand how tough it is when it comes to making training contract applications and we appreciate the time and effort put into every one of them that we receive. We've put below some of our top tips to help you ace your application and help ensure you are successful in the initial stages of the process.

Research

We want to feel special when you make an application to us, so make it clear what research you've done into our business and just why you want to work with us. Think about what motivates you and what you want from your future career, then think about Gateley can fulfil your ambitions. Tell us if there is a particular area of law you're interested in wherever possible and give reasons for your choice.

Take your time

We know you will likely make applications to a number of law firms, however it's really important that you take your time with each and every one of them and tailor them to each firm. Make sure you understand what is required of you throughout the recruitment process and what is being asked of you, don't be afraid to ask anyone in the Early Careers team or your university careers service if you are unsure on any part.

All experience counts

You may not feel like you have much, or any, legal work experience, but what matters to us is how you use any experience you have and translate that to the role of a trainee solicitor. Think about anything you've done up to the point of applying and think about the transferable skills you can let us know of, it will all count, including volunteering! Also don't just list your experience, tell us what you've learnt from it and how it will help you in the future in a trainee position.

Make us aware of adjustments required

If there are any parts of the application process you feel you need reasonable adjustments for, please let one of the Early Careers team know as soon as possible so it gives you enough time to get your application in before the deadline



My three top tips for anyone looking to apply for the Gateley training contract is: (1) Research the firm! Get an understanding of the firms values and principles, this will give you an idea as to whether Gateley is right for you; (2) Get your name known. Make an effort to reach out and contact the firm and ask questions; whether this be in person or via the various social platforms; and (3) Be yourself! Don't try to be someone else, you will stand out during the application process if you are just true to yourself!"

Miriam Forman, Trainee Solicitor

Talk to us!

We're always out and about at various careers/ law fairs across the country so come and speak to us about applying to Gateley! We always try to have current trainees with us who can share their tips on applying, having been there themselves, and so ask as many questions as you'd like about the application process.

Sell yourself

It's hard to talk yourself up sometimes, we get it, but in this case you will definitely need to shine a spotlight on yourself and tell us why you deserve a training contract with us. We want to know all about you, what makes you stand out and be totally honest about who you are.

Double and triple check your spelling and grammar

Ensure you double, triple check your application before submitting to us, small mistakes could be the difference between getting through to the next stage and being informed you've been unsuccessful. Where possible get someone else to check it over.



Top tip for someone applying to Gateley: Emphasise your own strengths and be yourself as much as you can all the way through the process, showing your personality is more important than you may think!"

Richard Middleton-Androssov, Trainee Solicitor

How to prepare for Assessment Centres and *advice to be successful*

Do your research!

Much the same as when you first applied, it's so important to research Gateley PLC and what we do before going into your assessment (consider that it may have been some time since you made your initial application). Think about researching the areas of law we specialise in, our structure, our values and any recent notable work the firm may have been involved in.

Arrive in plenty of time

If it's an in-person assessment centre, ensure you arrive at least 10-15 minutes before the scheduled start time, set off in plenty of time so that you're not in a hurry and needing to rush. If it's a virtual assessment centre, make sure you're logged on and ready to go around 5-10 minutes before the first session and test your IT equipment before the day.

Think about presentation of yourself (and your surroundings if it's virtual).

In a virtual assessment centre, please ensure you are able to focus in a quiet environment with no distractions. We do appreciate that things can happen unexpectedly (cue doorbell ringing or dog barking!), but try to minimise this as much as possible and wherever you can or need to, ask somebody else to deal with distractions if they occur. Think also about how you present yourself and ask yourself how you would dress if you were doing this as a face-to-face assessment centre. Being virtual doesn't mean that how you present yourself will not be noticed. For in-person assessment centres, think about your presentation and how that will come across to others, you want to present the best version of yourself at all times.

Read read read!

Make sure you read all the information given to you in advance of the day, but not only this, it's really important to know any current news or updates from the firm so your knowledge can be as relevant and timely as possible. Commercial awareness is paramount!

Rehearse

There are so many resources available to you on the internet and we'd advise that you perhaps look at some practice questions and exercises before the day so that you feel as prepared as you can. Naturally you won't know what will be asked of you during the day itself, however the internet/careers services/early careers teams etc can help you to prepare as much as possible and may give you a better idea of what to expect. Think about what a law firm may be looking for in terms of skills and competencies and this will help you to think about what may be asked during your assessments.

Prepare questions

On the day you'll have access to our current trainees, Partners and Early Careers team and so please come armed with any questions you may have. Certainly as part of your interview at the end of the day, we will expect you to be asking the interviewers relevant questions.

Remember not to get too discouraged if things don't go your way

If one element of the day hasn't gone as well as you'd hoped, please try not to worry too much and remember, there are a number of assessments across the day where you can make this up. Try not to let it affect your performance in other exercises, everyone has their own strengths and some parts just may not be yours.

Enjoy!

It may sound silly to say, but do try to enjoy yourself and get as much out of the day as you can. This is not only a chance for us to get to know you as an individual, but is an opportunity for you to get to know Gateley and what we're about. Be yourself, be unique and be honest.



How to ace our *Summer Vacation Placement*

So, you've got yourself through the recruitment process and find yourself at the point of the Summer Vacation Placement, which may seem like a daunting prospect. We want to make the experience as enjoyable as it can be for you so that you can really get the most out of your time with us.

In advance of the week, you will be given a schedule for your time with us which will incorporate not only day-to-day working within your allocated department, but also some sessions which will give you key information about life at Gateley and what to expect should you go on to train with us. We hope that the sessions will give you just a taster of what would be to come and the people who work with us.

So how can you make the most out of your placement and increase your chances of getting a training contract offer with us?

Research

It sounds simple to say, but read up on what you're coming into and what Gateley do as a business. Familiarise yourself with the department you're working in and the key people within the team, whilst you don't need to know every single aspect, it's good to have a foundation of knowledge you can build on. Take a look at our social media pages and any news articles Gateley may have published in the weeks before you join, try to take steps to increase your commercial awareness and what's going on in the world that may affect our business.

Be open-minded

Even if the department you've been placed in wouldn't have been your first choice, be open-minded with an eagerness to learn and think of the skills, experiences and knowledge you can get from that team. Don't forget also that during the week you'll have the opportunity to get to know all the other departments within the business, so don't worry that you're being pigeon-holed into that area of law. You never know you may just surprise yourself with something you may not have ever considered!

Seniority doesn't matter

All of our staff in every office are approachable, we are not hierarchical, and anyone will be more than happy to speak to you and answers any questions you may have. With this in mind however, be conscious of other people's time, everyone is very busy! From our fantastic admin and secretarial teams right up to the CEO himself, never be afraid to speak with them if there's something you want to know! The kitchen is also a great place to get chatting to people...

Be inquisitive

Working within the firm for the week gives you the best possible opportunity to find out what it's like to work with us. Ask questions to the people around you and network as much as possible, whether that be with your buddy, the wider team, Early Careers team, the Training Principal or HR, everyone will be happy to give their time to you. Never be afraid to ask questions, even if they may seem silly to you, there's no such thing as a stupid question!

Be proactive

Think about what information you want to know and how you can get it, whether that is around working at Gateley or something relating to a specific piece of work you've been given. There may be occasions where you're not as busy as others, however, think about whether you could be doing something productive in that time which will increase your knowledge.

Be aware of the skills that are being assessed

Naturally there are a number of skills we're going to be looking for from you whilst we assess your potential as a future trainee and it's important to be aware of these day-to-day so that you're able to ensure you stay on track and impress those around you. Make sure you're managing your time effectively, producing accurate written work (be aware of grammar, spelling and punctuation!), meeting deadlines, working as a team, using your own initiative and demonstrating your potential to be a future trainee at all times.

Be professional

The Summer Vacation Placement does involve a number of social activities, but please remember that there will also be senior stakeholders in the business in attendance and you will still need to maintain a level of professionalism at all times. These social events will give you the opportunity to chat and network with others around you on a more casual basis and your conduct will be reviewed on the basis that the role of a Trainee/Lawyer will incorporate many social opportunities. This also goes for your day-to-day role, think about professional standards within a law firm and how you can meet them, when in doubt, ask your buddy about what is expected.

Be available and enthusiastic

Make yourself available and do everything with motivation and enthusiasm. Be kind and be friendly to everyone you meet and make sure to network as much as possible with your fellow cohort, you could be training alongside them one day!

Speak up if you don't understand!

We get it, this is all new and probably a bit scary... the work that is given to you will be entirely appropriate for your level, but we appreciate there may be times when you don't understand and need further help or explanation. Your buddy, and indeed the team around you, will always be there to help if this is the case, however we'd recommend always trying to come up with answers/solutions to put to them first, rather than having the expectation you will be given the answer.

Keep a learning log

This is not essential, however it will allow you to look back on the experience and remember how much you've learnt. Keeping a log of what you've been doing each day will also help massively when it comes to your final interview...

The interview

As part of the placement, you will have an interview with 2 of the firm's Partners. The interview will in-part cover what you have learnt as part of your placement and give you the chance to reflect upon your experience. Think about what you've got out of the placement and perhaps what you feel you could've done better and improvements you could've made, we love honesty! This is also a great opportunity for you to ask our Partner's directly any questions you may have.

This is a two-way assessment

We have to impress you too!! Don't see this as us solely assessing you, you need to make sure that Gateley is the firm you want to train and advance your career with.

Lastly, enjoy!

Be yourself, be a sponge, take in as much information as you possibly can so that you come out of this with the best idea of what it's like to work at Gateley. Once the placement is over, we'd love to know your thoughts and so feel free to get in touch with your feedback!

What did you feel that you gained from the placement?

“Over the course of the week, I gained a greater insight into the areas Gateley specialises in, the culture, outreach work, and the expectations of a trainee solicitor working at the firm.

Furthermore, I was able to understand more about the Gateley group structure. It was fascinating to discover how the firm has diversified its offerings to further meet client needs. I also enjoyed learning about the importance that Gateley places on diversity and inclusion. It was very clear that this is an area in which the business is constantly striving to make advancements.”

- Ashy Foster, trainee solicitor

My top tip for an SVP would be:

“Talk to as many people as you can and get to know the team really well. People will remember the work you did for them but they will also remember your personality and your demeanour.”

- Myles Langley, trainee solicitor

Maximising *Work Experience Placements*

When you make your application to Gateley, we will want to know all about you and your experience to date. No matter what work experience you come with, there are pretty much always transferable skills there which you can link to those required of a trainee solicitor, so we want to know about it!

Some tips on maximising any work placement you carry out prior to applying to us:

- **Be Proactive** – seek out work from those around you and be willing to throw yourself into any tasks you are given.
- **Take initiative and show enthusiasm in all assignments** – you may not enjoy every task which is given to you, but with everything you are responsible for, make sure you put your all into it.
- **Ask Questions** – be inquisitive, show you are interested and gain as much knowledge as you can.
- **Gain insights** – by asking about tasks, processes, and firm culture. This shows your interest and willingness to learn.
- **Network** – different people can teach you different things and from different perspectives, so build connections and relationships wherever you can. Networking within the firm can lead to future opportunities.
- **Reflect and Learn** – take note of all that you're doing, especially if you feel it will enhance your future applications to law firms, add everything to your CV and look at how the experience can translate to a trainee solicitor role. Regularly reflect on your experiences and identify areas for growth. Use feedback to improve continuously.
- **All work experience counts!**



Gateley /