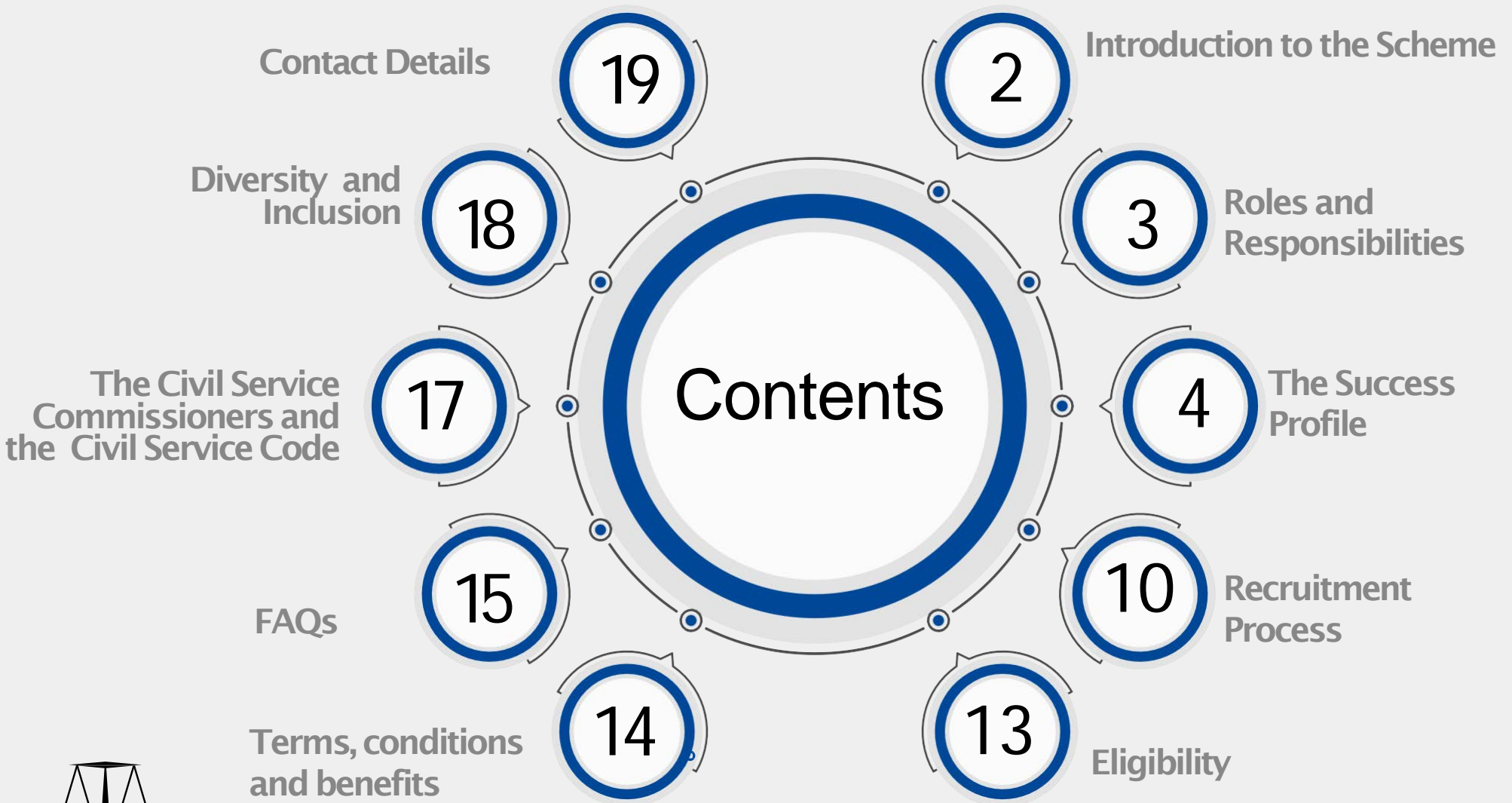


National Legal Trainee Scheme 2019

A devastated parent
A distraught eyewitness
An outraged public

Can you deliver justice?





Delivering justice is complex and challenging.
That's why we are looking for those who are passionate
about the public, our society and their career.



Max Hill



Role and Responsibilities

“My advice would be to show your individuality and passion throughout the process. It will be recognised and will make you stand out. Perseverance is key – I applied again after being unsuccessful at first and it’s the best decision I ever made.”

Komal Varsani
Legal Trainee
CPS London North

Legal Trainee –Pupil Barrister / Trainee Solicitor Crown Prosecution Service

Pay Range

B1/Legal Trainee - salary up to:

NATIONAL per annum – £23,509 to £26,672 (National)

LONDON per annum – £24,539 to £28,234 (London)

What are my responsibilities?

- Review and preparation of cases, under supervision.
- Correspondence with other CJS agencies, defence lawyers and counsel, under supervision.
- Attend conferences with police and counsel and meetings with victims and witnesses, under supervision.
- Provide advice to police on charging, under supervision.
- Research law and report back to supervisor and other lawyers.
- Maintain records of work and link to relevant regulatory bodies.
- Plan and review of pupillage programme / training contract with supervisor.
- To arrange and attend professional courses and undertake all activities to ensure that the Bar Council / Law Society training requirements are met.
- Shadow lawyers at Magistrates and Crown courts in order to gain experience of advocacy by observation.
- Assist Caseworkers at court by preparing cases, liaising with witnesses and supporting counsel where required.
- Represent the CPS at court and present cases (pupillage only).
- Arrangement and completion of secondments as required by the Law Society (training contract only).



Success Profile

“You have real scope to take control of your pupillage or training contract and decide what work you want to do. Seeing a range of cases gave me a real feel for what the CPS does and what opportunities are available in the future.”

Robert Yates
Crown Prosecutor – Former Legal Trainee
CPS Yorkshire and Humberside

The selection process will use the [Civil Service Success Profiles Framework](#) which assesses the candidate's behaviours, strengths and their potential. Please find below the following areas we will be testing throughout the process:

BEHAVIOURS

TECHNICAL

ABILITY

STRENGTHS

MOTIVATION



Move your mouse pointer over the buttons and click for more information



Behaviours

When looking at behaviours, we want to get an understanding of the actions and activities that you have done (or would do) that result in effective performance in a job.

We will be testing the following behaviours on the framework for the grade – **EO OR LEVEL 2**

- ✓ SEEING THE BIGGER PICTURE - Tested at Online Tests, Legal Assessment and Final Interview / Assessment
- ✓ DELIVERING AT PACE - Tested at Online Tests, Final Interview / Assessment
- ✓ COMMUNICATING & INFLUENCING - Tested at Online Tests, Legal Assessment and Final Interview / Assessment
- ✓ MAKING EFFECTIVE DECISIONS - Tested at Online Tests, Legal Assessment and Final Interview / Assessment



Please find further information about each of the behaviours by viewing the [Civil Service Success Profile Behaviours Framework here.](#)



Ability

When testing your ability we want to understand your aptitude for a particular type of work

The following points below are essential criteria for this job role -

LEGAL INTELLECT – Tested at Legal Assessment and Final Interview / Assessment

- ✓ A sound knowledge and understanding of legal principles or, a potential to develop such knowledge and understanding
- ✓ Able to research and assimilate unfamiliar areas of knowledge, including technical areas of law
- ✓ The ability to analyse a set of facts, so as to identify the relevant factual and legal issues
- ✓ The ability to apply principles logically, precisely and with sound judgment

ADVOCACY – Tested at Final Interview / Assessment

- ✓ The ability to present a case both orally and in writing in a measured, engaging and persuasive manner
- ✓ The ability to produce clear, impactful and structured written work.
- ✓ Clear and articulate in oral communication



Please find further information about the ability aspect by viewing the [Civil Service Success Profile Ability Framework here](#).



Technical

In order to apply for the CPS National Legal Trainee Scheme candidates must be able to meet the following criteria. Any candidates who do not meet these standards will be automatically removed from the process.

The following points below are essential criteria for this job role -

UNDER GRADUATE DEGREE



Candidates must hold a minimum of a 2:2 university undergraduate degree – this does not need to be in law. Equivalent undergraduate degrees will be considered e.g. degrees completed in another country.

Candidates with a university undergraduate degree at a minimum of a 2:2 in a subject other than law must have completed one of the following conversion courses:

- Graduate Diploma in Law (GDL)
- Common Professional Examination (CPE)

POST GRADUATE QUALIFICATIONS



Candidates must have successfully completed, or be due to complete the Bar Professional Training Course (BPTC) or the Legal Practice Course (LPC) to enable them to start within the CPS by November 2019.

This qualification must be successfully completed, with results provided to the CPS Recruitment Team by Monday 22nd October 2019 at the latest. If candidates are unable to provide confirmation of passing their BPTC / LPC by this time then they may be removed from the process.

The CPS does not offer sponsorship for vocational qualifications.

We will check for all certificates and academic qualifications during pre-employment checks. Any candidates who are found to not meet the academic eligibility criteria will be removed from the process.



Please find further information about the technical aspect by viewing the [Civil Service Success Profile Technical Framework here.](#)



Strengths

When looking at your strengths, we want to find out whether you and the organisation or job role are a good fit. We will look at what you enjoy doing and what you do well and often.

Strengths will be tested at interview and will not be provided in advance. In addition CPS Values will be tested throughout the selection process:

We will treat everyone with respect:

We will respect each other, our colleagues and the public we serve, recognising that there are people behind every case.

We will be honest and open:

We will explain our decisions, set clear standards about the service the public can expect from us and be honest if we make a mistake.

We will be independent and fair:

We will prosecute independently, without bias and will seek to deliver justice in every case.

We will behave professionally and strive for excellence:

We will work as one team, always seeking new and better ways to deliver the best possible service for the public.



Please find further information about each of the strengths by viewing the [Civil Service Success Profile Strengths Framework here](#).



Motivation

We are looking for your motivation as to why you want to work in public service, law and the CPS as a whole.

The following points below are essential criteria for this job role -

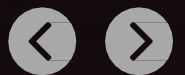
- ✓ Have a demonstrable interest in law, in particular the area of criminal prosecution and be motivated by public service
- ✓ Demonstrates a knowledge & understanding of the work of the CPS and its role in the wider Criminal Justice System
- ✓ A strong focus on continuous learning with the ability to apply knowledge of criminal law gained from study and experience
- ✓ A commitment to a career as a lawyer practicing criminal law, preferably with the CPS

Motivation will be assessed at the video interview and final interview / assessment stage





The recruitment process



The recruitment process

To apply for this post, please visit [Civil Service Jobs](#)

Applications should be submitted no later than **midnight on Friday 1 March**.

Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and / or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV.

Application Stage

1. An **Application form** via the Civil Service Jobs advert. This should also contain your work history and qualifications. Failure to provide details on your application form that you meet the academic eligibility criteria will result in your application becoming withdrawn.
2. A **CV** setting out your career history, with key responsibilities and achievements and qualifications. This can be a maximum of two pages.

Online Tests

Upon submitting your application form and CV you will be automatically invited to complete the first online test which is the Civil Service Judgement Test (CSJT).

Candidates will be informed immediately if they have met the required standard at the CSJT. Successful candidates will then be invited to complete an online Verbal Reasoning Test (VRT).

Both of these tests must be completed by midnight on Sunday 3 March.

Having used this selection method last year, and feedback shows that many candidates benefited from completing their on-line tests sooner rather than later within the submission window. This ensured they had ample time to familiarise themselves with the process and overcome any potential technical issues. This gives candidates the best opportunity to ensure they are comfortable with the process and give a good account of themselves. Candidates are responsible for managing their time, and no extension will be offered for those who miss the cut-off date.

Video Interview

Candidates who successfully pass both online tests will be invited to complete an online video interview. This gives candidates the opportunity to display their motivation and suitability to the role.

Further guidance will be provided should you be successful and invited to complete a video interview.

The video interview must be submitted by 1pm on Wednesday 6 March.

Online Legal Assessment

Candidates who successfully pass the video interview will be invited to complete an online legal assessment. Here, candidates are given the opportunity to display their legal knowledge on a specific legal topic.

Further guidance will be provided nearer the time if you are invited to complete the online legal assessment.

The online legal assessment interview must be submitted by 1pm on Wednesday 17 April.

Interview

Successful candidates will be invited to the final stage of the recruitment process which will be an assessment and interview. These interviews will take place across in Birmingham, Liverpool and London. Successful candidates will be offered a position on the CPS Legal Trainee Scheme with a start date of November 2019 – subject to pre-employment checks.

Due to the high volume of candidates, feedback will only be given to candidates who reach the final interview stage.

The recruitment process

“Assisting with pre-charge advice and shadowing a Crown Prosecutor in some of the most serious cases has provided me with invaluable experience. I couldn’t have hoped to be working with more welcoming and experienced prosecutors whose passion for justice shines through on every case.”

Julia Birtwell
Legal Trainee
CPS Yorkshire and Humberside

Selection Process

The final panel interview will consist of:

- Deputy Chief Crown Prosecutor (DCCP)
- Experienced Prosecutor
- HR Representative

The interviews will take place in Birmingham, Liverpool and London.

Reserve Lists

If the CPS receives applications from more suitable candidates than we have vacancies for at this time, we may hold suitable applicants on a reserve list for 12 months, and future vacancies in the Civil Service requiring the same skills and experience could be offered to candidates on the reserve list without a new competition.

Expected Timeline

These dates are subject to change however it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the timetable, exercising flexibility through the recruitment and selection process, in order to meet the dates given. The anticipated timetable is as follows:



Eligibility Criteria

Academic Eligibility

In order to apply for the CPS National Legal Trainee Scheme candidates must be able to meet the following criteria. Any candidates who do not meet these standards will be automatically removed from the process.

Undergraduate Degree

Candidates must hold a minimum of a 2:2 university undergraduate degree – this does not need to be in law. Equivalent undergraduate degrees will be considered e.g. degrees completed in another country. If candidates believe they hold an equivalent degree then the onus is on the candidates to provide evidence of equivalence.

Candidates with a university undergraduate degree at a minimum of a 2:2 in a subject other than law must have completed one of the following conversion courses:

- Graduate Diploma in Law (GDL)
- Common Professional Examination (CPE)

Post Graduate Qualifications

Candidates must have successfully completed, or be due to complete the Bar Professional Training Course (BPTC) or the Legal Practice Course (LPC) to enable them to start within the CPS by November 2019.

This qualification must be successfully completed, with results provided to the CPS Recruitment Team by Friday 1st November 2019 at the latest. If candidates are unable to provide confirmation of passing their BPTC / LPC by this time then they may be removed from the process. The CPS does not offer sponsorship for vocational qualifications. We will check for all certificates and academic qualifications during pre-employment checks. Any candidates who are found to not meet the academic eligibility criteria will be removed from the process.

It is the responsibility of the candidate to provide supporting evidence of their eligibility regarding qualifications, within the specified application deadline.

Nationality and Immigration

The CPS Legal Trainee Scheme 2019 is open to applicants who are:

- UK nationals
- European Economic Area (EEA) nationals
- Swiss nationals
- Commonwealth citizens

This is in accordance to the Civil Service nationality requirements. In addition to meeting the Civil Service nationality requirements, candidates must also be legally entitled to work in the UK. If you do not have an existing right to remain in the UK please be aware that the CPS is not a registered sponsor and is therefore unable to offer any form of visa sponsorship. As the CPS prosecutes cases in courts throughout England and Wales, in Wales/Cymru area, the ability to speak Welsh will be an advantage.

Security Checks

All successful candidates will be subject to pre-employment checks, including a minimum of a Disclosure and Barring Service (DBS) security checks.

Some CPS areas may require higher security clearance such as SC and DV clearance. The CPS is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974. Therefore, an offer of employment may not be made to anyone who has been cautioned, has been convicted, or has spent convictions, for an offence listed on our Proscribed Offences List.

“The cases you work on involve real people and real life situations. From a very early stage, you need to make decisions. Whether on your feet in court, or when you’re reviewing a case, there is a lot of responsibility in this role.”

Shaan Sethi
Crown Prosecutor – Former
Legal Trainee
CPS London North



Terms, conditions and benefits

Selection Process

Whatever your role, we take your career and development seriously, and want to enable you to build a really successful career with the Department and wider Civil Service. It is crucial that our employees have the right skills to develop their careers and meet the challenges ahead. At CPS you'll benefit from regular performance and development reviews to ensure this development is ongoing. As a Civil Service employee, you'll be entitled to a large range of benefits.

Appointment Term

Fixed Term

Location

Various – Nationwide

Working Arrangements

This role is available for full-time however requests for part-time or flexible working arrangements may be considered – subject to business need.

Equality Diversity and Inclusion

The Civil Service values and supports all its employees.

- For example, we have strong and pro-active staff networks, special leave policies for hospital appointments, reasonable adjustments put in place for those who need them, and diversity talent programmes to help everyone irrespective of background, to achieve their potential.

Pension

Your pension is a valuable part of your total reward package.

- We will provide you with a competitive contributory pension scheme that you can enter as soon as you join, and where we will make a significant contribution to the cost of your pension. Also, your contributions will come out of your salary before any tax is taken. In extreme cases such as illness or death before retirement, your pension will continue to provide valuable benefits for you and your family. Visit www.civilservicepensionscheme.org.uk for more details.

Generous Annual Leave and Bank Holiday Allowance

- 25 days annual leave on entry, increasing on a sliding scale to 30 days after 5 years' service. This is in addition to 8 public holidays.
- This will be complimented by one further day paid privilege entitlement to mark the Queen's Birthday.
- With competitive maternity, paternity and parental leave we also recognise the importance of a good work-life balance and offer flexible working and a family friendly approach to work.

Staff Wellbeing

- Flexible working including part-time or time-term working and access to Flexible Working Schemes allowing you to vary your working day as long as you work your total hours.
- Generous paid maternity and paternity leave.

- Childcare benefits (policy for new employees as of 5 April 2018): The government has introduced the Tax-Free Childcare (TFC) Scheme, so working parents can open an online childcare account and for every £8 they pay in, the government adds £2, up to a maximum of £2000 a year for each child or £4000 for a disabled child. Parents then use the funds to pay for registered childcare. Existing employees may be able to continue to claim childcare vouchers, so please check how the policy would work for you [here](#).

Season Ticket and Bicycle Loan

- Interest-free loans allowing you to spread the cost of an annual travel season ticket or a new bicycle.

Training and Development

- The Department offers engaging jobs in work that really matters. These jobs have a direct impact on the quality of public services.
- Our roles can offer great job satisfaction. There are many opportunities to develop and progress both within the Department and across the wider Civil Service.
- To create a more skilled and unified organisation, the Civil Service is developing 10 specialist areas of expertise.
- Cross-government functions provide professional services and support to departments and supplement the 25 recognised professions within the Civil Service, who are there to support your own professional development.

- We are also committed to investing in our staff and we offer a range of work-based training and qualifications, coaching and mentoring opportunities and a guaranteed five days of learning a year.

Modernised Terms and Conditions

- Civil Servants taking up appointment on promotion will adopt the modernised Civil Service terms and conditions which came in to effect from 1 July 2013. Existing Civil Servants appointed on level transfer will retain their existing terms and conditions.

"Magistrates Court work is high in volume, quick paced and can be unpredictable. Prosecuting in the Magistrates Court is a demanding job but it's heartening to know that the impact of your hard work goes further than the court room."

Olivia Murray
Crown Prosecutor – Former
Legal Trainee
CPS Mersey Cheshire





FAQs



FAQs

1. Can I apply if I am not currently a civil servant?

Yes. This role is open to suitably qualified people in the external market and to existing civil servants and those in accredited Non Departmental Bodies.

2. Is this role suitable for part-time working?

This a full-time role however requests for part-time or flexible working arrangements may be considered however this is subject to business need.

3. Will the role involve travel?

Some travel may be required for this role as this the B1 Legal Trainee grade is classed as mobile.

4. What nationality do I need to hold in order to apply?

To be eligible for employment to this role you must be a national from the following countries:

- The United Kingdom
- The Republic of Ireland
- The Commonwealth*
- A European Economic Area (EEA) Member State
- Switzerland
- Turkey

Certain family members of EEA, Switzerland and Turkish nationals are also eligible to apply regardless of their nationality.

(*Commonwealth citizens not yet in the UK, who have no right of abode in the UK and who do not have leave to enter the UK are ineligible to apply.)

For further information on whether you are eligible to apply, please visit [Gov.UK](https://www.gov.uk).

5. Is security clearance required?

Yes. If successful you must hold, or be willing to obtain, security clearance to DBS level. Certain areas may also require a higher level of SC or DV clearance. More information about the vetting process can be found at the following link

<https://www.gov.uk/guidance/security-vetting-and-clearance>

6. Do you offer visa sponsorship?

No. In order to be eligible for this role you must have the right to work and remain in the UK.

7. What reasonable adjustments can be made if I have a disability?

We are committed to making reasonable adjustments in order to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process. Reasonable adjustments could include: allowing extra time during selection tests, ensuring that information is provided in an accessible format or, by providing training.

If you feel that you may need a reasonable adjustment to be made, or you would like to discuss your requirements in more detail, please state this on your application form and feel free to contact us directly.

8. Do you offer funding or sponsorship for the BPTC / LPC?

No. We do not offer sponsorship and candidates must have completed or be due to complete their BPTC / LPC ahead of the proposed start date in November 2018.

9. I have a third class undergraduate degree, am I able to apply?

No. Applicants must have a minimum 2:2 undergraduate degree in order to apply for the scheme.

10. I want to change something on my application form, can I resubmit my application?

No. Once your application has been submitted you are unable to amend or submit another application, so do ensure that you are happy with your application before submitting.

11. Can I receive feedback on my application?

Due to the high volume of candidates we are only able to provide feedback to candidates who reach the final interview stage.

12. Do you offer extensions to the deadline dates?

No. We are unable to offer extensions to the dates provided however some of these dates may be subject to change but it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the timetable, exercising flexibility through the recruitment and selection process, in order to meet the dates given.



The Civil Service Commissioners and the Civil Service Code

“In the year since I qualified I have prosecuted hundreds of trials and application hearings. This has included multi-handed youth robbery trials, grievous bodily harm trials, sexual assault trials, hit and run trials resulting in life changing injuries, none-accidental injuries on children and legal arguments against QC’s on technical areas of law; such as licencing law. I enjoy the variety of cases and experiencing an insight into different areas.”

Nardeen Nemat
Crown Prosecutor
CPS Mersey Cheshire



The Commissioners have two key functions:

The first is to maintain the principle of selection for appointment to the Civil Service on merit, on the basis of fair and open competition.

For the most senior posts in the Civil Service, the Commissioners discharge their responsibilities directly by overseeing the recruitment process and chairing the final selection panel.

For more information please see <http://civilservicecommission.independent.gov.uk/>

The second is to promote an understanding of the Civil Service Code which sets out the constitutional framework in which all civil servants work, the values they are expected to uphold, and to hear and determine appeals made under it. For more information please see www.civilservice.gov.uk
The CPS adheres fully to the Civil Service Code and to the requirements and best practice suggested by the Civil Service Commissioners.



Diversity and Inclusion

“The CPS does an excellent job ensuring that all prosecutors are appropriately trained. Given the size of the organisation and the variety of work available, you are actively encouraged to expand your professional portfolio by embarking on secondments, ranging from Organised Crime to the Attorney General’s Office”

André Nwadike-Jonathan
Legal Trainee
CPS London North

The Civil Service is committed to becoming the most inclusive employer in the UK.

We are committed to understanding, respecting and representing as broad a range of views and backgrounds as we have in the UK society. We know that diverse perspectives and experiences are critical to an effective, modern Civil Service.

Our vision is to ensure the Civil Service represents modern Britain and is a truly inclusive employer – an example to other employers. We will create an organisation where diversity is not only respected and valued, but celebrated.

What’s in it for me?

We want to maximise the potential of everyone who chooses to work for us – regardless of background.

Our passion for diversity and equality means creating a work environment for all employees that is welcoming, respectful, engaging, and enriched with opportunities for personal and professional development.

What’s next?

You’ve taken the first step and looked through this job pack to understand the skills and experience needed to perform this role. Now join us in achieving our ambitions and let us help you achieve yours. [Read more.](#)



If you have any questions about applying for this role please contact:

Email : LTS19@cps.gov.uk

Twitter: [@CPSCareers](https://twitter.com/CPSCareers)

LinkedIn: [Crown Prosecution Service](https://www.linkedin.com/company/crown-prosecution-service)

Please note that the team's working hours are
Monday – Friday 9am – 5pm

