



Careers in Ideas *Summer of IP:* Opportunity with Burley Law



BURLEY
LAW

What's on offer?

Work experience – work shadowing taster days

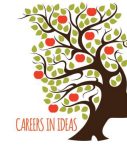
Who with?

Burley Law

Where and when?

Birmingham – 13, 20 and 27 September 2024

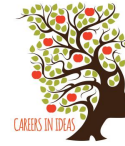
Application deadline: Friday 6 September 2024



Some more detailed information...

(Please read “the formal stuff” below,
and make sure you’re comfortable with it, before you apply.)

The activity provider’s name and address	Burley Law Limited Unit 740 JQ Modern 120 Vyse Street Birmingham B18 6NF https://burleylaw.co.uk/
Its main area(s) of business	IP, tech, commercial, HR and employment law
More about what’s on offer	In-person taster days (10 am – 3 pm) at our Birmingham office, where participants will shadow members of our team and complete tasks which will help them with their professional and personal development. See the intended schedule on page 5.
Who is this activity for?	Sixth form/college students, university law students, and university law graduates
How many places are on offer?	3 (1 sixth form/college student, 1 university law student, and 1 university law graduate). One day per student.
How to apply	Application via the following this online form . Applications close on Friday 6 September 2024.
Any relevant selection criteria?	We are keen to have applications from individuals who have limited to no access to work experience opportunities or legal professionals who can offer them insight into a career in law. Please contact Reccy at reccy.midigo@burleylaw.co.uk if there are mitigating factors which prevent you from taking part in this opportunity and we will do our best to support and accommodate you.
Will the work experience be paid?	No, but travel expenses will be reimbursed: see below.
Will travel expenses be reimbursed?	Yes; we will reimburse up to £15 worth of reasonable travel expenses on production of receipts.



Additional information we think you should know	Lunch will be provided. The dress code is business casual (see, eg, https://uk.indeed.com/career-advice/starting-new-job/business-casual).
Who to contact if you've any questions or concerns	Please direct all queries to Reccy Midigo reccy.midigo@burleylaw.co.uk (copying liz@burleylaw.co.uk).

***Summer of IP* introductory events**

Before you take part in any *Summer of IP* activity, please join one or more of our introductory events. These are provided by our Careers in Ideas team and will introduce you to the basics about intellectual property and the careers available here. Some will give more detail about routes into particular careers, even helping you to put your application together or giving you a chance to speak to people who already work in IP.

You'll be able to find more information about these events on our *Summer of IP* webpage at <https://ipinclusive.org.uk/careers-in-ideas/summer-of-ip-2024/>. Keep an eye out as we'll be adding events as we go along.

You could also consider signing up to our Mentoring Hub (<https://ipinclusive.org.uk/careers-in-ideas-mentoring-hub/>) if you're interested in an IP career and would like a little help getting in.



The formal stuff

Summer of IP activities are run by individual participating organisations, all of whom recruit into IP sector roles in the UK. They decide for themselves what type of activity or event they want to offer; where, when and for how long it takes place; and the people it's suitable for. They take responsibility



for complying with relevant legislation and other appropriate safeguards. *They will treat you fairly, considerately and respectfully.*

All of them have agreed to comply with our *Summer of IP* guidelines, which you can find at <https://ipinclusive.org.uk/wp-content/uploads/2024/03/240320-summer-of-ip-24-activity-provider-guidelines.pdf>. The guidelines are there to ensure that participating organisations have the appropriate provisions in place to ensure the activity is a success. They will help to safeguard participants' privacy and wellbeing, the quality of the *Summer of IP* offerings and their alignment with IP Inclusive's objectives (see "About Careers in Ideas" below).

For instance, although activity providers can set their own – reasonable – criteria for selecting people to take part in their activity, they must have an objective and non-discriminatory recruitment process. The process and its timings should be clear and transparent and have reasonable adjustment policies in place which support those who have a condition, impairment or disability.

All activity providers are committed to improving equality, diversity and inclusion within the UK IP professions. They are IP Inclusive supporters and partners and/or signatories to the IP Inclusive EDI Charter¹. Many have an individual in their organisation who has signed our Senior Leaders' Pledge².

If you have any problems or concerns about a *Summer of IP* activity, please contact the activity provider directly. We've provided information about how to do that in the table above.

About Careers in Ideas

Careers in Ideas is the outreach arm of IP Inclusive, an initiative which aims to promote and increase equality, diversity, inclusion and wellbeing in the UK's IP professions (see <https://ipinclusive.org.uk/> and <https://ipinclusive.org.uk/careers-in-ideas/>). The Careers in Ideas mission is to improve awareness of, and access to, IP-related careers, in particular for currently under-represented groups. It provides a range of resources aimed at school, college and university students, career changers, and their advisers. It has its own website (<https://careersinideas.org.uk/>) and a dedicated mentoring hub (see <https://ipinclusive.org.uk/careers-in-ideas-mentoring-hub/>).

Importantly, Careers in Ideas exists to promote the full range of IP sector careers, including associated business support roles.

To find out more about Careers in Ideas, visit our website at <https://careersinideas.org.uk/>, or follow us on Twitter (@CareersInIdeas) or LinkedIn (Careers In Ideas).

IP Inclusive and Careers in Ideas are governed by IP Inclusive Management (IPIM). For information about IPIM, and its contact details, please visit <https://ipinclusive.org.uk/ip-inclusive-management/>.

¹ See <https://ipinclusive.org.uk/about/our-charter/>

² See <https://ipinclusive.org.uk/the-ip-inclusive-senior-leaders-pledge/>

About *Summer of IP 2024*

Summer of IP 2024 is a Careers in Ideas campaign to raise awareness of IP sector careers and offer pre-application opportunities to a wider range of potential recruits. It will comprise a series of events and activities taking place during the summer of 2024. For more information about *Summer of IP 2024*, including other activities and events, see <https://ipinclusive.org.uk/careers-in-ideas/summer-of-ip-2024/>.

Intended taster day schedule

10:00-10:15: meet our team

10:15-11:00: shadow a paralegal/trainee (daily tasks, how we secured a role at the firm, tips for uni and gaining work experience)

11:00-11:45: legal experience. May include one or more of: attending a client interview and writing an attendance note; reviewing a contract; writing an email or letter to a client; legal research task

11:45-12:30: professional skills workshop (how to prepare for a job interview, answer application questions using the STAR technique, and develop your commercial awareness).
Students can bring a copy of their CV on the day for us to review and give them feedback (optional).

12:30-13:30: lunch with the team

13:30-14:15: professional skills development workshop (networking, LinkedIn, personal branding)

14:15-15:00: meeting with the firm's directors (Des and Liz)

The student will give a 5-minute presentation on 'Why is IP important for any business' (they will have had time to prepare one beforehand). Des and Liz will give feedback on their presentation.

There will also be time for an informal chat with Des and Liz about Burley Law, what it's like to work as an IP and commercial solicitor, what it's like to work as an employment solicitor, and any related topics that students would like to ask about.

We will end with an exit interview, where students can tell us about their experience and give feedback about the work shadowing.