

Training Contract Grants Scheme 2008 – Recruitment

Recruitment

Please refer to the Solicitors Regulation authority website www.sra.org.uk, for details of the Voluntary code of good practice in the recruitment of trainee solicitors.

Attached are details of vacancy adverts which may be placed free of charge on the Legal Aid Practitioners website, or Lawcareers.net. Under the terms of the grant, when advertising this vacancy, reference must be made to the LSC Training Contract Grants Scheme. Please include the following statement when advertising the training contract vacancy:


'This training contract is sponsored through the Legal Services Commission Training Contract Grants Scheme 2008'

You may find the enclosed list of LPC Providers and the Information for Students useful in advertising the position.

Recruitment Deadline

Recruitment must be completed by **30th January 2009**. If you encounter any problems during the recruitment process which may delay recruitment, you must contact the LSC immediately. An extension to the recruitment deadline will not be granted unless the delay is due to exceptional circumstances.

Two Ticks Scheme

The LSC is committed to ensuring equality and diversity in recruitment and has satisfied the requirements to display the  symbol. This means that applicants for employment who consider that they have a disability are guaranteed an interview.

What the symbol means

The symbol is a recognition given by Jobcentre Plus to employers who have agreed to make certain positive commitments regarding the employment, retention, training and career development of disabled people.

These commitments are cover best practice in recruitment and are:

- to interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities
- to ensure there is a mechanism in place to discuss, at any time but at least once a year, with disabled employees, what both parties can do to make sure disabled employees can develop and use their abilities
- to make every effort when employees become disabled to make sure they stay in employment
- to take action to ensure that all employees develop the appropriate level of disability awareness needed to make sure these commitments work
- to review these commitments each year and assess what has been achieved, plan ways to improve on them and let employees and Jobcentre Plus know about progress and future plans

We expect all organisations that receive funding through the 2008 Training Contract Grant Scheme to agree to the guaranteed interview arrangements under the scheme. It was agreed by your firm that as, part of the essential criteria in the Training Contract Grants application, to interview all applicants with a disability who meet the minimum criteria for a vacancy and consider them on their abilities.