PRIME 2024:

Guidance notes and application form for work experience placements at Pinsent Masons

1. Guidance notes for applicants

Basic eligibility requirements

To be eligible for a place on the PRIME programme through Pinsent Masons, you must meet **all** the following basic requirements:

* You’re attending, and have always attended a state-funded, non-fee-paying school/college.
* You’re aged 16-19.
* You’re still at school or in a gap year prior to attending University.

**And you must also meet one or more of the following:**

* You have been, or are currently, in local authority care\*
* You are currently in receipt of, or have previously received, free school meals, Pupil Premium, Education Maintenance Allowance and/or 16 to 19 Bursary.
* You are, or have been, a full-time or part-time young carer\*\*
* You came to the UK as a refugee or asylum seeker.
* The occupation of your main household earner is categorised as a routine or manual occupation. A summary of this can be found [here.](https://primecommitment.co.uk/wp-content/uploads/2022/11/Parental-Occupation-for-PRIME-Eligibility-Criteria.pdf)
* You grew up in a household where no parent or guardian attended University.
* You are attending a state school or college with:
	+ below average A-Level or Higher point score and/or
	+ low rate of progression to higher education [(PRIME Work Experience School Eligibility Criteria)](https://primecommitment.co.uk/wp-content/uploads/2021/09/PRIME-work-experience-school-eligibility-criteria.pdf).

**Notes and definitions**

These criteria are not exhaustive and may be amended over time.

\*You meet the ‘in local authority care’ criterion if:

* You have spent at least three months living in public care as a looked after child, including in local authority care and living with foster carers or in a children's home, or
* You have been 'looked after' at home under a home supervision order in Scotland.

Please note this does not refer to time spent working in a care or healthcare setting or if you are or have been a carer for a relative.

\*\*You meet the ‘ young carer’ criterion if:

* You are a young person under 25 who cares, unpaid, for a family member who due to illness, disability, a mental health problem or an addiction cannot cope without your support.

If you have questions about this application form, please contact workexperience@pinsentmasons.com

1. Application form (aged 16-19)
2. Personal information

|  |  |
| --- | --- |
| First name *(as it appears on official documents)* |  |
| Surname *(as it appears on official documents)* |  |
| Full preferred name *(the name you would like us to use on your certificate)* |  |
| Date of birth |  |
| Mobile number |  |
| Email address |  |
| Home address |  |
|  |
|  |
| Postcode |  |
| Gender |  |
| Pronouns |  |

1. School information

|  |  |
| --- | --- |
| School/college you currently attend |  |
| Town/city where the school is located |  |
| School you attended for National 5’s, Highers or equivalent |  |
| Town/city where the school is located |  |

1. Subjects studied and exam grades

|  |  |
| --- | --- |
| Grades achieved/expected for National 5’s, Highers, or equivalent *Please list individual subjects and target grades* |  |
| Subjects and qualifications you are currently studying *For example, National 5, Highers or Advanced Highers or equivalent.* |  |

1. Personal eligibility criteria

(please circle, underline or highlight as appropriate)

|  |  |
| --- | --- |
| Are you currently in receipt of, or have previously received, free school meals, young carers grant, Education Maintenance Allowance and/or 16 to 19 Bursary? | Yes / No / Don’t know / Prefer not to say |
| Is the occupation of your main household earner categorised as a routine or manual occupation?*A summary of this can be found* [*here*.](https://primecommitment.co.uk/wp-content/uploads/2022/11/Parental-Occupation-for-PRIME-Eligibility-Criteria.pdf) | Yes / No / Don’t know / Prefer not to say |
| Has either of your parent(s) achieved a qualification at a university in the UK? *Examples of qualifications are a degree, an HNC or an HND. (We are not counting qualifications earned through short courses of less than a year.)* | Yes / No / Don’t know / Prefer not to say |

1. **Other individual criteria (please see the guidance for definitions)**

|  |  |
| --- | --- |
| Are you currently (or have you been) looked after or in the care of a local authority, for 13 weeks or more since your 14th birthday?*Please note, young people who meet the local authority care criterion do not need to meet any other criterion.* | Yes / No / Don’t know / Prefer not to say*(If yes, please tell us which local authority looked after you most and approximately when)* |
| Are you or have you been a young carer?*You are a young carer if you look after a family member who due to illness, disability, a mental health problem or an addiction cannot cope without your support. The care you provide should not be paid.*  | Yes / No / Don’t know / Prefer not to say*(If yes, please describe briefly your role)* |
| Do you have a disability that affects your studies? | Yes / No / Don’t know / Prefer not to say |
| Are you a refugee or asylum seeker, or have you applied for status as such? | Yes / No / Don’t know / Prefer not to say*(If yes, please provide a copy of documentation)* |
| Are you attending a state school or college with: a) below average A-Level or Higher point score and/or b) low rate of progression to higher education [(PRIME: School Eligibility Criteria)](https://primecommitment.co.uk/wp-content/uploads/2021/09/PRIME-work-experience-school-eligibility-criteria.pdf) | Yes / No / Don’t know / Prefer not to say |

1. Equality and diversity monitoring information

We are asking for this information to help us check whether our processes provide equal opportunity for all eligible applicants. We do not refer to this information when we are assessing your application.

|  |
| --- |
| **What is your ethnic group?** |
| **Asian/Asian British** |
| Bangladeshi | [ ]  |
| Chinese | [ ]  |
| Indian  | [ ]  |
| Pakistani  | [ ]  |
| Any other Asian background | [ ]  |
| **Black/Black British** |
| African  | [ ]  |
| Caribbean  | [ ]  |
| Any other Black background  | [ ]  |
| **Mixed/multiple ethnic groups** |
| White and Asian  | [ ]  |
| White and Black African | [ ]  |
| White and Black Caribbean | [ ]  |
| White and Chinese  | [ ]  |
| Any other Mixed/multiple ethnic background | [ ]  |
| **White** |
| British/ English/ Welsh/ Northern Irish/ Scottish  | [ ]  |
| Irish  | [ ]  |
| Gypsy or Irish Traveller  | [ ]  |
| Roma | [ ]  |
| Any other White background  | [ ]  |
| **Other ethnic group** |
| Arab | [ ]  |
| Any other ethnic group  | [ ]  |
| Prefer not to say  | [ ]  |

1. Signatures

**Applicant:**

I confirm that the information I have provided is correct, to the best of my knowledge.

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |

By completing the above form you agree and understand that Pinsent Masons will collect your personal information including sensitive special category information (e.g. information about your race, ethnicity or the health of a dependent), to ensure your eligibility for work experience through the PRIME programme. Pinsent Masons may analyse some of this personal information in an anonymised, aggregated format so that it can no longer identify you directly in order to help monitor, be accountable for and promote equality of opportunity in its business practices. If you wish to find out more about how we process your personal data, please refer to section 5.3 of our Privacy Policy or contact our Privacy Team at PrivacyTeam@pinsentmasons.com.

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |

**Parent or Guardian:**

I confirm that I am the legal Parent or Guardian for the applicant named and I give permission for my child to apply for work experience through the PRIME programme.

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |

**Teacher verification:**

Please provide the name and email address of a teacher who can confirm that the academic information in your application is accurate.

|  |  |
| --- | --- |
| Do you consent to our asking the teacher to confirm your personal circumstances? | Yes / No *(If ‘no’, please be aware that we may ask you to provide evidence of your personal circumstances)* |
| Teacher name |  |
| Email address |  |
| Phone number |  |