

## Trainee Attorney Placement Scheme (Trade Marks)

Through our **unique trainee placement scheme**, we develop **well-rounded, market leading attorneys of the future** who are **Trained for Excellence**.

We support our trainees with achieving their UK professional qualifications; put simply this is your 'passport' to practicing as a Trade Mark attorney. What really sets Mewburn apart, however, is our placement scheme, where we commit that our trainees will access **high quality, on-the-job learning from three different partners** (known as 'principals'). Our trainees use this **rich learning experience** to **shape their broader attorney skills** through exposure to **different ways of working, clients and feedback** and by cultivating **internal networks** that will support their life-long Mewburn career.

For those who join us in 2025 and beyond, we have redesigned our existing placement scheme (previously known as the 'rotation scheme') using feedback from our current and recent trainees, and the principals you will work with. We wanted to retain the benefits of our previous scheme, whilst improving our developmental, pastoral and financial support for trainees on our placement scheme.

We know from years of experience that **in-person training is most effective** and **accelerates our trainees' overall development**. Our trainees have full access to our firmwide **blended working benefit**, whereby over a two-week period, we ask people to work in the office for a minimum of 50% of the time, with the option to work from home for the remainder of the time if they so choose. During their placement scheme, we ask trainees to work collaboratively with their principal to align their in-person office days, in support of their own personal development.

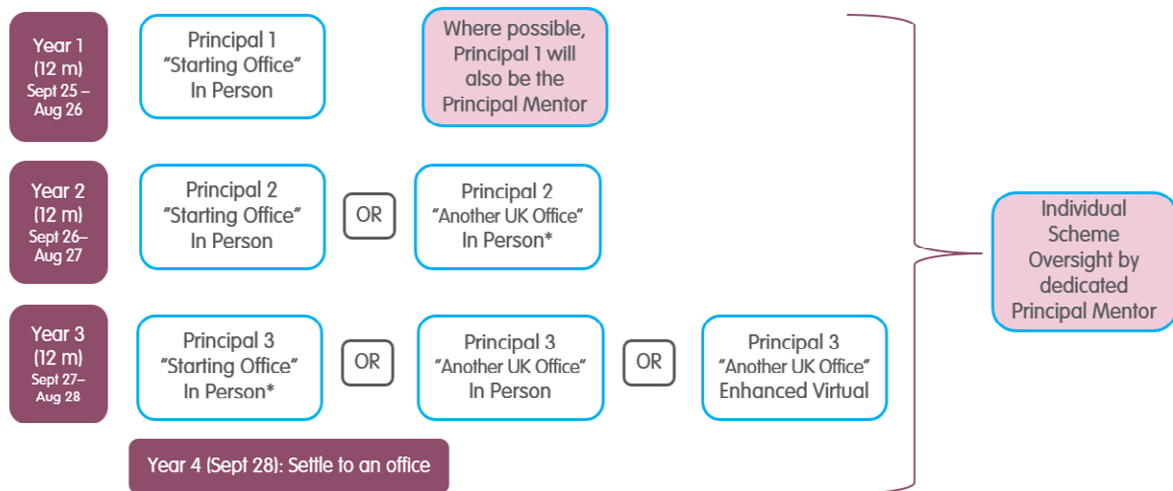
### Our Placement Scheme

As a Trade Mark trainee at Mewburn, your placement scheme will typically be for a period of **three years** for those who start in September. Naturally, this will be a little longer for people who start earlier than September. All placements change at the start of September each year to avoid clashes with professional courses, for example the Queen Mary Trade Mark Law and Practice PGCert course which starts in September at the start of your second year.

- There are **three placements** during your placement scheme. **Every trainee will experience working in-person in at least two Mewburn UK offices**, with each trainee's individual placement plan tailored to them. Currently, due to the location of our Trade Mark principals, the UK offices available for trainee placements are Bristol and London.
  - **Placement 1** (typically **12 months** from September to the following August) in-person with your first principal in your starting office (either Bristol or London);
  - **Placement 2** (**12 months** from September to August in-person with your second principal either in your starting office or in-person in a second UK office location (either Bristol or London); and
  - **Placement 3** (**12 months** from September to August) with your third principal, either back in your starting office or in-person in a second UK office location (where you have not yet 'moved' office locations for 12 months). During placement 3, there is the option to work virtually with your third principal (i.e. your principal is in different UK office to you), or in-person with a principal in the same UK office as you.
- To facilitate your in-person placement in your second UK office in Years 2 and/or 3, you will receive a **£10,000 Placement Allowance** to help with the costs associated with moving office location for the year. We also offer practical assistance to move offices through our **Placement Support**.
- You will also be assigned a **Principal Mentor**, who will oversee your development for your three year placement scheme and will support your development alongside the principal you work with day to day. In most cases, we expect that your Principal Mentor will also be your first principal, so that you are able to develop a strong working relationship with them early on. Where this is not possible, we will ensure that at least one placement is spent working with your principal mentor. Throughout your placement scheme, in addition to your principal, you can also turn to your principal mentor for **guidance, insight** and **career development conversations**. They can also help **make recommendations for future placements** in support of your career aspirations.

## Our Placement Scheme visualised

Here is our trainee Trade Mark attorney placement scheme summarised visually. Remember, at least one placement must be undertaken in person in another UK office (Bristol or London) in either Year 2 or Year 3, supported by our Placement Allowance.



## Placement locations – a two-way process

Occasionally, we require flexibility in terms of your starting office location due to the availability of principals. Some people have absolute clarity on where they would like to work once they have finished the scheme; others are open to experiencing the placement scheme and making a decision on their final working location a little further down the line. Both scenarios happen every year, and both approaches are absolutely fine.

Once you join Mewburn, finalising the location of Placements 2 and 3 is a collaborative process between the trainee and the business, facilitated by our Learning & Development team, whereby through regular one-to-one conversations with trainees we balance trainee personal preferences with client work and principal availability to finalise placements. We will always confirm the location of your next placement with at least six months' notice, but we strive to give you closer to one year's notice where at all possible. We commit to ensuring you are placed in your preferred settlement office as soon as possible, but we may on occasion require flexibility.

## Things change.....

We appreciate that things change, either at work or at home. For example, you may join with a very clear view on where you would like to settle, but on your placement journey, you may decide you would like to build your career in a different office (for work or personal reasons). Throughout your placement scheme we will regularly discuss where you would like to settle, and we will accommodate changes as soon as we are able to.

Indeed, we have qualified attorneys with four- or five-years' experience who have 'settled' in a UK office and then request to relocate to a different UK office. We simply ask that you keep talking to us and we will always do our best to accommodate any location changes.

## More about our practical Placement Support

To facilitate your office move, we offer the following Placement Support:

- Prior to relocation, you can **work 2 -3 days in your new office location to attend viewings** of rental properties in a flexible way, as we appreciate viewings can be scheduled last minute and properties move fast in most cities. We will pay for reasonable travel and accommodation for these days, alongside incidentals such as meals per our firmwide expenses policy.
- Where needed, we pay for either a **removal service**, or **van hire** for those who would prefer to relocate themselves (capped at an amount and volume of personal possessions).
- A **paid day off to move house**, so you aren't using your annual leave allowance.

This Placement Support is available at both the start and the end of a Placement, for example where a trainee has moved away for twelve months, and then moves city again at the end of their placement.

## More about our Placement Allowance

To facilitate your relocation to another UK office in the second or third year of your placement scheme, you will receive a **£10,000 Placement Allowance, paid quarterly** during your yearlong placement in August (£4,000), November (£2,000), February (£2,000) and May (£2,000). The allowance is weighted, and payments commence ahead of your placement start (January), to help with upfront costs associated with moving offices. The allowance is subject to tax and national insurance but is non-pensionable.

The purpose of the Placement Allowance is to support with the financial cost of moving to the new office and to make whatever arrangements are required to change work location for this 12-month period. We will ask you to acknowledge our expectations around your placement in your second UK office, associated with the provision of a Placement Allowance:

- Adherence to our blended working benefit guidelines, with at least 50% of your working time spent in the placement office;
- Flexibility around in-office days is expected from week to week, and should clients or the business require it, trainees may need to be in the office more regularly and at short notice; and
- Trainees and their principals will agree working patterns to maximise in-office time together, using our desk booking system to ensure they are sat near to their principal and their teams.

A twelve-month placement in another UK office provides trainees with the opportunity not only to deepen working relationships with their principal and practice group, but with paralegals and other colleagues in their new office. To support this, we encourage trainees to participate in whatever local office social activities they are comfortable with; for example, team lunches and local get togethers. This will look different for each trainee dependent on personal preference, but it's important to remember that the twelve-month placement is about trainees committing to engaging with the local office and building their wider internal network in support of their future careers, and not just about developing the trainee-principal relationship.