

Mentee Selection Procedure 2025

This document sets our selection procedure for allocating places on the Mentorship Programme including in the event of over-subscription.

NB This is separate to our internal process for matching successful Applicants with Mentors, which is based on a number of factors, including chosen area of law, career route, languages spoken, interests outside law, location, as well as each Mentor's background and each Mentee's needs. Please note that, whilst chosen area of practice may be a strong factor in matching, it is not the sole factor, and we may match according to other factors. Please further note that the profession is very well connected and just because a mentor is not in the area a mentee may wish to practise, this does not mean they will not be able to expose you to others in your area.

Stage 1

1. Applications are submitted through the Lawyers Who Care website and compiled electronically on our Applications List in date/time order of receipt.
2. When the published Application Period closes, all applications on the Applications List are reviewed to confirm suitability as per the Eligibility Criteria.
3. Any Applicant who doesn't appear to meet the Eligibility Criteria will be contacted and will have an opportunity to address the issue. If eligibility cannot be demonstrated, the Applicant will be removed from the Applications List.

Stage 2

4. The CEO and/or the Deputy CEO and a minimum of two members of the Mentorship Programme Committee (hereinafter the Selection Team) will allocate places to eligible Applicants based on their order on the Application List and according to the number of Mentors available. So, if there are forty Mentors available, the first forty eligible Applicants on the Application List will be selected for the Programme.

5. If there is an oversubscription, the Selection Team reserves the right to allocate Applicants according to the following criteria:
 - (a) Eligible but not matched in a previous intake;
 - (b) Availability of an appropriate match;
 - (c) The Applicant's involvement in the Steering Committee or other volunteer work for Lawyers Who Care;
 - (d) Any other factor(s) deemed relevant to further Lawyers Who Care's objectives for the Mentorship Programme.
6. Any Applicants who aren't selected will remain on the Application List to be given priority as and when further Mentors become available/the next onboarding process is undertaken. Applicants in this situation will be asked to complete a new application when the next onboarding process opens.
7. Successful Applicants from the Application List will be invited to an Onboarding Day, to hear more information about the Mentorship Programme and the commitments expected from Mentees. Following the Onboarding Day, successful Applicants will be taken forward to our internal matching process and thereafter invited to meet their allocated Mentor.

Important Note:

8. In the interests of our whole community, the Selection Team reserves the right to refuse mentorship at any stage. For example, Applicants may be removed from the Mentorship Programme if the Selection Team consider their current circumstances may prevent them from fully benefitting from the Mentorship Programme. This may mean removing Applicants during the Application process, either before or after the Onboarding Day and the meeting with the Mentor.
9. In addition, we reserve the right to remove Mentees and re-match our Mentors due to non-compliance with the Mentee Agreement.

Please note that due to capacity/availability of mentors, we do not anticipate that we can match everyone who is eligible. Even if eligible according to our Eligibility



Criteria, there is still a possibility of not being selected for the mentorship programme when applying.

Approved by: Chair, Mentorship Programme Committee/Advisory Board, Lawyers Who Care

February 2025

To be reviewed in January 2026.