**Mandatory Pro Bono Scheme for Law Students**

**Approved Pro Bono Work**

**APPLICATION FORM**

**(For Host Institutions)**

This Form is to be completed by Host Institutions who intend to host pro bono placements and wish their placements to be regarded as “Approved Pro Bono Work”. Completed forms should be sent to SILE.probono@sile.edu.sg.

Please refer to the Criteria and Guidelines established by the Singapore Institute of Legal Education (SILE) attached at the end of this form.

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| **Date of Submission:** Click to enter a date. |
| **Section 1. Details of Host Institution / Organisation** |
| **Name of Host Institution / Organisation:** Enter text.**Address:** Enter text. |
| **Name of Contact Person:** Select Salutation. Enter text. |
| **Designation:** Enter text. | **Contact Number:** Enter text. | **Email:** Enter text. |
| **Name of Alternate Contact Person:** Select Salutation. Enter text. |
| **Designation:** Enter text. | **Contact Number:** Enter text. | **Email:** Enter text. |
| **Section 2. Details of Proposed Pro Bono Placement** |
| 1. **Name of Placement (limit to 30 characters):** Enter text.
 |
| 1. **Description of Placement:** Enter text.
 |
| 1. **Type of Placement:** Select type of placement.
 |
| 1. **Placement Beneficiary (tick more than one box, if appropriate):**

**Select the profile in which the beneficiary would fall under (tick more than 1 box if applicable):** [ ]  **Persons from households with low income, whether determined by a means test or by other means.**[ ]  **Persons who are disadvantaged because of financial hardship, intellectual/physical disability, mental / physical illness, lack of education or other circumstances.**[ ]  **Persons who are unable to afford legal representation.**[ ]  **Persons who are unaware of their legal rights, liabilities and responsibilities, or their right to legal representation.**[ ]  **Others, please elaborate below:**Enter text.**Elaborate on the beneficiary of the placement and how it matches the profile selected.**Enter text. |
| 1. **Select the type of organisation which will benefit from the Placement:**

[ ]  **Assistance provided to any charitable, religious, civic, community, governmental or educational organisations that primarily seek to assist the classes of persons listed above, whether directly or indirectly and without financial reward.** [ ]  **Assistance provided to organisations, entities, schemes, or programmes established for the promotion of access to justice, including the Legal Aid Bureau, the Criminal Legal Aid Scheme, the Association of Criminal Lawyers of Singapore Legal Advice Scheme, the Supreme Court Legal Assistance Scheme for Capital Offences and the Community Justice Centre.**[ ]  **Others, please elaborate below:**Enter text.**Elaborate on the organisation which will benefit from the Placement and how it matches the type of organisation selected.**Enter text. |
| 1. **Interactive Aspects of the Proposed Project / Activity:**

**In the course of their work, will the law students be given opportunities to interact with the beneficiary and/or staff of the host organisation?** Please select.**If selected ‘Yes’, please elaborate on the interactions involved between the law students and the beneficiary and/or staff of the host organisation.**Enter text. |
| **Section 3. Particulars of the Placement:** |
| **Location of Placement:**Enter text. | **No. of Placements Available:**Enter text. | **Frequency:**Select frequency. |
| **Proposed Start Date:**Click here to enter a date. | **Proposed End Date:** Click here to enter a date. | **Duration:**Select duration. |
| **State the Supervision of the Placement:** Please select.**For supervised placement, select the Profile of Supervisor:** |
| [ ]  **Legal Academics** | [ ]  **Legal Officers** | [ ]  **Paralegals** |
| [ ]  **Singapore Qualified Lawyers** | [ ]  **Foreign Qualified Lawyers** |
| [ ]  **Executive / Administrative Staff**  | [ ]  **Others** Please specify. |
| *If students will be appraised, please provide the completed appraisal form to the students two weeks after the completion of the placement.*  |
| **Section 4. Pre-Requisites for Student Volunteers:** |
| **Are there pre-requisites that the student volunteers must meet?**Please select.**If student volunteers are required to complete a training programme, please provide details of the programme:**Enter text. |
| **Spoken Language Abilities:** | **Written Language Abilities:**  |
| Language 1**Others:**Please specify. | Language 2**Others:**Please specify. | Language 1**Others:**Please specify. | Language 2**Others:**Please specify. |
| **Prior Knowledge of Law:** |
| [ ]  **Criminal Law** | [ ]  **Family Law** | [ ]  **Others:**Please specify. |
| **Skills:** |
| [ ]  **Client Interview** | [ ]  **Mediation** | [ ]  **Oral / Written Advocacy** |
| [ ]  **Legal Research & Writing** | [ ]  **Others** Please specify. |

- END OF FORM (Version May 2021) -



**Pro Bono Programme for Law Students**

**Criteria and Guidelines for Approved Pro Bono Work**

1. **Criteria**
2. Approved Pro Bono Work to be undertaken by law students should have, as their primary purposes, increasing access to justice (which includes raising awareness of legal rights, liabilities and responsibilities, and of self-help remedies such as mediation, negotiation and alternative means of conflict resolution) for disadvantaged persons. Activities should ideally involve the application of legal knowledge and skills by law students and must be undertaken without financial reward or academic credit (other than to fulfil a graduation requirement).
3. For the purposes of applying the criteria, ‘disadvantaged persons’ include:
	1. persons from households with low income, whether determined by a means test or by other means;
	2. persons who are disadvantaged because of financial hardship, intellectual or physical disability, mental or physical illness, lack of education or other circumstances;
	3. persons who are unable to afford legal representation; and
	4. persons who are unaware of their legal rights, liabilities and responsibilities, or their right to legal representation.
4. By way of illustration, Approved Pro Bono Work which fulfils the criteria set out above may

include:

* 1. Assistance provided to any charitable, religious, civic, community, governmental or educational organisations that primarily seek to assist the classes of persons listed above, whether directly or indirectly and without financial reward; and
	2. Assistance provided to organisations, entities, schemes, or programmes established for the promotion of access to justice, including the Legal Aid Bureau, the Criminal Legal Aid Scheme, the Association of Criminal Lawyers of Singapore Legal Advice Scheme, the Supreme Court Legal Assistance Scheme for Capital Offences and the Community Justice Centre.
1. **Guidelines**
2. Apart from meeting the above criteria, Approved Pro Bono Work should also require active participation by the law students. In order to provide a meaningful opportunity for the students to assist and learn, Approved Pro Bono Work should include the following types of work:
	1. Intake and registration: Students can assist in conducting means/merits tests and other client-screening tests. They can also help register potential clients/clients.
	2. Interviewing: Students can assist in client interviews. They can also help to contact and interview prospective witnesses.



1. Translation: Students with the necessary qualifications can provide translation services.
2. Research: Students can conduct legal research and prepare draft advice.
3. Trial work: Students can assist in trial preparation, for example by preparing draft court documents. Students can assist during trial, for example by recording notes of evidence. Students can also assist with sentencing research.
4. Mackenzie friends: Students can assist in Subordinate Courts Mackenzie friends programmes.
5. Non-contentious legal work: Students can assist in drafting simple documents such as deeds of separation. They can also help prepare lawyer-client correspondence. They can assist in mediation if supervised.
6. Legal clinics: Students can assist in the administration of legal clinics. They can also take notes for lawyers giving advice at legal clinics.
7. Administrative/clerical work: Students can provide general administrative support. For example, students can help in file opening and management.

(Updated June 2014)

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