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|  |  |  |
| --- | --- | --- |
|  | Application Number:  (For SILE use only) | : Click here to enter text. |

**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”.*

*Please refer to (1) Criteria and Guidelines established by the SILE; and (2) Explanatory Notes for assistance on the completion of this Form.*

**Date of Submission:** Click here to enter text.

**Host Institution / Organisation**

|  |
| --- |
| *Name of Institution*  Click here to enter text. |
| *Address*  Click here to enter text. |

**Contact Person for Proposed Activity**

|  |  |  |  |
| --- | --- | --- | --- |
| *Please include title*  Click here to enter text. | *Contact Number*  Click here to enter text. | | *Email*  Click here to enter text. |
| *Designation (if any)*  Click here to enter text. | | *Department (if any)*  Click here to enter text. | |

**Alternate Contact Person**

|  |  |  |  |
| --- | --- | --- | --- |
| *Please include title*  Click here to enter text. | *Contact Number*  Click here to enter text. | | *Email*  Click here to enter text. |
| *Designation (if any)*  Click here to enter text. | | *Department (if any)*  Click here to enter text. | |

**The Proposed Pro Bono Placement**

1. Proposed Name of Placement [please limit to 30 characters]

Click here to enter text.

1. Description of Project / Activity

Click here to enter text.

1. Supervision and Feedback/Appraisal

This is an unsupervised placement.

Students will be supervised

One-on-One

In groups

Supervision is by

Executive / Administrative Staff

Paralegals

Legal Officers

Singapore qualified lawyers

Foreign qualified lawyers

Academics

Others. Please specify: Click here to enter text.

Students will be appraised and the appraisal form will be submitted two weeks after the completion of the placement.

D. Particulars of the Placement

This is a one-off placement.

This is an on-going placement (placements are available throughout the year)

Number of placements available (for 12 months, from April to March): Click here to enter text.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Location | *Address where the placement will take place*  Click here to enter text. | | | |
| Frequency | Variable  Daily  Weekly  Fortnightly  Monthly | | Duration | Full Time (e.g. 9 – 5)  2 hours  3 hours  Variable |
| Placement hours | | Office hours  Office hours of host institution (if different from normal office hours)  Evenings  Weekends | | |

E. Pre-requisites for Student Volunteers

No pre-requisites

Student volunteers must successfully complete a training programme run by the Host Institution.

Details of training programme: Click here to enter text.

Language abilities

Mandarin  Spoken  Written

Chinese Dialects  Spoken  Written

Malay  Spoken  Written

Tamil  Spoken  Written

Other languages / dialects (please specify): Click here to enter text.

Spoken  Written

Prior knowledge of law

Criminal law

Family law

Others

Skills

Client interview

Mediation

Oral / Written Advocacy

- END OF FORM -

*Form APBW-2013-v1.0*