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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*