

A Day in the Life of a Trainee

Real Estate & Projects

Camilla Weston

Trainee Solicitor Real Estate & Projects

Fun facts about Camilla

Camilla enjoys walking and exploring different places in the UK, loves cooking new dishes for friends and family and likes to be active through running and cycling.

8.45 am

I arrive in the office just before 9am and make a coffee before I settle down at my desk. My first task is to check my emails. Then, I review my to-do list and prioritise my tasks for the day.

9.30 am

Yesterday, I received new instructions on a plot transfer. I check the transfer, the plans and the invoice sent from the seller's Solicitor. I report to the client and request the relevant funds. Then, I submit the OS2 searches with the Land Registry. I diarise the priority date (i.e. when the OS2 search expires) as this is the deadline for registering our client as the new owner with the Land Registry.

11.30 am

I have a plot transfer which has progressed to completion stage. As a Real Estate & Projects Trainee, you get a lot of responsibility to manage these transactions and see them through from start to finish during a 6-month seat. For a completion, I check everything is in place and liaise with the client. Then, I transfer the funds to the seller's Solicitors and phone them to complete the transaction.

12.00 pm

I complete a summary of a lease which is under negotiation for our client. I summarise the terms and what these will mean for the client. We do a lot of document summaries as Trainees so you quickly become familiar with the different property-related documents.

1.00pm

I arrange to meet up with some Trainees and we go pick up some lunch from nearby. We have a great kitchen area at Devonshires and Paralegals and Trainees often convene there for lunch.

2.00pm

I have set aside some time each day this week to work on a report on title for a transaction which my supervisor is letting me lead on under her supervision. I start inputting the results of the search enquiries into our precedent template report on title.

3.30pm

We are mid-way through a seat, this is when Trainees meet with HR to discuss their next seat preferences. It is great to have this level of input into our seat choices. In my meeting with our HR Manager, I say that my first preference is Housing Management and Property Litigation because I have enjoyed property and I would like to do a litigation seat next.

4.00pm

My supervisor has a client call this afternoon and because I carried out some research in preparation for the call, she would like me to spend a few minutes discussing this. Communicating legal research to a client is a key skill for a Solicitor, so I am grateful for opportunities to start practising as a Trainee.

5.30pm

I wrap things up and reply to outstanding emails. The department has organised a client social at 6pm tonight with one of our large clients. This is an excellent opportunity to put names to the faces of the people I email and phone lots every day.