



LAW GRADUATE CHECKLIST

1 In your first year as a law undergraduate

- When you choose your options for your second and third years, make sure that you will cover the foundation subjects.
- Consider finding placement work.

2 In your second year

- Consider finding placement work.
- Prepare your CV and begin looking for a training contract.
- Apply for a training contract in your final term.

3 In your third/final year (Autumn term)

- Attend interviews for a training contract.
- Apply for a place on the Legal Practice Course (LPC).
- Think about funding for the LPC year.

4 In your third/final year (Spring term)

- Enrol as a student member of the Law Society.
- Check that your university or college will be sending your degree results to the Law Society.

5 During the LPC Year

- On your first day you should have with you:
 - *Letter of offer of a place on the course*
 - *Certificate of Student Enrolment*
 - *Certificate of Completion of the Academic Stage of Training*
- Apply to medium/small firms for a training contract (if you haven't already obtained one).

6 Starting your training contract

- Sign your training contract within three months of commencing work. Complete and send off the registration form to the Law Society within 28 days of the contract being signed by both parties.
- Attend the Professional Skills Course, which your firm should pay for.

7 At the end of your training contract

- If the firm is not keeping you on after completion of the training contract, apply for a post as an Assistant Solicitor.
- Apply for admission as a solicitor when you will become a full member of the Law Society.
- Apply for a Practising Certificate
- Contact the Law Society for details of Continuing Professional Development.