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Managing Expectations - Trainees

My Training, who's responsibility is it?

Registering the Training Contract

You and your training principal must sign the training contract **within 3 months** of you starting work and it must be registered within 28 days of being signed.

- Upon registration, the Law Society will notify you confirming the expected end of the training contract. If you do not receive confirmation within 30 days, contact the Law Society on 01527 504433 to confirm that your training contract has been registered.
- It is your responsibility to ensure that your training contract is registered and on time. Failure to register could mean that not all of the time will count, and your admission to the roll could be delayed.

Structure of the Training Contract

There are no Law Society strict guidelines for how a training contract should be organised, however:

- You need to train in 3 separate areas of law including contentious and non-contentious.
- If your firm is unable to provide 3 separate areas, it is their responsibility to second you to another firm or organisation.
- Trainees in small firms with few practice areas need to ensure they cover these areas.

Training Records

You have to keep a training record throughout your training contract. There is no prescribed form but should include the area of law, the work done and the skills used.

- Your firm might be randomly picked for monitoring and the monitor will want to see your training record.
- More importantly, this can prove useful in preparing a good CV for those applying for NQ positions at the end of a training contract.

Professional Skills Course (PSC)

You must attend the PSC during the training contract and you cannot apply for admission to the roll of solicitors until you have successfully completed the course.

- Your firm is required to pay for the PSC and give you paid time-off to attend the course as well as pay reasonable travel expenses.
- The Law Society required that the PSC should not be completed in the first 6 months of attaining contract but before one can be admitted.
- It is your responsibility to ensure that you are booked onto a PSC course and again to pass it.

Appraisals

The Law Society recommends 3 appraisals should be carried out in the two years. Ideally, you should have at least one in each seat.

- If you think your skills are not being developed properly and you are not receiving the appropriate breath of experience, do raise this with your training principal.

Ultimately, it is your responsibility to ensure you get the best training!

If you have further queries or experiencing any problems during your training contract, please call the TSG Helpline on 08000 856 131 for free confidential advice.