

Continuing professional development

Information for solicitors who work part time

Education & Training Unit
Version 1

All solicitors and registered European lawyers (RELs) in legal practice or employment in England and Wales are subject to the Solicitors Regulation Authority's compulsory continuing professional development (CPD) scheme, regardless of whether or not they hold a practising certificate.

Solicitors are permitted to suspend the CPD requirements if they are not in practice or legal employment within England and Wales for the following reasons:

- long-term illness
- maternity/paternity leave
- unemployment
- in non-law related employment
- working abroad

Download a summary of the Solicitors Regulation Authority's guidelines for suspension of CPD requirements.

Retired solicitors are also eligible to suspend the CPD requirements, provided they do not practise or undertake legal work of any description, whether paid or unpaid.

Retired solicitors who act as consultants, for example, or who undertake pro bono or voluntary work of a legal nature are **not** entitled to suspend the CPD requirements, although they will have a reduced CPD requirement if they work only part time, ie fewer than 32 hours per week.

CPD requirements for solicitors who work part time

Solicitors working part time are required to undertake one hour of CPD per year for every two hours worked per week. For example, a solicitor working 24 hours per week has an annual CPD requirement of 12 hours. However, part-time workers who are in a 'newly admitted' period are required to undertake one hour of CPD for each complete month, the same requirement as a full-time worker.

A solicitor who works a variable number of hours each week should calculate the average number of hours worked per week during the CPD year, and halve this amount to calculate his

or her CPD requirement for the year. For example, a solicitor who works an average of seven hours per week has an annual CPD requirement of three and a half hours. Part hours should be rounded to the nearest whole hour. Any solicitor who works an average of less than two hours per week is permitted to suspend the CPD requirements.

Details of part-time working hours, with starting and finishing dates, should be entered in the solicitor's training record. It may also be necessary for solicitors to keep a record of hours worked to enable them to calculate the average number of hours worked per week over the course of a year.