

QLTT experience requirements

Last updated 13 December 2013

Qualified Lawyers Transfer Test replaced by Qualified Lawyers Transfer Scheme

QLTT applicants applying under regulations 5, 6, 8, 9, 10, 11, 12b, 13 or 14 should ensure that they have satisfied all the requirements on their certificate of eligibility under the Qualified Lawyers Regulations 2009 before making an application for admission as a solicitor.

Please note that you are not required to apply for admission by 31 August 2013. This date has been set to meet any conditions on your certificate of eligibility and you will be able to apply for admission after this date.

The information below is only applicable to those holding a certificate of eligibility under the Qualified Lawyers Transfer Regulations 2009.

Requests for assessment of work experience

As part of the Certificate of Eligibility, you may have been required to undertake a period of practical work experience, as well as sit particular assessments or tests.

We have received requests from some QLTR applicants seeking "approval" of work experience before making an application for admission to the roll of solicitors. **We will not consider such requests.** We can only assess whether QLTR applicants have satisfied the requirements of the Certificate of Eligibility as part of their application for admission.

It is the responsibility of the QLTR applicant to demonstrate, at the point of applying for admission to the roll of solicitors, that they have satisfied the requirements set out in their Certificate of Eligibility. (Under regulation 4 of the SRA Admission Regulations 2011, there is no separate requirement for the SRA to assess work experience prior to an application for admission.)

If you need help about the experience requirement, please refer to the detailed guidance below.

Applications made under regulations 5, 9 and 10 of the Qualified Lawyers Transfer Regulations

If you have applied under regulations 5, 9 and 10 of the [Qualified Lawyers Transfer Regulations \(QLTR\)](#), you will need to complete a [work experience evidence form \(PDF, 6 pages, 119K\)](#) and submit it with your application for admission to show that you have the following experience.

- At least two years' experience of working in legal practice in a common law jurisdiction: This must have been gained either after you qualified in your home jurisdiction and/or as part of the regulated qualification scheme that you had to complete in order to qualify there,

of which

at least one year must have been gained by practising the law of England and Wales. The experience must have been gained either in a firm or other organisation regulated by the SRA or under the direct supervision of a solicitor who had been admitted as a solicitor in England and Wales. If your experience was not gained working in a firm or other organisation regulated by the SRA, the solicitor who supervised you must have held a current practising certificate for England and Wales when they were supervising you and have previously held at least four such practising certificates,

and

- Experience of three distinct areas of law and experience of both contentious and non contentious practice: The length and nature of this experience must have been sufficient to give you a reasonable insight into the practice of law in those areas. You may have gained this experience either in England or Wales or in another common law jurisdiction

The following information will help you understand what you will need to do show that you have met the experience requirement.

- You do not need to work **in** England and Wales in order to gain experience of working within the law of England and Wales. However, you will need to show that you have experience of the regulatory and professional rules and codes that operate in England and Wales, such as the frameworks for financial and property transactions and the Solicitors' Code of Conduct published by the Solicitors Regulation Authority.

If there is any doubt about the nature of your exposure to English/Welsh legal practice, it will be for you to demonstrate by way of examples how your familiarity with legal practice in the jurisdiction has developed.

- Your two years' experience of working in a common law jurisdiction can include your one year practising within the law of England and Wales. However, additional experience in a common law jurisdiction other than England and Wales will not reduce the experience of practising the law of England and Wales that you will need to have.

- The three distinct areas of law may be undertaken in either, or a combination of, the law of England and Wales or another common law jurisdiction. The following shows the types of areas of practice in which your experience might be gained, but other areas of law will also be considered:
 - Banking
 - Civil Litigation
 - Children / child care
 - Clinical / medical negligence
 - Commercial law
 - Commercial litigation
 - Commercial property
 - Company law
 - Construction
 - Consumer law
 - Criminal Litigation
 - Domestic property
 - Employment
 - Environmental law
 - EU law
 - Family
 - Housing
 - Immigration
 - Insolvency
 - Insurance
 - Intellectual property
 - Local government / public law
 - Pensions
 - Personal injury

- Planning
- Professional negligence
- Regulatory
- Shipping & aviation
- Tax and financial planning
- Welfare and benefits
- Wills, probate and trusts

There is no set period during which each of your areas of law must have been gained. However, if you have less than three months' experience of working in an area, you will need to satisfy the SRA that you have reasonable insight into the law in that area and how it is practised.

- Your experience does not need to have been gained while you were in paid work. Appropriate voluntary work, properly supervised, may contribute to your experience requirement.
- If you have worked part time, the total period of time over which you will need to have gained the experience will need to be longer.
- You will need to have experience of both transactional/advisory work and dispute resolution to satisfy the contentious/non-contentious requirement. If you have difficulty gaining sufficient experience of either contentious or non-contentious work, you could consider supplementing your day-to-day experience with pro bono (voluntary) work. Some organisations offer courses, coupled with pro bono opportunities, to help individuals satisfy the requirement to gain contentious experience. You should note that it is not sufficient to complete a course alone. You also need experience of real cases. When considering whether your experience was adequate, we will use the standards that must be met by trainee solicitors, who must show that either they directly undertaken or they have observed others
 - taking instructions,
 - identifying the client's purpose and advising on the possible outcomes and costs,
 - researching the parties' liabilities,
 - gathering evidence from witnesses or elsewhere,
 - considering all the options for resolving a dispute,
 - meeting deadlines and keeping clients informed of progress,
 - drafting or preparing papers to assist in resolving a contentious matter,

- controlling information central to the dispute throughout the proceeding,
 - representing the client and the client's interests through meetings, conferences and hearings, and
 - ensuring that settlements and judgments are secure and enforceable.
- If your experience was not gained while you were working in a firm or practice regulated by the SRA, you will need to show that you were supervised on a day-to-day basis by a solicitor working in close contact with you. In other words, you should be supervised by someone you see in person at least every week.

Evidence requirements

Applicants should submit an original [QLTR Experience Evidence Form \(PDF, 6 pages, 119K\)](#) from each organisation in which they obtained experience. The QLTR Experience Evidence Form(s) should be submitted with an AD1 form at the time the applicant applies for admission. Please note that we do not accept photocopied forms.

All applications requiring assessment of work experience will be considered by an Operations Officer. Once your work experience has been assessed you will be advised whether you are eligible for admission and the next date on which you can be admitted.

The current timescale for allocation is 12 weeks.

Please note that should you submit an AD1 Application Form together with QLTR Work Experience Evidence Form(s) for assessment and the QLTR Work Experience is assessed and deemed to be insufficient, then the £100 application for admission fee that was paid will be forfeited.

This form should be completed and signed by the applicant and the supervisor at the organisation where experience has been gained.

Step 1: Sections 1 and 2 should be completed by the applicant.

Step 2: Sections 3, 4 and 5 should be completed by the supervisor at the organisation where the experience was gained.

Once the supervisor has completed sections 3,4 and 5 of the form and signed the form, they should attach a covering letter on the organisation's letter headed paper.

Please note that where your supervisor no longer works at the firm in which your experience was gained, in addition to the Work Experience Evidence Form, you will need to provide the following:

- A covering letter from the supervisor's current place of employment on letter headed paper.

- A letter from the firm where your experience was gained confirming your employment dates.

Please note that in order for us to properly assess an applicant's level of legal experience, the supervisor completing the form must separate the applicant's experience into distinct areas of legal specialism, for example Commercial and Corporate Law are two distinct specialisms and would not be grouped together. If we are unable to distinguish separate legal specialisms, the application will be delayed by referral to an external adjudicator.