

Experience Evidence Form

Application for recognition of experience under Regulations 5, 9 and 10 of the Qualified Lawyers Transfer Regulations 2009

The Solicitors Regulation Authority (SRA) was established by the Law Society in January 2007 to regulate solicitors admitted in England and Wales (E & W). It is independent and regulates in the public interest. The SRA deals with all regulatory and disciplinary matters. We set, monitor and enforce standards for solicitors admitted in E & W.

If you need assistance completing this form, please telephone the Contact Centre on 0870 606 2555 or e-mail; contactcentre@sra.org.uk. Our lines are open from 08.00 to 18.00 Monday, Wednesday, Thursday, Friday and 09.30 to 18.00 Tuesday. If you are calling from overseas, please call +44 (0)121 329 6800. Please note calls may be monitored and recorded for training purposes.

How to use this form:

Before completing this form, applicants should read the document 'Completing the application to transfer under the Qualified Lawyers Transfer Regulations 2009'

Applicants should submit an original QLTR Experience Evidence Form from each organisation in which they obtained experience. The QLTR Experience Evidence Form(s) should be submitted with their QLTR Application Form. Please note that we do not accept photocopied forms.

This form should be completed and signed by the applicant and the supervisor at the organisation where experience has been gained. Please note that if the supervisor completing this form is no longer employed by the firm at which the applicant's experience was gained, the applicant must also enclose a letter from the organisation's HR department confirming their dates of employment.

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.

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.

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.

Section 1 - Applicant's details (to be completed by the applicant)

Name

Address

Telephone number

SRA number
(if applicable)

Section 2 - Details of experience (to be completed by the applicant)

Name and address of
organisation where
experience gained

Type of organisation
(i.e. Law Firm,
Law Centre, Government
Organisation, Commerce
and Industry etc.)

Is the above organisation
regulated by the SRA?

If 'yes' please provide
their SRA Number

Name of Supervisor

Dates of applicant's
employment with
organisation (please
include dd/mm/yy)

Full time or Part time
(if part time, please
specify hours worked)

Job Title when at
the organisation

Applicant's signature Date

Section 3 - Applicant's Employment (to be completed by the Supervisor at the organisation where the experience was gained)

Please confirm the applicant's employment

Start date (dd/mm/yy)

End date (dd/mm/yy)

Applicant's job title

Full time or part time
(if part time, please specify
number of hours worked)

How often did you have
face-to-face contact with
the applicant during the
period of experience?

Section 4 - Applicant's Experience (This section must be filled in by the supervisor at the organisation where the experience was gained)

Please provide details of each area of law in which the applicant has gained experience.

Please note that if insufficient detail is provided regarding the applicant's experience we may be unable to assess whether the experience fulfils the SRA's criteria.

Area of law (one per page)

Length of time practising this area of law

Please give examples of the types of cases the applicant has undertaken in this area of law.

Please provide examples of the applicants daily duties

Please state an approximate length of time the applicant has spent undertaking contentious work

Please state an approximate length of time the applicant has spent undertaking non contentious work

Please provide examples of the type of contentious work the applicant has undertaken

Please provide examples of the type of non contentious work the applicant has undertaken

Please quantify in terms of weeks/months or a percentage of time, how much of the experience was handling the law of England and Wales?

Please quantify in terms of weeks/months or a percentage of time, how much of the experience was handling Common Law?

Section 4 - Applicant's Experience (This section must be filled in by the supervisor at the organisation where the experience was gained)

Please provide details of each area of law in which the applicant has gained experience.

Please note that if insufficient detail is provided regarding the applicant's experience we may be unable to assess whether the experience fulfils the SRA's criteria.

Area of law (one per page)

Length of time practising this area of law

Please give examples of the types of cases the applicant has undertaken in this area of law.

Please provide examples of the applicants daily duties

Please state an approximate length of time the applicant has spent undertaking contentious work

Please state an approximate length of time the applicant has spent undertaking non contentious work

Please provide examples of the type of contentious work the applicant has undertaken

Please provide examples of the type of non contentious work the applicant has undertaken

Please quantify in terms of weeks/months or a percentage of time, how much of the experience was handling the law of England and Wales?

Please quantify in terms of weeks/months or a percentage of time, how much of the experience was handling Common Law?

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Please quantify in terms of weeks/months or a percentage of time, how much of the experience was handling Common Law?

Section 5 - Supervisor's details (to be completed by the supervisor)

Name of Supervisor

Position in the Organisation where
you supervised the Applicant

Is this Organisation regulated by the SRA

If 'Yes' please provide their SRA number

Jurisdiction(s) in which
admitted to practise and
date(s) of admission
(if applicable)

Signature

Date

SRA roll number (where applicable)

Please ensure that you provide a covering letter confirming the experience detailed in this form on your current employer's letterhead and attach to this evidence form.