

# Training trainee solicitors

## Induction checklist

### Education and Training Unit Version 1

At the start of the training contract, all trainees should have an induction, including those who have worked in the same organisation in another capacity before starting their training. The aim of the induction is to familiarise trainees with your organisation, introduce them to the people they will be working with, and give them an understanding of the type of work they will do and the office procedures they should follow.

The induction does not need to be formal or lengthy, and can be undertaken over a few days. All aspects of the induction can be covered in the checklist, and your organisation can amend or adapt it to meet your needs. The Solicitors Regulation Authority suggests that the training principal or supervisor go through the checklist with the trainee at the end of the first week, and that it be signed off when the induction has been completed. A suggested induction list for you to follow is set out below.

| Welcome by the training principal   | Introduction to the organisation/department   |
|---|---|
| <p><b>Office procedures</b></p> <ul style="list-style-type: none"> <li>• Office hours</li> <li>• Health and safety</li> <li>• Salary payments</li> <li>• Security arrangements</li> <li>• Sickness – reporting and entitlement</li> <li>• Holidays – booking and entitlement</li> <li>• House styles</li> <li>• Time recording</li> </ul> | <p><b>Organisation of the training</b></p> <ul style="list-style-type: none"> <li>• Introduction to the training requirements</li> <li>• Practice areas of work</li> <li>• Seat rotation (if applicable)</li> <li>• Completing and checking of the trainee's training record</li> <li>• Appraisals and performance review</li> <li>• Secretarial support</li> </ul> |
| <p><b>Liaison with other departments</b></p> <ul style="list-style-type: none"> <li>• Cashiers and accounts</li> <li>• Reception</li> <li>• Message desk</li> <li>• Personnel</li> </ul>  | <p><b>Office systems</b></p> <ul style="list-style-type: none"> <li>• Filing</li> <li>• Archiving systems</li> <li>• Library</li> <li>• Research facilities</li> </ul>  |
| <p><b>Office equipment</b></p> <ul style="list-style-type: none"> <li>• Telephones</li> <li>• Photocopiers</li> <li>• Fax machines</li> </ul>   | <p><b>IT systems</b></p> <ul style="list-style-type: none"> <li>• Computer packages</li> <li>• Intranet system (if applicable)</li> <li>• Use of the internet</li> <li>• Use of email</li> </ul>  |

Completed on .....

Training principal/supervisor .....

Trainee .....