

Training trainee solicitors

Training contract record

Name _____ Week from _____ to _____ Page _____
(the training contract record should be completed weekly)

Practice area(s) _____

Case/ matter	Work done for	Task	Skill(s) employed	What did I learn?
Case name / reference to which the task relates	Name of person who allocated the work or "own file"	Indicate the work done, eg drafting instructions to counsel	Identify the skill(s) used as shown in the skills standards	Identify the lessons learned from the task

Professional development undertaken	Professional conduct issues
Indicate any courses attended or professional development you have undertaken	Include any specific or particular professional conduct issues that have arisen in relation to any of the work done.

Checked by _____
(training contract records should be reviewed by a supervisor periodically)

Date _____

Instructions

The training contract record form is designed to help trainees to record the work done during the training contract. As well as logging the tasks undertaken, the record can be used to review trainees' progress.

The training contract record should be completed each week, and reviewed periodically by the supervisor.

Case/matter - This is the case name/reference to which the task relates.

Work done for - The name of the Supervisor or person who allocated the work.

Task - Indicate the work done, eg drafting Instructions to counsel.

Skills - Identify the skill or skills used as shown in Training trainee solicitors: The Solicitors Regulation Authority requirements, eg communication (listening actively, correct grammar); drafting (addressing all relevant legal and factual issues)

What did I learn? - Identify the lessons that you learned from the task, eg what you did well, what you would do differently.

Professional development undertaken - Indicate any courses attended or professional development you have undertaken.

Professional conduct issues - Include any specific or particular professional conduct issues that have arisen in relation to any of the work done.