

Training trainee solicitors

Application to recognise experience outside of a training contract (time to count)

Information Directorate

January 2008

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.

Applications are considered by the organisation offering the training contract. The application should be completed by the trainee/prospective trainee and signed by the supervisor at the organisation where the experience was gained.

Section 1 – 4 are to be retained by the training establishment, and section 5 is to be returned to the SRA.

Time to count will only be granted for experience that is equivalent to that gained in a training contract and is within the three years immediately prior to the start of the training contract. The maximum amount of time that can be granted is six months at half equivalent, i.e. a minimum of 12 months of experience for six months' time to count. The period in the training contract and the period of experience must not overlap.

Sections 1 and 2 to be completed by the trainee/prospective trainee.

If you need any assistance completing this form, please contact Information Services on 0870 606 2555 or by email at info.services@sra.org.uk. If you are calling from overseas, please use +44 (0) 1527 504450. Lines are open from 09.00 to 17.00, Monday to Friday, and calls may be monitored/recorded for training purposes.

For alternative formats, email info.services@sra.org.uk or telephone 0870 606 2555.

Section 1 – applicant’s details

Name	
Address – office if a trainee, home if not a trainee	
Telephone number	
Date enrolled as a student member	
Student SRA number	
Date completed the academic stage	
Date passed LPC or, if course not completed, the start date and whether full time or part time	

Section 2 – details of previous experience

Name and address of the organisation where the experience was gained	
Telephone number	
Type of practice (e.g. private practice)	
Name and job title of applicant’s supervisor	
Dates of applicant’s employment and job title	
Full-time or part-time (if part-time give details)	

Amount of time to count applied for (no more than six months)	
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Applicant's signature

Date.....

Sections 3 and 4 to be completed by the supervisor at the organisation where the experience was gained.

Section 3

Please confirm the applicant's employment.

Start date	End date	Job title

Please indicate the areas of English law the applicant has gained experience of.

Area of law	Length of time	Type of work done

Please indicate how the applicant complied with the skills standards.

Advocacy	
Case and transaction management	
Client care and practice support	
Communication	
Dispute resolution	
Drafting	
Interviewing and advising	
Legal research	
Negotiation	

Section 4

Please indicate how the applicant's work and progress was appraised and how well they performed.

Please include any other comments in support of the application.

Name of supervisor

Position

Name of organisation

Signature.....

Date.....

Section 5

Section 5 to be completed by the training principal at the organisation where the training contract is served.

Please note: You only need to complete this form if the training contract is already registered. If you are in the process of registering the training contract on the application form TC1, then provide details of any periods of good service within section 4. Periods of good service cannot be considered if the training contract is not registered.

Return the completed form to the Solicitors Regulation Authority (SRA) so that the trainee's record can be amended to record the period of time to count.

Period to be awarded at half equivalent and up to a maximum of six months.

Name	
Student SRA number	
Date experience from	
Date experience to	
Length of period to be awarded	

Name of training principal

Position

Name of organisation

Signature.....

Date.....

Please return to

Customer Applications Team

Solicitors Regulation Authority

Ipsley Court

Berrington Close

Redditch

B98 0TD