

## 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](mailto: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](mailto: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) |  |
|---|--|

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 5. 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