

Training trainee solicitors

Recognised training record

Version 1

Name _____ Week from _____ to _____ Page _____
(the recognised training 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, e.g. 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 _____
(recognised training records should be reviewed by a supervisor periodically)

Date _____

Instructions

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

The recognised training 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 the Practice Skills Standards, e.g. 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, e.g. 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.