

Getting started

Before you start

- This form should be completed by the authorised training provider and the trainee and sent to us before training starts. We advise that the completed form is sent to us at least 30 days before the start date.
- If a trainee has any issues to tell us about under the SRA Suitability Test 2011, they must complete the Character and Suitability Application. Training cannot start until we have checked that they are suitable to be a trainee solicitor.
- If there are no issues to tell us about then there is no need to complete the Character and Suitability Application.
- Individuals that had student membership with us as of 1 July 2014, with no further suitability matters to declare, are suitable to start training.
- You must tell us **straight away** if any suitability issues arise during the training.

Completing the form

- All questions and sections **must** be completed in full, unless we say otherwise. Failure to complete this notification will result in delays.
- The fee payable is £100 per trainee.
- The declaration must be completed by the organisation's Authorised Signatory or Training Principal.
- Help with completing each section is provided within the form. More information can also be found on our website: www.sra.org.uk.
- If you need any help with this form after reading the guidance, please contact us by telephone on 0370 606 2555. If you are calling from overseas use +44 (0) 121 329 6800. Our lines are open Monday, Wednesday, Thursday and Friday: 08.00 to 18.00, Tuesday: 09.30 to 18.00. Calls may be monitored/recorded for training purposes. You can email us at contactcentre@sra.org.uk.

Section 1- Organisation details

Organisation name	
<input type="text"/>	
Organisation SRA number	Total number of trainees on this notification
<input type="text"/>	<input type="text"/>
Address Line 1	Address Line 2
<input type="text"/>	<input type="text"/>
City/Town	Postcode
<input type="text"/>	<input type="text"/>
County	DX Address
<input type="text"/>	<input type="text"/>
Telephone No.	Email address
<input type="text"/>	<input type="text"/>

Section 2 - Training principal or authorised signatory details

Name		
<input type="text"/>		
SRA number	Contact number	Email address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 3 - Training provider declaration

I confirm that:

- the information given in this notification is correct;
- we will comply with the SRA Training Regulations 2014 for the purposes of all trainees on this notification; and
- we agree to tell you of any issue(s) under the SRA Suitability Test 2011 that arise during the training for each individual on this form.

Signature (of person detailed in Section 2) Date

<input type="text"/>	<input type="text"/>
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If completed electronically please tick to say you confirm the declaration.

GUIDANCE NOTE

1. The email address given in Section 2 must match the email address for the authorised signatory or training principal held in mySRA. If the email address in mySRA is incorrect, please update it before submitting this notification.

Section 4 - Trainee details

4.1	Title	Forename(s)
	<input type="text"/>	<input type="text"/>
	Surname	Date of birth
	<input type="text"/>	<input type="text"/>
4.2	Other names by which you are/have been known (if applicable)	
	<input type="text"/>	
4.3	Home address line 1	Home address line 2
	<input type="text"/>	<input type="text"/>
	City/town	County
	<input type="text"/>	<input type="text"/>
	Postcode	Email address
	<input type="text"/>	<input type="text"/>
	Telephone No.	SRA number (if known)
	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	Tick here if you have enclosed a copy of identification

GUIDANCE NOTE

1. Names provided in 4.1 **must** be your full legal name (as given on your passport, birth certificate, driving licence etc). If you have an SRA ID and have changed your name, we will need proof of this (eg marriage certificate or deed poll).
2. 4.2 can be used to provide any other names you may be (or have been) known as. If this field does not apply, it can be left blank.
3. You **do not** have to give personal contact details. If this is not provided, the SRA will **only** be able to contact you through the training provider. All letters we send will be sent to your work address.
4. You **do not** have to give identification. If there is any doubt regarding legal/given/other names the notification may be delayed if no formal identification is provided.

Section 5 - Training information

5.1 Full address of office where trainee will be based, **if different from office in Section 1.**

Organisation SRA number

Address line 1

Address line 2

City/town

County

Postcode

DX address

Telephone No.

Email address

5.2 Starting salary

per annum

5.3 Start date

End date

5.4 Previous experience:

I have reduced the training by **months and/or** **days due to the trainee's previous work-based experience.**

5.5 Status of training:

The trainee will work an average of **hours over** **days per week.**

Will the training be full time or part time?

Full time

Part time

GUIDANCE NOTE

1. The starting salary **must** comply with current minimum/living wage legislation based on the age of the trainee and the provided number of hours worked per week. Further information about the national/living wage rates can be found at: www.gov.uk/national-minimum-wage-rates.
2. If you are recognising previous work-based experience (previously known as time to count), **amend the end date** of the training period and provide the months and days in section 5.4. A maximum of six months can be recognised. This can be on a pro-rata basis for those who completed work-based experience part time or if completing training part time.
3. We consider a **minimum** average of **32 hours** worked per week as **full time**, regardless of the number of days worked.

4. If a trainee is completing a period of training on a part time basis then the **end date must be calculated accordingly**. To assist in calculating the end date, we advise that a two-year period of recognised training is 522 working days.

Section 6 - Trainee declaration (to be completed by the trainee)

- 6.1 Have you made any previous applications to or had any contact with the SRA where you have been provided with a reference or ID number?

Yes No

- 6.2 Give details of any previous applications or contact made to the SRA; including reason for contact, date of contact, reference number, decision and any other relevant information (if applicable).

- 6.3 Do you have any issues to tell us about under the SRA Suitability Test 2011 (see "the Test" on www.sra.org.uk/solicitors/handbook/suitabilitytest)? There is no need to tell us of any character and suitability matters where a decision has already been made to grant.

Yes No

If you have answered "Yes" to question 6.3 you should not complete this form. You must send us the "Character and Suitability Application", which can be downloaded from www.sra.org.uk.

- 6.4 I agree to tell you if any issue(s) under the Test arise during the training. Yes

- 6.5 I understand that I now have an ongoing obligation to tell you if any issues arise that could fall within the Test. Yes

- 6.6 I understand that if an issue arises that could fall within the Test and I do not tell you about it, you will treat this as evidence that I am dishonest. Yes

Trainee signature

Date

If completed electronically please tick to say you confirm the declaration.

GUIDANCE NOTE

1. Examples of possible previous applications are student enrolment (pre July 2014), eligibility to commence a period of recognised training, or equivalent means application (not an exhaustive list). Single enquiries to our Contact Centre **do not** need to be included unless you were provided with a reference or SRA ID number.
2. 6.2 can be left blank if you have never made contact with the SRA before this notification.

Section 7 - During training

Training or suitability issues

You should contact us if any issues arise in relation to:

- the standard of training; or
- character and suitability.

Employment issues

We do not get involved in employment disputes. You may wish to get independent legal advice on any employment matters.

Admission as a solicitor

Near the completion of the training, trainee solicitors will be invited to apply for admission to the roll. At this point the authorised training provider will need to sign off the training.

You will find more information about the admission process on our website:

www.sra.org.uk/trainees/admission/admission.page.

Returning the form

The fee for this notification is £100 per trainee.

Please send the completed notification and fee using one of the options below:

Email If paying by bank transfer, you can email this form and Methods of Payment form to:
cashiers@lawsociety.org.uk.

Post Authorisation, The Solicitors Regulation Authority, The Cube, 199 Wharfside Street,
Birmingham, B1 1RN

DX DX720293 Birmingham 47

Methods of Payment form

To obtain a copy of our Methods of Payment form please visit our website at www.sra.org.uk/payment/.

You can pay the full amount by cheque, postal order or bank transfer. We do not accept payment by credit or debit cards. Cheques should be made payable to the Law Society.

Please note that we will hold any payment we receive without an accompanying form for up to 30 days before returning it to the sender.

What happens next

Once your notification has been received and payment cleared, we will aim to make an assessment within 30 days.

We will check your notification to make sure that we have all of the information we need. If it is incomplete or we require more information, we will contact you to ask for this.