

## Getting Started

### Before you start

- This application is for an organisation that wants to become authorised to train solicitors. You should read and understand the SRA Training Regulations 2014 (Training Regulations) and the Authorised Training Provider information pack before completing this application: [www.sra.org.uk/trainees/trainees.page](http://www.sra.org.uk/trainees/trainees.page).
- Training cannot start until we have confirmed you are authorised. So you should submit the form at least 30 days before you plan to start providing training.
- If we grant your application, authorisation applies to your head office and all branch offices.

### Training principal

- The training principal has the responsibility for making sure the training meets our requirements.
- They must be either: **a solicitor** of England and Wales with a current practising certificate, or a solicitor who is exempt from holding one under Section 88 of the Solicitors Act 1974; or **a practising barrister**.
- In either case, they must be: nominated by the training provider and competent for the role.

### Completing this application

- The declaration in section 4 must be completed by a **Manager** in the organisation. A Manager is: a **member** of an LLP; a **director** of a company; a **partner** in a partnership; or in relation to any other body, a **member of its governing body**.
- All questions and sections **must** be completed in full, unless we say otherwise.
- The fee for this application is £100.
- Help with completing each section is at the end of the application. More information can also be found on our website: [www.sra.org.uk](http://www.sra.org.uk).
- If you need any help completing this form after reading the guidance, please contact us by telephone on 0370 606 2555. If you are calling from overseas please 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](mailto:contactcentre@sra.org.uk).

## Section 1. Organisation details

Organisation Name		<input type="text"/>	
Organisation SRA ID	<input type="text"/>	Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>	City/Town	<input type="text"/>
Postcode	<input type="text"/>	County	<input type="text"/>
DX Address (if applicable)	<input type="text"/>	Telephone No.	<input type="text"/>
Email Address		<input type="text"/>	

## Section 2. About the training

2.1 Will you be providing training and experience in three or more distinct areas of English and Welsh law and practice?

Yes

No

**If you answered "Yes" go to question 2.2. If you answered "No" continue to question 2.1(a).**

2.1(a) Do you plan to send your trainee solicitors out on secondment for any part of their training to meet this requirement?

Yes

No

2.1(b) If "No", please detail below how your trainee(s) will get experience in three or more distinct areas of English and Welsh law and practice:

2.2 Can you give your trainees the teaching, development opportunities and personal support they need to meet all of the Practice Skills Standards?

**You must read the Practice Skill Standards, as detailed in the Authorised Training Provider information pack, before answering this question.**

Yes

No

2.2(a) If you have answered "No" to 2.2, please give details below of how you will make sure your trainee(s) will meet the Practice Skills Standards:

## Section 3. Training Principal details

Please give us the details of your nominated training principal:

Title

First Name

Last Name

Date of Birth

SRA ID. (if applicable)

Email Address

Qualification (please tick): Solicitor

Barrister

## Section 4. Declaration

- 4.1 We have read and understood the Training Regulations.
- 4.2 We will make sure trainees know the requirements of the SRA Principles 2011 and are able to comply with them.
- 4.3 We will make sure that trainees keep full and complete records of training.
- 4.4 We will make sure our trainees get the right supervision – either from solicitors or others who have the skills and experience to supervise effectively.
- 4.5 We will make sure the nominated training principal meets the requirements of regulation 13.1 of the Training Regulations.
- 4.6 We will always have a training principal in place. If our training principal changes, we will tell the SRA by submitting a Training Principal Declaration form.
- 4.7 We will pay fees and expenses for our trainees' first attempt at the Professional Skills Course (PSC).
- 4.8 We will let you know beforehand every time a new trainee will start, by submitting the Training Notification form.
- 4.9 We will let you know every time a trainee completes their training, by submitting the Admission application.
- 4.10 We will tell you immediately if we cannot meet any of our requirements under Regulation 11.2 of the Training Regulations.
- 4.11 We will tell you if we cannot comply with the Training Regulations and want our authorisation as a training provider cancelled.
- 4.12 We acknowledge that you can monitor our training, add conditions to our authorisation or cancel it completely.
- 4.13 I have my organisation's authorisation to make this declaration. I confirm that I have read and agreed to all the declarations above.

On behalf of our organisation, we agree to comply with the Training Regulations:

Name of Manager	<input type="text"/>	SRA ID (if known)	<input type="text"/>
Organisation Name	<input type="text"/>	Firm SRA ID.	<input type="text"/>
Position	<input type="text"/>	Date	<input type="text"/>
Signature	<input type="text"/>		

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

## Guidance notes

Please answer all sections

### Section 1 - Organisation details

If we authorise your organisation as a training provider, it applies to the head office(s) and all branch offices. You do not have to make separate applications for each office.

### Section 2 - About the training

#### Areas of law.

The training provider decides which areas of law the trainee solicitors will undertake.

If you cannot offer three distinct areas of English and Welsh law and practice, you must select “no” and then give us some extra information.

You might be able to meet this requirement by seconding a trainee solicitor to another organisation.

#### Practice Skills Standards.

If there is any part of the Practice Skills Standards you cannot meet, you will need to select “no” and then give us some extra information about how you plan to compensate for it.

For example, if you cannot give adequate training in advocacy, you might book your trainees on a trainee litigation programme.

#### If things change.

If you cannot meet any of the Training Regulations, let us know and we will help any way we can. For example, you might be a sole practitioner and have no one to cover for you if you are absent.

### Section 3 - Training Principal

If your training principal leaves or is away for a long period, you will need to nominate a training principal who can meet the requirements of Regulation 13.1.

You will need to keep your records up to date or we could decide not to recognise the training you give.

### Section 4 - Declaration

#### Signing the declaration.

By signing the declaration you are confirming the information given is correct. The information you give may be checked with third parties as part of our process.

#### Supervision of trainees.

Supervisors can include solicitors, barristers and other individuals who have the necessary skills and experience to provide training. You must have sufficient resources to supervise all of your trainee solicitors.

#### Training records.

If a trainee does not keep records in line with regulation 14.1 we may decide not to recognise the period of training.

#### PSC.

As a training provider, you always have to pay the fees and expenses for your trainees' first attempt at the PSC. This payment cannot be conditional.

## Returning the form

The fee for this application is £100.

Please send the fully completed application form and appropriate fee to:

**Email** [cashiers@lawsociety.org.uk](mailto:cashiers@lawsociety.org.uk) - **if paying by bank transfer only**

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

Or

**DX** DX720293 Birmingham 47

### Bank Transfer payments

If paying directly from your bank account, please make sure you complete the relevant section of the Methods of Payment form.

**You must make sure you ask your bank to pay us. We are unable to request the payment for you.**

### Methods of Payment form

To obtain a copy of our Methods of Payment form please visit our website at [www.sra.org.uk/payment/](http://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 application form for up to 30 days before returning it to the sender.

## What happens next

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

We will check your application 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.