

**Equivalent Means**

**Period of Recognised Training**

This application is for an assessment of the equivalence of professional qualifications and experience against the requirements for Recognised Training under the SRA Authorisation of Individuals Regulations 2019 (the Regulations).

**Use this form if you are a seeking to gain exemption from the Period of Recognised Training (PRT) and you have already completed, are planning to complete or have gained exemptions from the academic stage of training and the Legal Practice Course.**

You should use the QLTS-Exemptions form if you are:

* a Barrister qualified in the UK; or
* a fully qualified EU lawyer eligible under the provisions of Directive 2005/36/EC and Regulation 3F of the Authorisation of Individuals Regulations.

You should use the Equivalent Means – Morgenbesser form if you are:

* an EU, EEA or Swiss national who is partially qualified in another EU/EEA Member State; or
* a UK national who is partially qualified in an EU/EEA Member State outside of the UK.

Read the [Information on Equivalent Means](http://www.sra.org.uk/students/resources/equivalent-means-information-pack.page) on our website before you complete this form. This will explain the key principles which we will apply in assessing your application and the fees that apply.

If you need any help completing this form after reading the guidance, please [contact us](http://www.sra.org.uk/contact-us/).

**What will happen next?**

* We will assess your application on the basis of the information and evidence you have provided.
* We aim to provide you with a decision within 180 days of receipt of your application.
* When we have completed the assessment, you will receive our decision and any recommendations in writing.

Section 1. Personal Details

|  |  |
| --- | --- |
|  **Title** | **First Name** |
|  |  |
| **Middle Name(s)** | **Last Name**  |
|  |  |
| **Date of Birth** | **SRA ID (if applicable)**  |
|  |  |
| **Telephone (day)** | **Mobile No.** |
|  |  |
| **Email Address** |  |
|  |  |

Section 2. Home address (this should be your permanent address)

|  |  |
| --- | --- |
| **House number / Name** | **Address Line 1** |
|  |  |
| **Address Line 2** | **Address Line 3**  |
|  |  |
| **City** | **County**  |
|  |  |
| **Country** | **Postcode** |
|  |  |

Section 2. (continued) Correspondence address (if different to home address)

|  |  |
| --- | --- |
| **House number / Name** | **Address Line 1** |
|  |  |
| **Address Line 2** | **Address Line 3**  |
|  |  |
| **City** | **County**  |
|  |  |
| **Country** | **Postcode** |
|  |  |

**Section 3. Degrees and diplomas**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution** | **Title of qualification** | **Course start date DD/MM/YYYY** | **Course end date DD/MM/YYYY** |
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**Section 4. Professional examinations passed and courses attended**

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| --- | --- | --- | --- |
| **Institution** | **Title of qualification** | **Course start date DD/MM/YYYY** | **Course end date DD/MM/YYYY** |
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**For Section 3 and Section 4 continue on a separate sheet if necessary.**

**Section 5. Professional experience and employment**

|  |  |
| --- | --- |
| **Organisation Name** | **Organisation SRA ID (if applicable)** |
|  |  |
| **Address Line 1** | **Address Line 2**  |
|  |  |
| **City** | **County**  |
|  |  |
| **Country** | **Postcode** |
|  |  |
| **Date started at organisation** | **Date left organisation** |
| **Job Title** | **Average number of hours per week** |
|  |  |
| **Name of supervisor(s) and SRA number (if known)** | **Legal qualification of supervisor** |

|  |  |
| --- | --- |
| **Organisation Name** | **Organisation SRA ID (if applicable)** |
|  |  |
| **Address Line 1** | **Address Line 2**  |
|  |  |
| **City** | **County**  |
|  |  |
| **Country** | **Postcode** |
|  |  |
| **Date started at organisation** | **Date left organisation** |
| **Job Title** | **Average number of hours per week** |
| **Name of supervisor(s) and SRA number (if known)** | **Legal qualification of supervisor** |
|  |       |

|  |  |
| --- | --- |
| **Organisation Name** | **Organisation SRA ID (if applicable)** |
|  |  |
| **Address Line 1** | **Address Line 2**  |
|  |  |
| **City** | **County**  |
|  |  |
| **Country** | **Postcode** |
|  |  |
| **Date started at organisation** | **Date left organisation** |
| **Job Title** | **Average number of hours per week**      |
| **Name of supervisor(s) and SRA number (if known)** | **Legal qualification of supervisor** |

|  |  |
| --- | --- |
| **Organisation Name** | **Organisation SRA ID (if applicable)** |
|  |  |
| **Address Line 1** | **Address Line 2**  |
|  |  |
| **City** | **County**  |
|  |  |
| **Country** | **Postcode** |
|  |  |
| **Date started at organisation** | **Date left organisation** |
| **Job Title** | **Average number of hours per week** |
| **Name of supervisor(s) and SRA number (if known)** | **Legal qualification of supervisor** |

Continue on a separate sheet if necessary.

**Section 6. The assessment table**

We need you to evidence how you have met the following work-based learning outcomes. This is a key part of your application. For further information, refer to the [guidance](https://www.sra.org.uk/students/resources/equivalent-means-information-pack.page) on how to complete this table.

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| **The area(s) of law and practice that you have gained the work experience that you are relying on:** |
| **Area of law**  | **Area of law**  | **Area of law**  |
|  |  |  |
| **Time spent in this area (months)** | **Time spent in this area (months)** | **Time spent in this area (months)** |
|  |  |  |

| **Practice Skill Standard to be demonstrated** | **Tell us about your Knowledge and Skills against each outcome and how you achieved these.** **Give specific examples.** | **Areas of law and practice in which outcome achieved** | **Where did you gain this professional experience?** | **Evidence in support eg reference, appraisal document, samples of work** |
| --- | --- | --- | --- | --- |
| **1.**  | **Advocacy and oral presentation** |
| 1.1 | be able to prepare effectively by identifying and mastering relevant facts and legal principles. Organising facts to support the argument or position and identifying strengths and weakness from different parties’ perspectives. |       |       |       |       |
| 1.2 | the ability to make appropriate reference to legal authority, complying with formalities. |       |       |       |       |
| 1.3 | the ability to deal with witnesses appropriately, responding effectively to questions or opposing arguments and presenting a reasoned argument in a clear, logical succinct and persuasive way. |       |       |       |       |
| **2.** | **Dispute Resolution** |
| 2.1 | the ability to obtain relevant facts. |       |       |       |       |
| 2.2 | the ability to develop and advise on relevant options, strategies and solutions. |       |       |       |       |
| 2.3 | the ability to plan, manage and progress legal cases and transactions. |       |       |       |       |
| **3.** | **Case and transaction management** |
| 3.1 | the ability to produce and plan out phases of work to include time, cost and risk management. |       |       |       |       |
| 3.2 | the ability to develop techniques to diarise, follow up and revisit matters at the appropriate time, keeping accurate records and attendance notes. |       |       |       |       |
| 3.3 | the ability to effectively manage files, regularly and fully reporting back to clients. |       |       |       |       |
| 3.4 | the ability to bring matters to a timely and client satisfactory conclusion. Wrapping up the matter, closing the file and recovering costs and disbursements. |       |       |       |       |
| **4.** | **Communication skills** |
| 4.1 | the ability to make sure that communication achieves its intended objective. |       |       |       |       |
| 4.2 | the ability to maintain the confidentiality and security of communications |       |       |       |       |
| **5.** | **Establishing and maintaining effective and professional relations with clients** |
| 5.1 | the ability to treat clients with courtesy and respect while providing information in a way that clients can understand, taking into account their personal circumstances and any particular vulnerability. |       |       |       |       |
| 5.2 | the ability to identify, understand and respond effectively to clients’ particular needs, objectives, priorities and constraints. |       |       |       |       |
| 5.3 | the ability to identify possible courses of action and their consequences when assisting clients in reaching a decision. Managing clients’ expectations regarding options, the range of possible outcomes, risk and timescales. |       |       |       |       |
| 5.4 | the ability to explain the ethical framework within which the solicitor works. Agreeing services that are provided and a clear basis for charging. Informing clients in a timely way of key facts and issues, including risks, progress towards objectives, and costs. |       |       |       |       |
| 5.5 | the ability to respond appropriately to clients' concerns and complaints. |       |       |       |       |
| **6.** | **Establishing and maintaining effective and professional relations with other people** |
| 6.1 | the ability to treat others with courtesy and respect, delegating tasks when appropriate to do so. |       |       |       |       |
| 6.2 | the ability to acknowledge and engage with others’ expertise when appropriate. |       |       |       |       |
| **7.** | **Drafting** |
| 7.1 | the ability to address all relevant legal and factual issues, complying with appropriate formalities and to use clear, accurate and succinct language.  |       |       |       |       |
| **8.** | **Interviewing and advising** |
| 8.1 | the ability to prepare for an interview, allowing clients or professional advisers to explain their concerns and identify the client's goals and priorities. |       |       |       |       |
| 8.2 | the ability to use appropriate questioning techniques to determine what further information is required and identify possible courses of action and their consequences. |       |       |       |       |
| 8.3 | the ability to help the client decide the best course of action, agree the action to be taken and accurately record the interview to confirm instructions together with the action that needs to be taken. |       |       |       |       |
| **9.** | **Legal Research** |
| 9.1 | the ability to recognise when legal research is required, using appropriate methods and resources to undertake the research. |       |       |       |       |
| 9.2 | the ability to identify, find and assess the relevance of sources of law, interpreting, evaluating and applying the results of the research.  |       |       |       |       |
| 9.3 | the ability to record and present the findings accurately and clearly. |       |       |       |       |
| **10.** | **Negotiation** |
| 10.1 | the ability to identify all parties’ interests, objectives and limits. |       |       |       |       |
| 10.2 | the ability to develop and formulate best options for meeting parties’ objectives and presenting options for compromise persuasively. |       |       |       |       |
| 10.3 | the ability to respond to options presented by the other side. |       |       |       |       |
| 10.4 | the ability to develop compromises between options or parties. |       |       |       |       |
| **11.** | **Ethics, Professionalism and Judgement** |
| 11.1 | the ability to act honestly and with integrity, in accordance with legal and regulatory requirements and the SRA Principles and Codes of Conduct. |       |       |       |       |
| 11.2 | the ability to maintain the level of competence and legal knowledge needed to practice effectively, taking into account changes in your role and/or practice context and developments in the law. |       |       |       |       |
| 11.3 | the ability to work within the limits of your competence and the supervision which you need. |       |       |       |       |
| 11.4 | the ability to draw on a sufficient detailed knowledge and understanding of your field(s) of work and role in order to practice effectively.  |       |       |       |       |
| 11.5 | the ability to apply understanding, critical thinking and analysis to solve problems.  |       |       |       |       |
| **12.** | **Managing yourself and your own work** |
| 12.1 | the ability to initiate, plan, prioritise and manage work activities and projects to ensure that they are completed efficiently, on time and to an appropriate standard, both in relation to your own work and work that you lead or supervise.  |       |       |       |       |
| 12.2 | the ability to keep, use and maintain accurate, complete and clear records, including:a. making effective use of information management systems (whether electronic or hard copy) including storing and retrieving information.b. Complying with confidentiality, security, data protection and file retention and destruction requirements. |       |       |       |       |
| 12.3 | the ability to apply good business practice, including:* Demonstrating an adequate understanding of the commercial, organisational and financial context in which you work and your role in it
* Understanding the contractual basis on which legal services are provided, including where appropriate how to calculate and manage costs and bill clients
* Applying the rules of professional conduct to accounting and financial matters
* Managing available resources and using them efficiently.
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|  | **Knowledge and Skills and how you achieved these** | **Evidence in support** |
| **Supervision in each period of experience claimed** |
| Tell us how you have been supervised in line with Regulation 4.1 (c) |       |       |
| **Regular review and appraisal in each period of experience claimed** |
| Detail when you received appraisals and give an overview of their content. |       |       |

**Section 7. Declaration**

**This declaration must be completed in all cases.**

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| Knowingly or recklessly giving us information which is false or misleading, or failing to inform us of materially significant information, may lead us to take disciplinary action against you. We may need to verify the information you provide with third parties such as a credit reference agency or your employer. The SRA will revoke any decision if it was granted as a result of error or fraud. I confirm that: [ ] I am the individual named on this application and have read the guidance notes. [ ] I agree to notify the SRA of any other information relevant to the application and inform the SRA immediately of any changes to the information provided.[ ] I declare that the information I have provided is true and correct. |
| **Full Name** | **SRA ID (if applicable)** |
|       |       |
| **Applicant Signature** | **Date** |
|       |       |
| [ ] If completed electronically please tick to say you confirm the declaration. |

**If the form is not signed and the fee is not received your application will not be processed.**

**Privacy Notice**

The Law Society is the data controller of the personal information we collect. We are the independent, regulatory arm of the Law Society, and operate separately from it.

For the purpose of verification and evaluation, information regarding your qualifications and experience may be shared with the following third parties:

* Course providers
* External assessors

Further details regarding your rights under data protection legislation and how your information is used can be found here: <https://www.sra.org.uk/dpa/>.

Section 8. Returning the form

|  |
| --- |
| To help us process your application quickly, check that: [ ]  The declaration has been signed and dated.[ ]  Any additional sheets are labelled and attached to this form.[ ]  Full payment is included. Complete the Methods of Payment form (see below).[ ]  Any relevant documentation is enclosed, including a copy of proof of name change, for example deed poll or marriage certificate. **Making payment**Complete the Methods of Payment form found on our website at [www.sra.org.uk/payment/](file:///%5C%5CRed-fp-01%5Cgroups%5CSRA%20Business%20Change%20Team%5CProject%20Support%5CAuthorisation%20Project%20Support%5CVersion%20Control%5C2.%20DESIGN%20MASTERS%20indesign-word%20forms%20and%20notes%5CWIP%5CMel%20WIP%5Cwww.sra.org.uk%5Cpayment%5C). You can pay the full amount by bank transfer. We do not accept payment via credit or debit card.We will hold any payment we receive without an accompanying application form for up to 30 days before returning it to the sender. Bank Transfer payments If paying directly from your bank account, you must ensure you instruct your bank to pay us, as we are unable to request the payment for you.**Sending your application**You can either:* Send your completed application and the Methods of Payment form to SRAAdmissions@sra.org.uk, or
* Request a secure link to submit your application and Methods of Payment form by emailing SRAAdmissions@sra.org.uk.
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