**Training template – recording your qualifying work experience**

From 1 September 2021, everyone looking to qualify through the SQE route must complete at least two years’ full time (or equivalent) qualifying work experience (QWE).

This must be in roles where you are delivering legal services and where you can develop some or all of the competencies needed to practice as a solicitor. It can be done in up to four organisations and must total two years’ full-time or equivalent.

This template can help you record relevant information and you can use it to:

* Help identify some or all of the competencies you have developed that are required for effective practice as a solicitor (our competences are set out in full in the [Statement of Solicitor Competence](https://www.sra.org.uk/solicitors/resources/cpd/competence-statement/)).
* Demonstrate the skills, knowledge and behaviours you have had the opportunity to develop.

This can help with ongoing conversations with your supervisor, and/or the solicitor confirming the experience, on the direction of your training. Please remember that ultimately this solicitor is confirming:

* the timescales for the work experience
* it provided you with the opportunity to develop some or all of the necessary competences
* no issues arose that raise a question as to your [suitability](https://www.sra.org.uk/trainees/character-and-suitability/)to be admitted as a [solicitor](https://www.sra.org.uk/solicitors/standards-regulations/glossary/#solicitor).

**Registering your QWE**

You can register all your QWE in one go or in stages if you are gaining it in more than one placement. [Find out to register your QWE](https://www.sra.org.uk/trainees/qualifying-work-experience/qualifying-work-experience-candidates/registering-qualifying-work-experience/).

You **will not** need to submit this training record to us when you register your QWE or apply for admission as a solicitor. It is meant to be used as a training tool only.

**Section 1 - Placement details**

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| --- | --- | --- | --- | --- |
|  | **Placement 1** | **Placement 2** | **Placement 3** | **Placement 4** |
| Organisation |  |  |  |  |
| Start date |  |  |  |  |
| End date |  |  |  |  |
| How much of this time counts towards overall QWE requirement |  |  |  |  |

**Section 2 – Meeting the competencies**

Think about your work experience and consider:

* the competences you have been exposed to (remember you don’t need to develop all of the competences for it to be confirmed)
* how you can evidence this
* what you learnt
* whether you think you need any more experience in each competence to help you prepare for the SQE assessments.

**Ethics, professional and judgement**

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| --- | --- | --- | --- | --- |
| **Competence** | **Have I had experience?**  **What was it/what did I do?** | **How can I evidence my experience?** | **What did I learn?** | **Do I need more experience?** |
| Act honestly and with integrity, in accordance with legal and regulatory requirements and the SRA Standards and Regulations |  |  |  |  |
| Maintain the level of competence and legal knowledge needed to practise effectively, taking into account changes in their role and/or practice context and developments in the law |  |  |  |  |
| Work within the limits of their competence and the supervision which they need |  |  |  |  |
| Draw on a sufficient detailed knowledge and understanding of their field(s) of work and role in order to practise effectively |  |  |  |  |
| Apply understanding, critical thinking and analysis to solve problems |  |  |  |  |

**Technical legal practice**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Competence** | **Have I had experience? What was it/what did I do?** | **How can I evidence my experience?** | **What did I learn?** | **Do I need more experience?** |
| Obtain relevant facts in a matter |  |  |  |  |
| Undertake legal research |  |  |  |  |
| Develop and advise on relevant options, strategies and solutions |  |  |  |  |
| Draft documents which are legally effective and accurately reflect the client's instructions |  |  |  |  |
| Undertake effective spoken and written advocacy in and of court |  |  |  |  |
| Negotiate solutions to clients' issues |  |  |  |  |
| Plan, manage and progress legal cases and transactions |  |  |  |  |

**Working with other people**

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| --- | --- | --- | --- | --- |
| **Competence** | **Have I had experience?**  **What was it/what did I do?** | **How can I evidence my experience?** | **What did I learn?** | **Do I need more experience?** |
| Communicate clearly and effectively, orally and in writing |  |  |  |  |
| Establish and maintain effective and professional relations with client |  |  |  |  |
| Establish and maintain effective and professional relations with other people |  |  |  |  |

**Managing yourself and your work**

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| --- | --- | --- | --- | --- |
| **Competence** | **Have I had experience?**  **What was it?** | **How can I evidence my experience?** | **What did I learn?** | **Do I need more experience?** |
| 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 their own work and work that they lead or supervise |  |  |  |  |
| Use and maintain accurate, complete and clear records |  |  |  |  |
| Apply good business practice |  |  |  |  |