

### 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 Education, Training and Assessment Provider Regulations and the Authorised Training Provider information pack before completing this application:  
<https://www.sra.org.uk/trainees/resources/authorised-training-provider-information-pack/>
- 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 practising barrister.

#### Completing this application

- All questions and sections must be completed in full, unless we say otherwise.
- The declaration in section 4 must be completed by a Manager in the organisation. A Manager is: the sole principal in a recognised sole practice; 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.
- 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).
- You will also find our reasonable adjustments policy here:  
<https://www.sra.org.uk/sra/equality-diversity/policy/reasonable-adjustment-policy/>.

### Section 1. Organisation Details

Organisation Name

Organisation SRA Number

Address Line 1

Address Line 2

City/Town

Postcode

County

Telephone Number

Email Address

## Section 2. About the training

2.1 Can you give your trainee(s) the teaching, development opportunities and personal support they need to meet all of the Practice Skills Standards?

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

Yes

No

2.1(a) If you have answered "No" to 2.1, 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

SRA Number

Telephone Number

Email Address

Qualification (please tick):    Solicitor

Barrister

## Section 4. Declaration

This declaration must be completed by a Manager in the organisation. A Manager is: the sole principal in a recognised practice; 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.

4.1 I have read and understood the SRA Education, Training and Assessment Provider Regulations 2019 (Provider Regulations).

4.2 If authorised as a training provider, we will:

- make sure the nominated training principal meets the requirements of regulation 5.1 of the Provider Regulations
- make sure that we always have a training principal in place
- tell you if our training principal changes
- make sure that our trainees get the right supervision - either from solicitors or others who have the skills and experience to supervise effectively
- make sure that our trainees know the requirements of the SRA Principles 2019 and they are able to comply with them
- make sure that our trainees keep full and complete records of training
- pay the fees and expenses for our trainees' first attempt at the Professional Skills Course (PSC)
- let you know before a new trainee starts
- let you know when a trainee completes their training
- tell you immediately if we cannot meet any of our requirements under Regulation 3.1 of the Provider Regulations
- tell you if we cannot comply with the Provider Regulations and want our authorisation as a training provider cancelled.

4.3 I acknowledge that you can monitor our training, add conditions to our authorisation or cancel it completely.

I have my organisation's authorisation to make this declaration. I confirm that I have read and agreed to all of the above.

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

Name of Manager

SRA Number

Organisation Name

Organisation SRA Number

Position

Date

Signature

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

## 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.

The SRA has a responsibility under the Solicitors Act 1974, as applied through the Provider Regulations, to ensure that trainee solicitors receive suitable education and training.

Your details will be used to process this application, we will contact you where we require additional information.

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

## **Guidance notes**

### **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**

#### **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 trainee(s) on a trainee litigation programme.

#### **If things change**

If you cannot meet any of the Provider 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**

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 practising barrister.

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 5.1.

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 5.1(d), 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 to become an authorised training provider is £100.

Please send the fully completed application form and appropriate fee via one of the options below:

### **Post**

Authorisation  
Solicitors Regulation Authority (SRA)  
The Cube  
199 Wharfside Street  
BIRMINGHAM  
B1 1RN

### **DX**

DX720293 Birmingham 47

### **Email**

[Accountsreceivable@sra.org.uk](mailto:Accountsreceivable@sra.org.uk) - This facility is only available if paying by bank transfer.

### **Bank Transfer payments**

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

You must ensure you instruct your bank to pay us, as we are unable to request the payment for you.

### **Methods of Payment form**

To obtain a copy of our Method 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.

Please note we do not accept payment via 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 assess your application within 30 days.

We will check your application to ensure that we have all the information we need. If your application is incomplete or we require further information, we will contact you to request this.