

## **Considering taking a trainee FAQs**

The Society recommends that anyone wishing to take on a trainee reads the document 'Taking on a Trainee'. However, if you have already done so and you still have a question, below are the answers to some other frequently asked questions regarding taking on trainees.

### **Can I just employ a trainee, or do I need to fulfil any criteria?**

If you have held a full, unrestricted practising certificate for three years, you can supervise a trainee. Please see the Admission as Solicitor (Scotland) Regulations 2011 for the provisions relating to the number of trainees that can be employed by a firm or organisation at any one time. There is no need to inform the Society of your intention to employ a trainee, but you can contact us if you have any queries about trainees or traineeships.

### **Are there options to take on a trainee part-time or share a trainee with another organisation?**

Yes. To find out more, and learn how the Society can assist with this, visit the flexible traineeships section of the website.

### **What is required before a trainee starts training with me?**

The trainee should have a valid entrance certificate, issued by the Society. This should be applied for at least four weeks before the start of training. Both the trainee and the firm should complete a training contract and return it to the Society within three months of the start of training. At the end of the training, the training firm must discharge the training contract.

### **How much should I pay the trainee?**

The Society recommends rates for trainee salaries, which are applied by the majority of firms. From June 2017, the recommended rates for trainee salaries are £18,000 for a first-year trainee and £21,500 for a second-year trainee. The rates are reviewed annually. All trainees must be paid at or above the Living Wage as set by the Living Wage Foundation.

### **Are there any other costs involved?**

- Registration of training contract - £30
- Admission – around £300 + the cost of a Disclosure Scotland check for admission as a solicitor and notary public (please note that costs change on a regular basis so check with [legaleduc@lawscot.org.uk](mailto:legaleduc@lawscot.org.uk) for up to date information)
- Practising certificate - please contact the Registrar's Department for information
- Trainee Continuing Professional Development (TCPD) - the cost of this will depend upon the TCPD undertaken. More information can be found on the TCPD pages of the website.

### **Are there any sources of funding available to me if I take a trainee?**

Solicitors in Glasgow thinking of taking on a trainee should consider a fund available to them which may help them fund traineeships: [www.glasgow.gov.uk/CommonwealthJobsFund](http://www.glasgow.gov.uk/CommonwealthJobsFund) Skills Development Scotland also has a fund available which will refund up to 50% of each episode of training an employee does up to a maximum of £500 per employee: [www.skillsdevelopmentscotland.co.uk/our-services/flexible-training-opportunities/](http://www.skillsdevelopmentscotland.co.uk/our-services/flexible-training-opportunities/)

### **Is there anything else I should know?**

Professional Education and Training Stage 2 Quarterly Performance Reviews (PQPRs) must be carried out and submitted to the Society. Trainees must also complete a reflective log detailing the Professional Education and Training Stage 2 (PEAT 2) Outcomes that they have achieved as a result of their work. Both of these form the ongoing assessment process known as the 'standard of the qualifying solicitor'. Trainees must also complete 60 hours of TCPD during their traineeship.

### **When can a trainee be admitted as a solicitor?**

After completing the first year of training, a trainee can - subject to satisfactory progress and with the agreement of the training firm - apply to be admitted as a solicitor to gain valuable experience of appearing in court.

### **If I need some advice, is there someone I can contact?**

The Society's Katie Wood offers support and advice to those employing trainees. You can contact her in confidence at [katiewood@lawscot.org.uk](mailto:katiewood@lawscot.org.uk) or 0131 476 8162.