



Taking on a trainee



Contents	Page
Welcome from Austin Lafferty, President of the Law Society	3
The benefits of taking on a trainee	4
How to recruit a trainee	5
Case studies	6
<ul style="list-style-type: none">• Grace McGill, McGill & Company• Angie D'Andrea, TC Young	
Costs	7
Steps in the process	8
What can a trainee do?	10
Rules for trainees	11
A flexible traineeship	12
<ul style="list-style-type: none">• Case study – Linda George Family Law• View from Admissions Committee – Nick Taylor, Leslie Wolfson	
The in-house trainee	15
<ul style="list-style-type: none">• Case study – Gill Rust, Standard Life	
Checklist	17

A note of thanks

The Law Society would like to thank the following for their input and support: Angie D'Andrea (TC Young), Lynn Beaumont (Tods Murray), Moira Deeney (Glasgow Bar Association), Linda George (Linda George Family Law), Grace McGill (McGill & Company), Lindsey Reynolds (Legal Services Agency), Gill Rust (Standard Life), Sara Scott (In-House Lawyers' Group) and Nick Taylor (Leslie Wolfson).



Overview from the President

As with other areas of practice, when it comes to the training of the next generation, we solicitors tend to hide our light under a bushel. If you look at the glossy recruitment brochures produced by major graduate recruiters – be it the big recruiters in fast-moving consumer goods or the Big Four accountancy firms – you see a real pride, and a projection of that pride, in their training.

We don't tend to boast about the high standards of training that we offer to our future members but those high standards do exist. It doesn't matter if it is a corporate boutique firm, one of the larger firms, an organisation with an in-house legal team or a sole practitioner, all sizes of organisation can offer excellent training for future solicitors. However there are a number of firms and organisations who could offer invaluable training opportunities but do not normally take a trainee. Quite often, the reasons for this may be based on uncertainty about the process.

I have outlined three of the more popular reasons.

The first is that it is too expensive to take on a trainee. In this document, we are upfront about the costs of a traineeship. That said, let us be clear: If a trainee is trained well, and given the opportunity to work and to flourish, then they can, should and very often do make a positive financial contribution over the course of the two years.

The second is that until a trainee gets a Restricted Practising Certificate (RPC) at the start of their second year there is a limitation on what the trainee can do. Firms of all types and sizes take trainees over the entire course of the two years but, as outlined on pages 11-13, there are increasingly flexible options available to firms. If you need a trainee with an RPC, why not join the Flexible Training register and link up with a firm who could take a trainee for the first year?

The third is that a firm may not have taken on a trainee before (or for a long-time) and concepts such as PEAT 2 and TCPD may be entirely alien to them. Neither of these are difficult concepts – certainly no more difficult than many of the things lawyers deal with daily – and the Education and Training team at the Society will be very happy to assist solicitors who need help. They do every day of the year.

This booklet is designed to give you the information about how to take on and train a trainee solicitor. Read it, use it, and consider taking a trainee. It will be challenging, rewarding and stimulating. It will change a new lawyer's life forever, will very probably make a hugely positive impact on your business and is part, I believe, of a wider sense of professional responsibility.

Now that really is something that of which we can be proud!

A handwritten signature in black ink, appearing to read 'Austin Lafferty'.

Austin Lafferty
Ex-President of the Law Society of Scotland



Benefits of taking on a trainee

There are many ways that taking on a trainee will help your business flourish and grow.

- Over time a trainee can add to your ability to serve client needs. Many trainees make a net financial contribution to their organisations over the course of the two year traineeship.
- Those undertaking the Diploma in Professional Legal Practice, or those who have graduated from it, have freshly honed legal skills and knowledge.
- Those undertaking the Diploma in Professional Legal Practice, or those who have graduated from it, will have excellent IT abilities and an understanding of social media, which could help your practice run efficiently and more profitably.
- Traineeships offer all practices a unique opportunity to immerse a trainee in their firm's culture – and train them in their own fashion.
- A traineeship also gives training organisations an extended chance to assess the individual's suitability for a post upon qualification – a luxury not afforded when recruiting at assistant level.

This can help you grow your own assistant and, in due course, a partner, potentially reducing costs of recruiting in the future.

- Some organisations have a number of high-quality solicitors in their practice but little or no new blood. A good way to redress that balance is to take on a trainee.
- A trainee can be hugely beneficial to clients. A younger trainee can often be a great link to first time buyers whereas those requalifying from a previous career can often bring relevant sector experience (e.g. nurses requalifying and undertaking medical negligence work; social workers requalifying and undertaking family law work).
- Many of those graduating from the Diploma will have second language skills which may open up a new client base or allow organisations to better serve their clients. If a client is more comfortable speaking in their native language, a trainee who can speak that language can offer huge value to the organisation and benefit to the client.

“We have been continually impressed by the high standard of applications submitted to us, whether it be for a traineeship, an internship or a volunteer position.

“With the vast majority of candidates meeting the essential criteria, and many who bring with them high academic attainment alongside practical experience in the voluntary and NGO sector at home and abroad, short-listing can be a real challenge.”

Lindsey Reynolds, Solicitor,
Legal Services Agency



- A long-term strategy of taking a trainee can help with succession planning, as partners have natural successors to potentially sell their practice to in due course.
- Many organisations take a trainee out of a wider sense of professional responsibility. They acknowledge that it is important to take trainees to ensure that the next generation of solicitors are trained appropriately and trained in practices across Scotland.

How to recruit a trainee

There are various ways to recruit a trainee and we would suggest tailoring your recruitment process to suit your needs.

Summer students and internships

Many practices – of all sizes and types – offer either summer student placements or more formal graduate internships. This gives a student the opportunity to work throughout the summer while giving law firms additional resource.

Many organisations consider offering an internship or work experience opportunity an ideal way to assess a student and whether he or she will fit into the organisation as a trainee.

Organisations can utilise the excellent 'Adopt an Intern' service offered by the Centre for Scottish Public Policy: www.adoptanintern.org.uk. Those considering internships [should also read this piece](#)¹ from Eilidh Wiseman and Val Dougan of Dundas and Wilson.

“Our ‘Summer Law School’ scheme gives us a much clearer picture of the candidate and how they would fit into the firm – and, likewise, they have a real feel for us. The students spend the summer with us and get involved in many aspects of the business including business development.”

Lynn Beaumont, Partner,
Tods Murray

Work Placements

Organisations whose offices are near universities and Diploma units are well-placed to offer part-time work placements alongside their academic work. This could be as simple as allowing a student to undertake general office administration, work-shadowing or a level of paralegal work. Again, this allows organisations the chance to assess a student's skills and help to decide if he or she will be an asset to the organisation.

¹ www.lawscot.org.uk/news/press-releases/2012/july/news030812_interns



Paralegal and other support staff work

Some practices will employ a recent graduate or a Diploma graduate as a paralegal or in some other role before offering a traineeship. This has some benefits – again, organisations that take trainees frequently like to see how individuals fit into the working environment and culture of the organisation before making a two-year commitment. Moreover, it gives organisations the opportunity to ensure that an individual is capable of working at a certain level.

It is extremely important to remember that if an organisation does consider this route that an individual who they employ is likely to be looking for a traineeship elsewhere while employed with them (especially if there is no guarantee of a traineeship in the future).

Advertising for traineeships

It is **free** to advertise traineeships and internships on the Society's jobs page Lawscotjobs (www.lawscotjobs.co.uk). There are other avenues such as recruiting via the University careers service, advertising on your website, or in publications such as the Scottish Legal News, or accepting speculative applications.

Please contact Heather McKendrick (HeatherMcKendrick@lawscot.org.uk) at the Law Society if you require any assistance.

Case Studies

Grace McGill, Principal, McGill & Company www.mcgillandco.co.uk/

“The calibre of trainees currently is quite exceptional. It is however vitally important to know the person who ultimately secures a placement within the firm. Many CV's look outstanding when submitted but the reality can be quite far removed.

“We have found it very useful to offer placements to graduates working over various periods of time to assess their abilities from a practical point of view and to ensure that they are capable of embracing the working environment with both clients and firm personnel. The right trainee is without doubt an asset to any firm.”

Angie D'Andrea, Practice Manager, TC Young www.tcyoung.co.uk/

“Over the years, TC Young has taken on a number of trainees. Some of them completed general traineeships but more recently we have focused on traineeships within specific areas of the business. This allows us the ability to train individuals at the earlier part of their career to our high standards and to ensure they understand the culture with the firm.

“In the short term, we benefit from their enthusiasm and fee earning capability and in the long term we hope we will reap the benefits of the two year investment if they remain with firm after qualifying. At the moment, three partners, one associate and four solicitors completed their traineeships with the firm.”



Costs

Salary

From 1 June 2012, a new trainee solicitor must be paid at least the National Minimum Wage under the National Minimum Wage Act 1998.

As well as this, each year the Society sets out a recommended salary for a trainee. For 2019/2020, that is:

- £19,500 in the first year of a traineeship
- £22,500 in the second year of a traineeship

The rates are reviewed in June each year

Trainee Continuing Professional Development (TCPD)

Over the course of the two years, a trainee must undertake a minimum of 60 hours of TCPD. Of these 60 hours, the breakdown is as follows:

- A minimum of 40 hours from an authorised provider of TCPD (a list of authorised providers is available on the Society's website)
- The Mandatory Ethics Course – a minimum of four hours, which is a subset of the 40 hours
- Up to 20 hours may come from a non-authorised provider (e.g. local faculties, local chambers of commerce, advocates stables, organisations which employ in-house lawyers and so forth)

The cost of TCPD will vary from provider to provider and some providers offer packages where 60 hours of TCPD will cost under £1,000. Travel and other associated costs would need to be factored in. A full list of authorised TCPD providers can be found on the [Society's website²](#).

Rates

A trainee with a restricted practising certificate in private practice can be charged out at a solicitor's rate. Even without a practising certificate, a trainee can be charged out at half the qualified rate or such other rate that the organisation puts in their terms of business.

Some sources of help?

The Glasgow Graduate Fund allocates grants for the creation of new jobs for graduates.
www.glasgow.gov.uk/index.aspx?articleid=3041

Skill Development Scotland has a fund available which will refund up to 50% of each episode of training an employee up to a maximum of £500 per employee. If your firm is eligible this may help TCPD costs. This is specifically for organisations with fewer than 100 employees.

<http://bit.ly/cB2ISS>

² www.lawscot.org.uk/tcpdproviders



Steps in the process

Information behind all these stages can be found [here](#)³ and [here](#)⁴. If you have any questions please contact: Registrar@lawscot.org.uk

Step 1: Entrance Certificate

Those wishing to undertake a traineeship require an Entrance Certificate from the Society. These must be submitted to the Society at least four weeks before the start date of training. The individual will also need to obtain a Disclosure Scotland application form.

We suggest that the completed Entrance Certificate Form and Disclosure Scotland application form are submitted to the Society by recorded delivery or Legal Post.

Step 2: The Training Contract

Together with the Entrance Certificate, the Society will send you a standard training contract. This must be completed by the trainee and the organisation and forwarded to the Society for registration within three months of the start of the training contract.

Step 3: PEAT 2 Quarterly Performance Reviews

Each quarter, the trainee and their supervising solicitor should sit down and undertake the PEAT 2 Quarterly Performance Review or PQPR. Guidance is available on the Society's website. www.lawscot.org.uk/takingatraine

Step 4: Admission during the traineeship

Once a full year of training has been completed, a trainee can apply to be admitted as a solicitor. This is at the discretion of the training firm (the employing solicitor will be required to certify that, in their opinion, the trainee has reached an appropriate level of competence) and is also subject to satisfactory performance during the traineeship. PEAT 2 Quarterly Performance Reviews must be up to date at the time the admission application is processed.

Admission enables trainees to be granted a restricted practising certificate and appear in court. In 2012/13 the cost is £273 for admission as a solicitor and notary public and £228 for admissions as a solicitor only. This process can take up to eight weeks from receipt of the correctly completed paperwork.

³ www.lawscot.org.uk/members/membership-and-registrar/applications

⁴ www.lawscot.org.uk/education-and-careers/the-traineeship/starting-a-traineeship-soon



Step 5: Discharge

After two years, training contracts must be discharged. This is a vital stage of the traineeship because a solicitor is not entitled to hold a full (unrestricted) practising certificate until this process has been completed.

The necessary hours of Trainee Continuing Professional Development (TCPD) must be completed by this stage. All PEAT 2 Quarterly Performance Reviews must also have been completed for the discharge to be processed.

Alternatively, a trainee can choose to be admitted and discharged (in one single process) at the end of the traineeship if this is more appropriate. The costs, and timings, are exactly the same as shown above.



What can a trainee do?

Organisations of all sizes and types take trainees and, therefore, it makes it impossible to describe a typical traineeship.

The sorts of work that a trainee undertakes will differ from organisation to organisation.

Some organisations will use different seats over the course of the two years while others will work in the same area of law throughout. There is **no** requirement to offer different seats during a traineeship. It is one way that some organisations choose to construct the traineeship they offer.

The Society can give advice on what a traineeship programme involving the following types of work might include:

1. Agriculture
2. Banking
3. Commercial leasing
4. Commercial law
5. Competition and regulation
6. Construction and engineering
7. Consumer law
8. Conveyancing (commercial)
9. Conveyancing (domestic)
10. Corporate finance
11. Employment law
12. Family law
13. Housing law
14. Intellectual property
15. Liquor licensing
16. Litigation (civil)
17. Litigation (criminal)
18. Local government conveyancing
19. Local government law
20. Pensions law
21. Planning law
22. Private finance initiative
23. Social security
24. Trusts and asset management
25. Wills and executries

“Trainees can provide an invaluable resource. Their enthusiasm and desire to learn can inject fresh energy into projects and generate new ideas.

Investing time answering trainee questions is a positive way for more senior lawyers to review the level and quality of their own knowledge and stay up to date since trainees have such recent experience of academic study. On a practical level, trainees can fulfil tasks and responsibilities in relation to a whole spectrum of matters.

Tasks can range from carrying out research, drafting documents, minuting meetings, taking witness statements and dealing with telephone calls.

More experienced trainees can appear in the small claims court and assist in litigation.

Ultimately trainees can be a cost effective safe pair of hands and it is not necessary for a trainee to be able to answer a legal query instantly for them to be an asset to a practice.”

Coral Riddell

Head of Professional Practice

The Law Society of Scotland

If the area, or areas, of law that your organisation operates in does not appear above please contact the Society at legaleduc@lawscot.org.uk.

There are some rules regarding what a trainee can and cannot do. These are outlined on page 11.



Rules for a trainee

First year

There is a limited range of functions which trainees in their first year can perform, particularly relating to litigation.

They cannot:

- represent a client in the criminal courts
- in civil cases, they can only appear as an authorised lay representative in a small claim or summary cause
- under the Legal Aid Scheme, grant Legal Advice and Assistance

They can, however, sit with counsel in any court including the High Court and the Court of Session.

Second year

At the end of the first year a trainee is entitled to seek admission as a solicitor in terms of Part 6 of the Admission Regulations. A trainee does not automatically become a solicitor at the end of the first year, and the procedure for admission usually takes about six weeks. A trainee cannot appear in court except as an authorised lay representative, until he or she has been issued with a practising certificate.

In terms of the undertaking the trainee gives to the Society, he or she can only act as an assistant and is not entitled to engage in private practice on his or her own account; and the trainee is not entitled to undertake legal aid in his or her own name. Once the certificate has been issued, they can appear on behalf of clients in any matter in the sheriff or district courts although; we do not recommend that a trainee appears in a solemn case in the sheriff court at such an early stage in his or her career. They can under the Legal Aid Scheme, grant Legal Advice and Assistance but cannot be the nominated solicitor on a Legal Aid Certificate - either civil or criminal. They can appear on behalf of the nominated solicitor in the court.

They can sign any document which requires to be signed by a solicitor. It is still necessary to have the words trainee solicitor on a business card if their employers are in private practice as the status and designation of employees must be unambiguously stated on the firm's professional stationery.



The flexible traineeship

In order to encourage organisations to consider taking on a trainee, the Society is promoting different options for the traineeship known as the flexible traineeship and introducing a system to assist with this. This page outlines some of the different options available to organisations and potential trainees, the benefits of flexible traineeships and how the Society can assist.

What is a flexible traineeship?

Traditionally the traineeship is a full time, two year training contract at one organisation but there is increasing demand for an alternative to this. Some examples of flexible traineeships are:

- Shared traineeships – when a trainee works at more than one organisation over the course of the traineeship.
- Part-time traineeships – when a trainee works on a part-time basis, and the length of the traineeship is altered to reflect the part-time hours.
- Further secondments – a trainee may have the opportunity to go on secondment more than once during the training period.

Please note that a traineeship must be two years or the equivalent pro rata for part time training.

“The flexible solutions mooted by the Society, the suggestion of maintaining a database to assist firms with this scheme and the new regime of TCPD which has replaced the PCC system, offering students and trainees more choice and flexibility may make it possible for the small and medium sized firms in Glasgow to offer traineeships to those trainees desperate to start their career in law.

“The Glasgow Bar Association endorses and fully supports the programme and it is hoped that it can assist the Society in any way it can to promote the scheme with our members and beyond.”

Moira Deeney, CEO

Glasgow Bar Association



Who can benefit from a flexible traineeship?

Flexible traineeships can offer significant advantages to organisations and prospective trainees.

For organisations this can include:

- Shared cost of salary and training
- Reduced cost of salary if the trainee is working part-time
- Potential reduction in recruitment costs for solicitors in the future
- Trainees with unique experiences and new perspectives
- Attracting new lawyers into your organisation
- Developing your business profile
- Building links with clients

For trainees this can include:

- Unique opportunities for training
- A traineeship that fits in with your personal requirements
- The opportunity to work in different environments and practice areas
- A range of clients and projects during the traineeship

How can the Society assist?

We have set up a database to assist organisations wishing to share a trainee. We know some organisations may want a trainee to work two days a week, whereas others may wish a trainee to be involved in a project over a period of six months. In addition, as there are organisations of all sizes and practice areas across Scotland it can be difficult to find another organisation that also wishes to share a trainee in a format that suits everyone. The Society's role will be to act as a conduit, putting organisations in touch with others who would consider a flexible traineeship option.

How will it work?

- If you are considering sharing a trainee please submit a flexible traineeship application. (Please note there is no obligation to commit to taking a trainee at any stage)
- The form will ask you for your contact details and details of what you would consider (eg taking a trainee for part of the week, or for longer periods, such as six or twelve months)
- By submitting the form you will give permission for the Society to share your details with other organisations on the list. (Your details will not be shared with anyone outwith the list)
- The Society will share the database with every organisation that has submitted their details on a monthly basis



- All organisations should contact potential partner organisations directly to discuss sharing a trainee
- If a shared traineeship is agreed by two or more organisations please contact Katie Wood for further information and advice. Please note that flexible traineeships are subject to the approval of the Society's Admissions Sub-committee
- Traineeships can then be advertised free of charge on www.lawscotjobs.co.uk

You can contact us at any time if you no longer wish to be included on the database. For more information or advice in relation to flexible traineeships email katiewood@lawscot.org.uk or call 0131 476 8200/8105.

Case study: Flexible Traineeships

Linda George of Linda George Family Law, Hamilton
www.lindageorgefamilylaw.co.uk/

“About a year into starting out in business on my own I was approached by the solicitors who shared the same building as they had employed a trainee and had given her a first year traineeship. The other solicitors dealt principally with conveyancing and indicated that it would be helpful if we could then take on the trainee in second year because at that point we specialised in family work and also did a great deal of civil court agency. This would give the trainee a rounded traineeship. From there matters have progressed to the situation where over the last two/three years there have been at least two trainees in our firm each year.

“What particularly has struck me throughout is the willingness of the Law Society to encourage firms such as this very small firm to take on trainees and be flexible in their approach to the continuing traineeship and the support of more young people to finish their traineeship to allow them to move ahead to the heady heights of becoming a solicitor. It is very rewarding to know that the traineeships we have provided have allowed six young people to move forward obtain their own employment and enter the profession for which they trained.”

View from Admissions Sub-committee

Nick Taylor, Partner, Leslie Wolfson
www.lesliewolfson.co.uk/

“There has been a palpable attempt by the Law Society to accommodate the requirements and trainees in light of both the prevailing economic circumstances and the different routes into the profession that now exist. As a member of the Admissions Sub-committee it has been a rewarding, and challenging, job to try and make sure that those who worked hard to get to the position of looking for a traineeship can take the next step and step foot in an office as a trainee solicitor.

“Knowing the flexibility is there has helped my own firm and others in taking on trainees where otherwise we might not have. The Society can also give pointers to financial assistance from certain local bodies for the recruitment of graduate trainees which can help firms through the first year of the training contract.”



The In-house trainee

Somewhere between a quarter and a third of the solicitors' profession in Scotland work in-house – with local councils, with central government or as in-house counsel with a commercial organisation.

At present around 9% of traineeships take place with organisations which employ in-house solicitors. Other organisations have agreements with private firms to take trainee solicitors on secondment for part of their traineeship.

A view from the ILG Committee

“Traineeships are not standardised nor is everything prescriptive – they can be tailored to the needs of your business.

“Traineeships have similar benefits to graduate programmes – they attract bright new talent and develop it for the future benefit of your business.

“In-house secondments are also really worthwhile for all parties. Trainees bring their professional skills and up to the minute legal knowledge to help the business on a flexible basis, without the need for permanent extra headcount. After the secondment trainees return to their law firm with great experiences and an illuminating insight into what it is like being the client.”

Sara Scott, Vice Chair of the In-House Lawyers Group

Secondments

Depending on the area or areas of law in which your firm specialises, you may find it beneficial to second your trainee for a period of time to an organisation with which you work closely.

For organisations with a particular interest in the EU, the Society administers a six-month trainee secondment with the joint UK law societies Brussels Office.

With placements beginning in either March or September, the trainees assist the Brussels team to actively monitor EU legal developments that range from internal market law to civil and criminal justice, public procurement to private international law. Specific tasks include preparing and writing the Brussels Agenda and the Court of Justice of the European Union case reports as well as drafting legislative updates highlighting developments in the corporate client and private client areas. Trainees also regularly attend European Parliament committees and high level conferences offering the opportunity to develop contacts with MEPs, key Commission officials, the Scottish Government and UK Government departments.

This experience allows trainees to return to their organisations armed with the knowledge and experience of the EU institutions. For more information about the secondment and to find out how organisations and trainees that have taken advantage of this opportunity feel



they have benefited from the experience, please contact Katie Hay (katiehay@lawscot.org.uk).

Case study: In-house traineeships

Gill Rust, Standard Life

“Standard Life has offered legal traineeships for nearly 20 years, with a number of our former trainees now in senior or management positions within our Group Legal area. We offer experience in a range of the legal areas where our in-house lawyers work including pensions, life, commercial, international, dispute resolution, corporate and investments. We also currently offer a six month secondment to a private practice firm.

“Our trainees are recruited as part of our wider Graduate Programme which means they have access to a range of training, support and networking opportunities throughout the wider business. They have a unique opportunity to gain an insight into both the commercial and legal aspects of the organisation which means they are much better placed in time to make the business decisions required of an in-house lawyer. Understanding the business is key to the role of an in-house lawyer and this scheme gives our trainees a head start.

“Our trainees are also given a breadth and depth of work that ensures they gain the vital skills and experience required to take on a qualified solicitor's role. They are given responsibility under appropriate supervision from an early stage which ensures that the trainees play an important role in the teams they are supporting, whilst giving them the necessary experience to take their legal career to the next stage.

“For us as an employer, not only can we support the legal profession and graduate employment by giving opportunities to new starts, but trainees can add real value to an in-house team. They are able to quickly get up-to-speed on legal and commercial issues as well as offering fresh approaches and ideas. This is reflected in the positive feedback received on their contributions from our internal customers.”



Traineeship Checklist

The background

Do you want to take a trainee?	Check page 5 for guidance on hints and tips on recruitment. If you have further questions please contact: HeatherMcKendrick@lawscot.org.uk
Have you considered flexible traineeships?	Pages 11-13 explain what flexible traineeships are and how the Flexible Training Register works.
Are you aware of the costs such as regulations around trainee salary?	There are costs to the traineeship and these are explained on page 7.
Are you eligible for support from local government?	Some firms may be eligible for government funding. This is outlined on page 7.
Have you considered advertising on Lawscotjobs?	For internships and traineeships Lawscotjobs is free to advertise on please contact: HeatherMcKendrick@lawscot.org.uk

Prior to starting the traineeship

Does your trainee have an Entrance Certificate? (This needs to be submitted to the Society at least four weeks before the start of training)	Please find more information on page eight or contact Registrar@lawscot.org.uk
Has your trainee obtained a Disclosure check?	Please find more information on page eight or contact Registrar@lawscot.org.uk

During the traineeship

Have you completed the training contract? (This must be sent to the Society within 3 months of the start of the training contract)	More information can be found on page eight. Alternatively, please email Registrar@lawscot.org.uk
Have you read the PEAT 2 Training Plan?	The PEAT 2 Training Plan ⁵ can be found on the Society's website.
Do you understand the Trainee CPD requirements?	These are outlined in the PEAT 2 Training Plan.
Do you understand the PEAT 2 Quarterly Performance Review system?	This is outlined in a guidance note ⁶ on the Society's website.

⁵ The PEAT 2 Training Plan:
www.lawscot.org.uk/media/307047/peat%20%20training%20plan.pdf

⁶Guidance note for PQPR:
www.lawscot.org.uk/media/526105/guidance%20on%20filling%20out%20a%20pqpr.pdf