

**Training trainee solicitors**Training contract record

**Name Week from to Page**

*(the training contract record should be completed weekly)*

**Practice area(s)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Case/ matter** | **Work done for** | **Task** | **Skill(s) employed** | **What did I learn?** |
| Case name / reference to which the task relates | Name of person who allocated the **work or “own file”** | Indicate the work done, e.g. drafting instructions to counsel | Identify the skill(s) used as shown in the skills standards | Identify the lessons learned from the task |
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|  |  |
| --- | --- |
| **Professional development undertaken** | **Professional conduct issues** |
| Indicate any courses attended or professional development you have undertaken | Include any specific or particular professional conduct issues that have arisen in relation to any of the work done. |

**Checked by Date**(*training contract records should be reviewed by a supervisor periodically)*

**Instructions**

The training contract record form is designed to help trainees to record the work done during the training contract. As well as logging the tasks undertaken, the record can be used to review trainees' progress.

The training contract record should be completed each week, and reviewed periodically by the supervisor.

**Case/matter** - This is the case name/reference to which the task relates.

**Work done for** - The name of the Supervisor or person who allocated the work.

**Task** - Indicate the work done, eg drafting Instructions to counsel.

**Skills** - Identify the skill or skills used as shown in the Practice Skills Standards, e.g. communication (listening actively, correct grammar); drafting

(addressing all relevant legal and factual issues)

**What did I learn?** - Identify the lessons that you learned from the task, e.g. what you did well, what you would do differently.

**Professional development undertaken** - Indicate any courses attended or professional development you have undertaken.

**Professional conduct issues** - Include any specific or particular professional conduct issues that have arisen in relation to any of the work done.

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