



15 May 2023

Re: Professional Practice Course Part II Hybrid (PPC II) 2023

Dear Colleague,

Please find the following forms attached:

Form 6A

Form 6 Statutory Declaration of Training Solicitor as to service by Trainee Solicitor of already completed period of in-office training AND Guide to completing Form 6

Please complete the attached Form 6A, paying careful attention to the attached guide. The completed Form 6A should be emailed/given to your trainee before 30 June 2023. The date of Indentures has been emailed to your trainee on a separate email.

Please note that Form 6A only deals with the period of in-office training completed post PPC I Hybrid and the commencement date of PPC II Hybrid. It does not relate to any period of in-office training completed prior to the PPC I Hybrid.

Balancing Work and Studies

During the delivery of the PPC I Hybrid and PPC II Hybrid, we recommend that a trainee works only four days a week. Not every weekend is a Hybrid weekend, but providing the trainee with one day a week off every week will greatly assist their learning process.

Please facilitate time-off for trainees prior to the PPC II Hybrid examinations.

Be aware that the PPC Hybrid is an intensive course with trainees having to engage in learning materials in the evenings and at the weekends. As such, during the delivery of both the PPC I Hybrid and PPC II Hybrid, try to allocate the work load accordingly such that the trainees are generally able to leave the office without having to unduly work evenings or at weekends.

If you have any queries please do not hesitate to contact the Traineeship Section.

Yours Sincerely,

**Ian Ryan, Solicitor
Training Executive**