



PPC Hybrid APPLICATION PACK 2024

CLOSING DATE 02 OCTOBER 2024

**Traineeship Section
Law School
Law Society of Ireland
Blackhall Place
Dublin 7
DX 79
01 672 4802
traineesection@lawsociety.ie**

Dear Applicant,

Thank you for your interest in the Professional Practice Course Hybrid (PPC Hybrid).

We hope you find this guide helpful. Please download, complete and submit the forms below:-

Form 1 – Application for Consent to Enter into Indentures of Apprenticeship
Form 2A – Certificate of Proposed Training Solicitor OR
Form 2B – Certificate of Training Officer (This can be used in place of Form 2A where the training firm has registered a Training Officer with the Law Society.) **You do not need to submit this form if it is not applicable to you.**

Guidelines on how to complete Form 1 and Form 2A / or Form 2B, can also be downloaded. It is advised to read to these guidelines when completing these forms.

In addition please read and submit the Annexes below in addition to the Form 1, Form 2A / Form 2B (if applicable);

Annexe to Form 1;
Annexe to Form 2A; and
Annexe to Form 2B (**You do not need to submit this form if it is not applicable to you**).

As the places on the PPC Hybrid are limited we would urge you to read this booklet carefully and ensure that you remember to include all necessary enclosures when you submit your application. Incomplete or incorrectly completed application forms cannot be processed and will be returned to you.

Please note that we require applications to be submitted **via email and by post**. Scanned applications that are submitted by email will be prioritised. Please email your scanned application to traineesection@lawsociety.ie, then submit the originals to the address as shown at the top of this page.

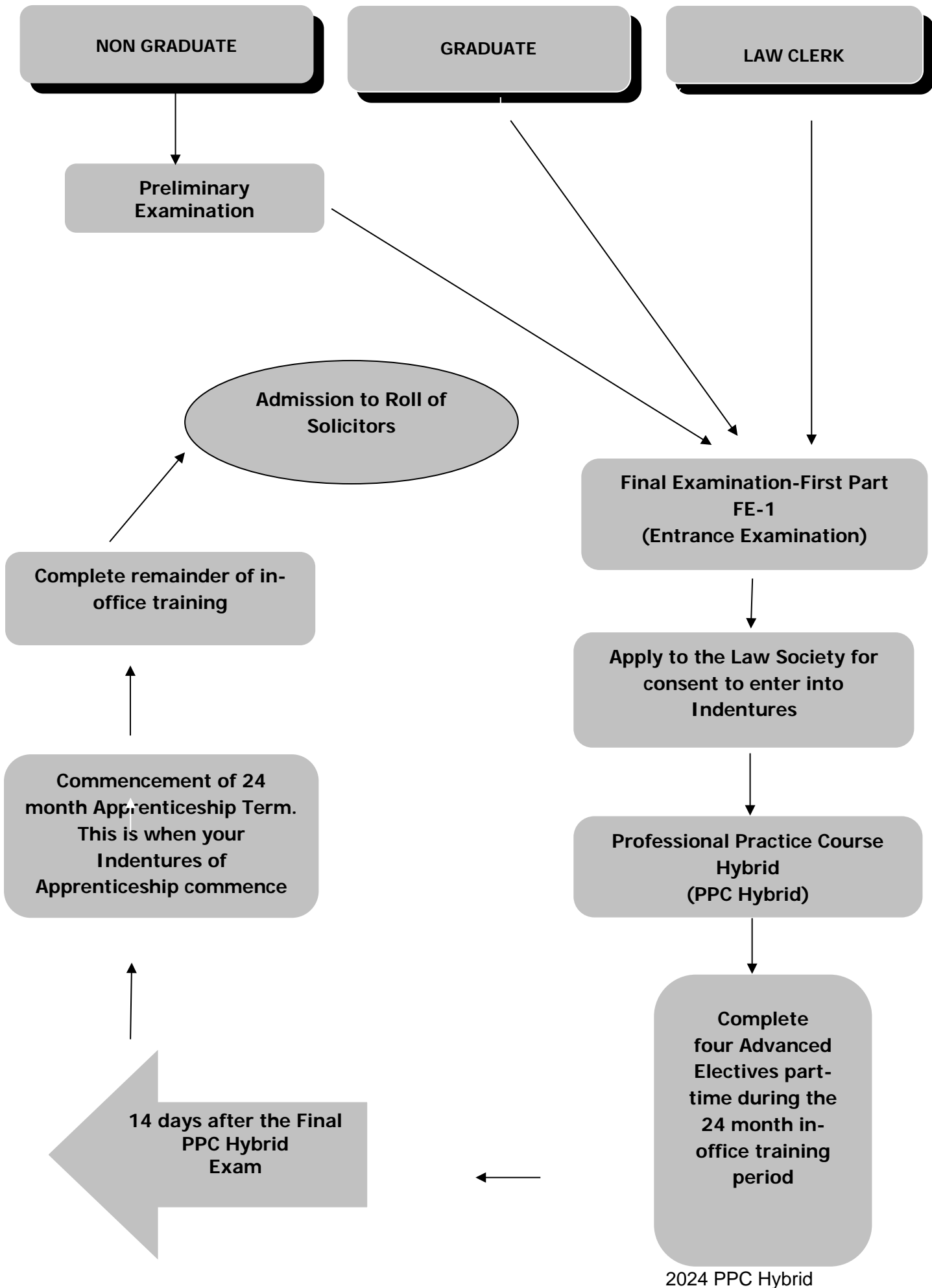
Places on the PPC Hybrid are limited and will be allocated on a first come, first served basis. In any event, the closing date for applications is Wednesday 2 October 2024 (and again subject to the proviso that places are still available). All applications must be received by 1pm on this day. We may accept late applications if there are places available however these late applications are subject to a late application fee of €75.00. Applications received take approximately 4 weeks to process.

If you have any questions please feel free to contact us by emailing:
traineesection@lawsociety.ie

Best wishes, Traineeship Section
On behalf of the Law School

1. ELIGIBILITY

ROUTE TO QUALIFICATION AS A SOLICITOR



Am I eligible to apply to the Law School to commence PPC Hybrid?

All applicants must have first:

- passed or been exempt from the Preliminary Examination,
- passed the Final Examination – First Part
- secured a suitable practising solicitor to act as a training solicitor.
- Applicants must be at least 17 years old.

It is compulsory before applying to the PPC Hybrid that all applicants have secured a training contract with an eligible solicitor to provide training and experience over a two-year period.

Who is eligible to be my training solicitor?

Not all solicitors are eligible to become a training solicitor. In order to become a training solicitor the solicitor must be a practising solicitor who has been in continuous practice for at least four years.

A practising solicitor is defined as a solicitor who is engaged full time in the provision of legal services as:

- a sole practitioner, or
- a partner in a firm of solicitors, or
- a solicitor in the whole time employment of a body corporate, or
- a solicitor in the full-time service of the State within the meaning of section 54 (as substituted by section 62 of the Solicitors (Amendment) Act, 1994) of the Solicitors Act, 1954.

Any solicitor not sure of their post qualification time should contact the Regulation Department of the Law Society or refer to previous practicing certificates. Alternatively if the proposed training solicitor does not satisfy the eligibility criteria but wishes to engage a trainee they should contact the Traineeship section for further guidance.

A training solicitor must be able to offer you the full range of legal experience required by the regulations. For further information please refer to Section 4 of this guide.

How many trainees can a solicitor employ?

A training solicitor can train two trainees at any one time. For the purposes of this rule the Law Society of Ireland is concerned with the actual number of trainees in the office. That is the number of trainees who will be training at the same time. The in-office training period traditionally starts 14 days after the last examination on the Professional Practice Course or the last day of the course.

Additional trainees can be employed if there are assistant solicitors working in your proposed firm. In this instance, one further trainee can be engaged for every two assistant solicitors employed by the firm.

2. APPLYING TO THE LAW SCHOOL

In order to apply for consent to enter into Indentures of Apprenticeship you must complete your application forms correctly. This section will go into detail about how to do this and will also answer frequently asked questions about the process.

A. What do I send in with my application?

- **Checklist** - A checklist is provided at the end of this guide to ensure that you return all required documentation. Please complete, and return this checklist with your completed application.
- **Form 1** – This form is the application for Consent to enter into Indentures of Apprenticeship. Please remember to sign and date this form. Please also remember to include your date of birth, FE1 pass date and reference information.
- **Annexe to Form 1** – Please remember to sign and date this form and submit with you application.
- **Form 2A** – This form is to be filled in by your proposed training solicitor. If your training solicitor already has a trainee / trainees they must also complete the attached certificate to confirm the details of the other trainees. **A copy of the certificate can be found at the end of this booklet.**
- **Annexe to Form 2A** – This form must be completed and signed by your proposed training solicitor.
- **Form 2B** – This form can be used instead of Form 2A if your training firm has registered a Training Officer with the Law Society. This form is to be filled in by your Training Officer. If your training solicitor already has a trainee / trainees the training officer must also complete the attached certificate to confirm the details of the other trainees. **A copy of the certificate can be found at the end of this booklet.**
- **Annexe to Form 2B** – This form must be completed and signed by the training officer in the firm of your proposed training solicitor if applicable.
- **Birth Certificate** – A **certified copy** of the original is required. Please note that we do not return **certified copies of Birth Certificates**.
- **Certifying a document**
A certified document is one that has been signed and dated by a recognised person or organisation (e.g. College / University) as a true copy or translation of the original.
- **Who can certify a document?**
The following may qualify to make a certified copy of your document: · Solicitor · Notary Public · Commissioner of Oaths · Peace Commissioner.
- **Certified translation**
A translator or translation company with an established professional reputation and strong relationships with official organisations may qualify to make certified translations.
- **How to certify a document**
Ask the person or organisation you have contacted to create a copy or translation of your document. Then ask them to: Write 'Certified to be true copy/translation of the original seen by me on the document'. Sign and date the document. Print their name under the signature. Add their occupation, address and telephone number.
- **Law Clerks** - If applicable, evidence of having been recognised as a bona fide Law Clerk by the Education Committee of the Law Society.

- **Degree or Transcript** – A **Certified copy** of your University degree (parchment) or transcript of results is required. A letter from your University is also acceptable. Please see an explanation on certified copies above.
- **Education Record** – This form can be found at the back of the guide. Please complete and return with your completed application. ***We require details of all schools and colleges attended since and including Primary School. We do not require your results from Primary School. The total points received in you Leaving Certificate is sufficient to include.***
- **Employment Record** – This form can be found at the back of the guide. Please complete and return with your completed application.
- **Character References** - Often people mistake a character reference for an employment reference. They are not the same thing. Your referee need not be an employer. Your referees must however be known to you, not be a relative, and be a person of some standing. There is no particular wording for the reference. However, the referee should confirm their occupation or position of responsibility, how you are known to them and for how long, and that you are of good character and suitable to become a trainee solicitor. Two recent original character references are required and should be no more than 12 months old. We will accept a character reference signed using an e signature. Please note that you may not provide a character reference from your proposed training solicitor or other persons working in your training solicitor's office.
- **Photograph** – Please include one recent passport photograph signed on the back by you.
- **Code of Conduct form** - for Trainee Solicitors and Training Solicitors during the period of in – office training. Please include all 3 pages of this form signed by both you and your training solicitor.
- **Application fee** – There is an application fee of €925 to apply for the PPC. This can be paid by EFT. Our bank details are: **Account Name:** The Law Society of Ireland No: 4 A/C Current Account. **Bank branch:** Bank of Ireland, College Green, Dublin 2. **Account number:** 16304279 **Branch code:** 90-00-17 **BIC:** BOFIIIE2D **IBAN:** IE09 BOFI 9000 1716 3042 79
- **Disability Status Notification form- Form DN1** – This form is compulsory and must be submitted by **all trainees** to the Traineeship Section with their application for Consent to Enter into Indentures. This form can be found at the back of the booklet. **As the DN1 and DN2 forms contain sensitive personal information there is no requirement for these forms to be shared by trainees with their training firms and the DN1 can be submitted directly to the Traineeship section by email and the DN2 can be submitted directly to the Student Support Service Advisor.**
- **Disability Registration Form – Form DN2** – This form is an optional form for those trainees seeking to register a disability. The form must be **returned to Emma Cooper, Student Support Service Advisor** as per the form instructions. You can download the form here https://www.lawsociety.ie/globalassets/documents/education/ppc-hybrid/ppc-hybrid-app-pack/form-dn2---disability-registration-form_updated-23.06.2022.pdf .
- Once consent has been approved you may then apply for a place on the PPC Hybrid. (Places on the PPC Hybrid are limited and will be allocated on a first come, first served basis. In any event, the closing date for applications is Wednesday 2 October 2024 and again subject to the proviso that places are still available. Applications received after 2 October 2024 will incur a late application fee of €75.00).

Once your application has been processed we cannot refund the application fee. The application fee is not a deposit and the amount of the application fee should not be deducted from the amount of course fees.

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| <p>REMEMBER – THE CLOSING DATE FOR ALL PPC HYBRID APPLICATIONS IS 1PM ON WEDNESDAY 2 OCTOBER 2024.</p> |
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B. Applicants with a criminal conviction

The application pack states that:

"Any applicant with a criminal conviction is prohibited from joining the Law School until the following requirements have been satisfied:

- (a) Letter from applicant giving a brief description of the offence
- (b) Letter/Evidence from the Garda Station where the charge was given setting out details of the offence and any court case, penalties or fines resulting from the conviction
- (c) An application to the Education Committee of the Law Society

The Education Committee will then make a decision as to whether or not the applicant will be permitted to join the PPC Hybrid. We cannot advise on the outcome of the Committee as every case is considered individually.

Once the Education committee makes its decision we will advise the applicant in writing. If the decision is favourable we will then process the application for the PPC Hybrid."

The Education Department, specifically the Traineeship Section has been asked to advise potential applicants that the Society has the ability to grant a practising certificate, grant a practising certificate with conditions or refuse a practising certificate as provided for in Section 49 of the Solicitors Act 1954, as substituted by Section 61 of the Solicitors (Amendment) Act 1994, as amended by section 2 of Solicitors (Amendment) Act 2002. If a solicitor has been sentenced to a term of imprisonment or a criminal conviction, they must inform the Society with their practising certificate application and a determination will be made by the Regulation of Practice Committee whether to issue a practising certificate (PC) to that solicitor - a PC may be issued, a PC with conditions may be issued or the PC may be refused.

In other words trainee solicitors who have met all the requirements to be able to join the Roll of Solicitors are not guaranteed that they will be granted an unlimited practising certificate or a practising certificate at all.

C. What happens once I send in my application?

Once the Law Society receives your application it is then checked to ensure all the necessary documentation is included. Your application will be assessed on the basis that you have disclosed all relevant and material information which might affect the Society's decision to grant you formal consent to enter into Indentures of Apprenticeship. **If you intentionally or negligently withhold any information, the Society may have the right to subsequently withdraw consent.** You may be called for interview by the Society to go through any aspect of your application.

- If your application is complete an acknowledgement of receipt of your application and fee will be issued to you. Incomplete or incorrect applications will be returned to you at the address given by you on Form 1. This process takes 4 weeks.
- If your application is successful a letter giving Consent to enter into Indentures of Apprenticeship will then be sent to you and to your proposed training solicitor. Your Indentures of Apprenticeship deed will be included with the consent letter. This deed **must** be returned to the Law School within 6 months of the consent letter date, duly executed by yourself and the proposed training solicitor. If Consent is issued less than 6 months before the commencement date of PPC Hybrid the deed must be returned and registered before the start of the course **It is at this stage you are provisionally assigned a place on the PPC Hybrid course.**

This process takes 2 – 3 weeks.

Points to remember when completing your Indentures of Apprenticeship Deed:-

- **The date at the top of Form 3 should be the same as the date on Form 4A Part 2. These dates should be dated post consent letter date.**
- **On Form 4A if No.3 part 2 is not applicable to you, same should not be completed. This part can be crossed out.**
- **On Form 4B if No. 4 part 2 is not applicable to you, same should not be completed. This part can be crossed out.**
- **Anyone, except your training solicitor or a family member, can witness your Indenture deed.**

- We will acknowledge in writing receipt of your correctly executed Indenture deed. Your deed of Indentures will then be forwarded to the registrar of solicitors to be registered. If any part of your Indenture deed is incorrect or incomplete we will return the deed to you for amendments.

This process takes 6 – 8 weeks.

- Once we have received the registered deed back from the registrar we will return it to you. It is your responsibility to keep your deed in a safe place, as you may need to refer to it from time to time. **Once your deed has been registered and returned to you your place on the PPC Hybrid is confirmed.**
- Once your place is confirmed, you can expect to receive information on how to register at least one month before the commencement of the PPC Hybrid.

3. FEES AND FINANCIAL HELP

How much are the fees?

Fees are subject to change on an annual basis. The PPC Hybrid fee for 2024 is €11,350. The deadline for payment of the course fees is 15 November 2024. If your fees are paid late you will incur a late payment fee of €75.00

Law Society Bursary Scheme

The Law Society operates a limited bursary scheme for each course. Application forms will be available on commencement of the course. Anyone who considers that his or her own resources are inadequate to fund their study may apply for a bursary.

Law Society Access Programme

The Law Society Access Scholarship Programme aims to assist students from socio-economically disadvantaged backgrounds to gain access to professional legal education. Depending on applicants' individual circumstances the Scholarship can assist with:

- Waived FE-1 exam fees – up to a maximum of four full sittings within two years of joining the Programme.
- Access to core texts related to FE-1 exams through the Society's library.
- Waived Professional Practice Course fees.
- Maintenance funding

Application is by interview and by means of an application form. Applications are accepted at any time of the year however interviews take place twice per year in June and December. Priority for Access PPC funding is given to individuals who joined Access at FE1 stage and as Access funded places on the PPC are limited to 12 places per course a successful Access applicant applying to join the access programme at PPC stage for funding may have to wait until an Access funded place becomes available on a later PPC course in order to receive Access PPC funding. For further details please contact Access on Tel: 01672 4802 or email access@lawsociety.ie or visit the website www.lawsociety.ie – fees and funding section.

Tax relief on fees

The PPC Hybrid course is eligible for tax relief. The relief will apply at the standard rate of tax and can be claimed (through your local tax office). The maximum amount of fees that can be claimed under the above is €7,000 per annum.

When will I receive my timetable?

Every effort is made to ensure that the timetables are made available to you before the course commences although this cannot be guaranteed. As soon as the timetable is ready it will be posted on the Law Society website.

Are training solicitors under an obligation to pay course fees?

No. Your training solicitor is under no obligation to pay your course fees. However, the payment of fees can constitute a deductible expense for tax purposes and any training solicitor wishing to know more about this should contact their local tax office. The Law Society does not hold any information on this. The payment of course fees can lead to a reduction in the salary levels payable to the trainee under the National Minimum Wage Act, 2000

What salary am I entitled to?

A summary of the National Minimum Wage Act can be found at the back of this booklet. Please tear out and keep for your own records. If you have any queries regarding the National Minimum Wage Act (NMWA) please contact the Workplace Relations Commission's Information and Customer Service via Information and Customer Service, O'Brien Road, Carlow R93W7W2.

Tel No: (059) 9178990, Lo call 1890808090

Website: <https://www.workplacerelations.ie>

Examination results and attendance information:

Trainee Solicitors are working in a professional regulated environment under the supervision of their training solicitor. Training firms allow trainee solicitors the opportunity to work on important client related matters for which training solicitors are required to maintain professional indemnity insurance. On this basis, i.e. the adequate supervision of the trainee solicitor, the Law Society considers that it is of crucial importance that training solicitors / training firms are kept apprised of their trainee solicitor's progress on the Professional Practice Course and associated Advanced Electives. This is achieved by providing examination results for trainee solicitors to training firms / training solicitors together with trainee attendance information, particularly in circumstances when the trainee is not compliant with PPC Attendance & Conduct Policy.

4. THE TRAINING PROGRAMME

The in-office training period traditionally commences 14 days after completion of the final exam on the PPC and it is the core of the solicitor training programme. PPC Hybrid trainees have an advantage of being able to potentially engage in employment during PPC Hybrid. If that employment is with the training solicitor or any other practising solicitor then you may accrue partial credit of up to five-months for in-office training occurring during the PPC (This is in addition to any credit that might apply if you are entitled to credit for in-office training with your training solicitor or another practising solicitor immediately prior to starting PPC). During the course of the in-office training period trainees must have the opportunity to receive instruction and obtain experience in a variety of areas of law as well as in practice in skills such as drafting; letter writing; interviewing; legal research; negotiations and oral presentation. This experience and practice must be undertaken under the supervision and guidance of a training solicitor.

What areas of law will I cover during the in-office training period?

You are required to obtain experience in **three** distinct areas of law to include contentious and non-contentious matters.

The period of in-office training is considered to be a vital and essential component of the overall training programme. In-office visits are carried out as a way of ensuring that flexible, interactive and responsive in-office training programmes are in progress.

How long is the training contract?

The training period is two years. Up to four months of relevant work experience obtained in the year immediately preceding the start of the PPC can count towards the two year training period. This is known as credit.

The in-office training period is organised around the Professional Practice Courses. The training period formally commences 14 days after the last exam or the last day of the PPC Hybrid. If you did work in an office before the PPC Hybrid your indentures still formally commence on this date – credit works to take off time at the end; it doesn't change the formal start date.

How much credit can I apply for?

Pre PPC Hybrid Credit

A trainee may apply for credit (up to a maximum of four months) for work done Pre-PPC Hybrid in the office of a training solicitor or other practising solicitor within the jurisdiction of the State. It may also be claimed for work carried out in any part of the Courts Service where that work related to the provision of legal (including judicial) services within the State. In-office training Pre-PPC Hybrid is optional. The time for which, credit is sought must be completed in one block within the twelve months immediately preceding attendance on the PPC Hybrid. The minimum amount of credit time you can claim is one week.

Credit accruing during the PPC Hybrid

PPC Hybrid trainees will potentially be able to engage in employment during the PPC Hybrid. If that employment is with the training solicitor or any other practising solicitor within the jurisdiction of the State then you may accrue partial credit of up to five-months for in-office training occurring during the PPC. (This is in addition to any credit that might apply if you are entitled to credit for in-office training with your training solicitor or another practising solicitor or for work carried out in any part of the Courts Service related to the provision of legal (including judicial) services within the State immediately prior to starting PPC Hybrid).

When can I apply for credit?

You must have completed 13 months of your in-office training before you can apply for credit. (Credit Application forms are available from the Law Society website)

<https://www.lawsociety.ie/Trainees/In-office-Training/Credit-Applications/>

When will I qualify?

The expiry date of your training contract is not your qualification date. It simply means that the contract between you and your training solicitor is at an end. You qualify once:

- all statutory and regulatory requirements concerning your education and training have been met, and
- you have been accepted onto the Roll of Solicitors.

What is a secondment?

A secondment is an opportunity for you, during the course of your training, to work elsewhere other than at your training solicitor's office. With the prior consent of the Law Society and your training solicitor you may spend up to a maximum of six months of the in-office training period working in employment elsewhere. Under the Education and Training Regulations, trainees are allowed to engage in work (in Ireland or abroad) provided it "...would be advantageous to such a trainee in the furtherance of his/her education or training (or both) and his / her preparation for admission to the solicitor's profession".

Is a secondment compulsory?

A secondment is compulsory if your training solicitor cannot offer you experience in three distinct areas of law. Your training solicitor is required to declare this to the Law Society when seeking Consent to enter into Indentures. Please find on the next page the format of the letter that should be included with your application in relation to any in-office training that must be acquired outside of the office of your proposed training solicitor. Please amend with relevant details and include with your application if applicable.

Example Secondment Required Letter

Traineeship Section
Law Society of Ireland
Blackhall Place
Dublin 7
DX 79

Date:

Re: (Applicant Name) - Secondment of Indentures of Apprenticeship

Further to the above named applicants application to enter into Indentures of Apprenticeship we hereby confirm that **(Applicant Name)** will gain experience in the following areas of law during his/her 24 month in-office training programme with the **(Firm Name of Proposed Training Solicitor)**:

(Applicant Name) will be released from this office at a later date in his/her 24 month in-office training programme to be seconded for a period of **(number of months of proposed secondment)** (maximum secondment period is six months) in private practice to gain instruction and experience in the following areas of law:

Yours sincerely

(Proposed Training Solicitor Signature)

(Applicant Signature)

6. FORMS TO COMPLETE & RETURN WITH APPLICATION CHECKLIST

Please complete this checklist by ticking in the appropriate boxes and include it with all other documentation when submitting your application. Please refer to Section 2 for further information.

| Documents | Not Included | Applicable | Not Applicable | Evidence Of Exemption Included |
|--|--------------|------------|----------------|--------------------------------|
| 1. Form 1- Application for Consent | | | | |
| 2. Annexe to Form 1 | | | | |
| 3. Form 2A – Certificate of Proposed Training Solicitor OR Form 2B – Certificate of Training Officer | | | | |
| 4. Annexe to Form 2A OR Annexe to Form 2B | | | | |
| 5. Certified Copy of Birth Certificate | | | | |
| 6. Evidence of being recognised as a bona fide Law Clerk | | | | |
| 7. Evidence of having passed the Preliminary Exam (or evidence of exemption) | | | | |
| 8. Certified copy of University Degree or transcripts or letter from University | | | | |
| 9. Certificate of Education record | | | | |
| 10. Certificate of Employment record | | | | |
| 11. Two recent character references | | | | |
| 12. Recent passport size photo – signed at the back | | | | |
| 13. Code of Conduct Form | | | | |
| 14. DN1 Form – Compulsory please submit with this application | | | | |
| 15. Application fee of €925 cheque or postal order made payable to the Law Society of Ireland. This fee is not applicable to Access Students | | | | |
| Please tick box if you are an Access student The application fee is not applicable to Access Students | | | | |

Signed: _____

PPS No.: _____

Contact Tel. No.: _____

Next of Kin's Name & Contact Tel. No.: _____



Educational Record

Applicant Name: _____

Applicant Email Address: _____

The Educational Record is required as you are applying to the Law Society for consent to enter into Indentures of Apprenticeship. Attendance on the Professional Practice Course and your in-office training programme is conditional on educational qualifications. As part of your application for Consent to enter into Indentures of Apprenticeship you are required to provide a complete educational record of all educational qualifications that you have achieved to date starting with your primary school details. Final points received in your Leaving Certificate is sufficient for secondary school results. **Please remember to answer the questions below.**

| College/Institution | Date From | Date To | Results Achieved | Name of Degree i.e. LLB, BCL |
|----------------------------|------------------|----------------|-------------------------|-------------------------------------|
| | | | | |
| | | | | |
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| | | | | |

PLEASE ANSWER ALL QUESTIONS BELOW

Have you been granted exemption from any Final Examination subjects? YES / NO

If your answer to the question above was **YES** please provide evidence of having been declared exempt therefrom Are you a university graduate? YES / NO

Are you a non-university graduate? YES / NO If your answer to the question above was **YES** please provide evidence of having passed the Preliminary Examination

Are you a non-university graduate and exempt from sitting the Preliminary Examination? YES / NO If your answer to the question above was **YES** please provide evidence of having been declared exempt therefrom.

Are you a bona fide Law Clerk? YES / NO

If your answer to the question above was **YES** please provide evidence of having been recognised as such by the Education Committee of the Law Society.

Applicant's Signature _____ **Date:** ____/____/____

Please include this completed form and any requested documentation attached with your application for Consent to enter into Indentures of Apprenticeship. Applications for Consent to enter into Indentures of Apprenticeship with incomplete Educational Records will be returned



EMPLOYMENT RECORD

Applicant Name: _____

Applicant Email Address: _____

The Employment Record is required as you are applying to the Law Society for Consent to enter into Indentures of Apprenticeship. As part of your application for Consent to enter into Indentures of Apprenticeship you must provide a complete employment record of all positions of employment that you have held to date starting with the most recent. **Please remember to answer the questions below.**

| Organisation | Position Held | Date From | Date To |
|--------------|---------------|-----------|---------|
| | | | |
| | | | |
| | | | |
| | | | |

PLEASE ANSWER ALL QUESTIONS BELOW

**Is the office of your proposed training solicitor a state body or body corporate?
YES / NO**

If your answer to the question above was **YES** please provide an undertaking signed by you and your proposed training solicitor that you will be seconded to another solicitors practice during your 24 month in-office training programme to gain practical experience in areas of law if your training solicitor is not in a position to provide you with experience in three distinct areas of law. ***Please see section 4 regarding the requirements of your in-office training and proposed format of the secondment required letter.***

Will your training solicitor offer the range of experience as set out in the Indenture Deed?

Applicant's Signature

Date: _____

Please include this completed form and any requested documentation attached with your application for Consent to enter into Indentures of Apprenticeship. Applications for Consent to enter into Indentures of Apprenticeship with incomplete Employment Records will be returned



Certificate to accompany *Form 2A/2B - Certificate of proposed Training Solicitor*, if Training Solicitor has additional trainees.

| Name of additional trainees | Date of their Indentures of Apprenticeship | Commencement Date of in – office training |
|-----------------------------|--|---|
| | | |
| | | |
| | | |
| | | |

Name of Training Solicitor / Training Officer: _____

Signature of Training Solicitor / Training Officer: _____

Date: _____



**Code of Conduct for
Trainee Solicitors and Training Solicitors during
the Period of In-Office Training**

1. General

- (a) (i) A trainee solicitor is expected to undergo his or her education and training to be a practicing solicitor in a diligent and responsible manner.
- (ii) While in attendance at the Society's Law School, the trainee solicitor should apply himself or herself diligently and responsibly to attending the designated lectures and seminars and completing the designated independent work projects. While in the course of undergoing his or her in-office training, a trainee solicitor should act diligently and responsibly under the direction of his or her training solicitor or other designated solicitor(s) working within the training solicitor's office and conduct himself or herself in a manner consistent with the trust and confidence placed in him or her by the training solicitor. A trainee solicitor should never represent himself or herself as a qualified solicitor.
- (b) While the standards expected of a trainee solicitor are not as onerous as those expected of a qualified solicitor, the trainee solicitor should familiarise himself or herself with the contents of the current edition (2013) of *A Guide to Good Professional Conduct for Solicitors*, which are derived both from statutory and non-statutory sources. The Solicitors Acts 1954 to 2011 and the regulations made under these Acts are the legislative framework for the regulation of solicitors and trainee solicitors, with which the trainee solicitor should also be familiar; and the trainee solicitor should also be mindful of additional statutory duties, such as those necessitated and imposed by Data Protection legislation and Anti-Money Laundering legislation.

2. Specific Obligations and Values

- (a) (i) A trainee solicitor should at all times act in accordance with the terms of his or her indentures of apprenticeship.
- (ii) A trainee solicitor should at all times act so as to maintain the trust and confidence of his or her training solicitor.
- (iii) A trainee solicitor should at all times act in the best interests of his or her training solicitor's clients.
- (b) (i) A trainee solicitor should at all times act consistently with the core values of the solicitors' profession, which include-
- acting with honesty and integrity
 - upholding confidentiality
 - avoiding conflicts of interest

- (ii) A trainee solicitor should at all times act with honesty and integrity in his or her dealings with others.
- (iii) The duty of confidentiality required of a trainee solicitor in relation to the handling of client-related matters applies to all communications (written and oral) arising within the training solicitor's office relating to a particular client, including the fact of the existence of the solicitor/client relationship between the training solicitor's office and that client. Any matter relating to a client's business can only be disclosed with the consent of the training solicitor and the client or by order of a court or statutory body exercising its designated powers.
- (iv) Where the trainee solicitor perceives that a conflict of interest arises in a particular matter between the interests of the trainee solicitor and those of the training solicitor and/or those of a particular client of the training solicitor, the trainee solicitor should immediately inform the training solicitor of the nature of this perceived conflict and should abide by any appropriate and reasonable instruction of the training solicitor as to how to proceed.
- (v) Where a trainee solicitor has a concern or query in relation to any aspect of the foregoing provisions of this Code the trainee solicitor may communicate with the Society's Training Executive Officer.

3. Ensuring Proper Training

- (a) A trainee solicitor is entitled to a reasonable standard of training and should work together with his or her training solicitor to ensure a positive outcome in this regard.
- (b) Both a trainee solicitor and his or her training solicitor should together ensure that an up – to -date training record of work undertaken by the trainee solicitor is kept and that good working practices are learned and applied by the trainee solicitor.
- (c) A trainee solicitor should address with the training solicitor, as appropriate and reasonable, any concerns that the trainee solicitor may have as to the volume of work, whether too much or too little, he or she is asked to undertake or the level of guidance being received by the trainee solicitor in relation to such work.
- (d) Where a trainee solicitor perceives that he or she has made a mistake he or she should immediately inform the training solicitor. A mistake can and does occur and, if made, the trainee solicitor should so report it with honesty and integrity, irrespective of the potential consequences of doing so.
- (e) A trainee solicitor is expected to self-motivate and to consider what is needed for his or her own professional development. The trainee solicitor should, as far as practicable, keep up to date with legal developments relevant to the work he or she is asked to undertake.
- (f) A trainee solicitor should seek to develop his or her own social and interpersonal skills and to propose solutions to client-related problems for consideration and discussion within the training solicitor's office.

4. Obligations of the Training Solicitor

- (a) A training solicitor should be familiar with the rights and obligations of the trainee solicitor under the terms of the Indentures of Apprenticeship between them and of this Code of Conduct and should facilitate and ensure, as appropriate and reasonable, compliance with them.

- (b) A training solicitor should ensure that his or her trainee solicitor is duly instructed on ethical matters appropriate to the practice of law and the practice of the profession of a solicitor.

The undersigned **Trainee Solicitor**.....and
the undersigned **Training Solicitor / Training Officer**
each agree to facilitate and ensure compliance with the provisions of this Code of
Conduct during the period of in-office training of the trainee solicitor.

Dated this..... day of..... 2024/25.

Signature of Trainee Solicitor.....

Signature of Training Solicitor / Training Officer.....



Disability Status Notification Form – Form DN1

| | |
|---|--|
| Student Name: | |
| Student Number: | |
| Law School E-mail/ Personal E-mail: | |
| Current Address: | |
| Mobile Telephone Number / Land Line Telephone Number: | |
| Do you have a disability which would require additional learning and teaching supports and/or adapted exam arrangements? | Yes / No / I do not wish to say |

If you have answered yes to this question, please ensure you submit the additional form, Form DN2 to the Student Support Service at the time of applying for consent to enter into indentures (training contract) and at least six weeks prior to the commencement of Professional Practice Course Hybrid.

If you do not register your disability with the Student Support Service it will not be possible for the Law School to provide you with supports.

I confirm that the information contained in this form is true and accurate and I hereby consent to this information which is deemed sensitive under the European Union's General Data Protection Regulation (GDPR) being shared by the Law School Traineeship Section with the Student Support Service.

Signed: _____ Date: _____

Disability

This relates to any temporary or permanent illness, injury or condition. This does not rule out temporary illness or condition that may occur at any stage during the course of the PPC.

Data Privacy

The Law School encourages students with disabilities to disclose information on their disability / specific learning difficulty to the Student Support Service. Such disclosure is encouraged so that the Law School can work with the student to identify and facilitate any reasonable accommodations / supports that may be required by that student during their time in the Law School.

The data contained on this form will be held securely in accordance with the Data Protection Act (2018) and information provided to the Student Support Service is regarded as 'sensitive personal data'. The information may also be used for statistical and monitoring purposes without your identity being revealed. The Student Support Service will ensure that personal data will only be used to facilitate the required levels of Reasonable Accommodations and other supports.

THE “LIVING WAGE”

The Education Committee of the Law Society of Ireland, whilst recognising that it exceeds the minimum statutory wage under the National Minimum Wage Act 2000 (“NMWA 2000”, see below), recommends that a training solicitor gives consideration to paying his or her trainee solicitor the higher non-statutory “living wage” published from time to time by the Vincentian Partnership, as found and defined on its website (www.livingwage.ie).¹

The current “living wage” hourly rate is €14.80 per hour and therefore, based on the recommended 36 hour work week, represents a weekly salary of €532.80.

STATUTORY MINIMUM WAGE / SALARY

A training solicitor is obliged to pay his/her trainee solicitor a minimum salary under the terms of the NMWA 2000. From 1 January 2024, the statutory national minimum wage for an experienced adult employee is €12.70 per hour (the “Statutory Wage”). An experienced adult employee, for the purposes of the NMWA 2000 is an employee who has had employment of any kind in any two years over the age of 18.

(i) Pre-Professional Practice Course (PPC)

A trainee solicitor who works in his/her training solicitor’s office prior to starting the PPC must be paid a salary of at least the Statutory Wage. This is €457.20 per week based on the Education Committee’s recommendation of a 36-hour work week. Four months can be credited against the duration of the two-year training period for a trainee who works in the training solicitor’s (or another practicing solicitor’s) office before commencing on the PPC.

(ii) During the fulltime PPC course

Where a trainee solicitor is attending the fulltime PPC **having worked for their training firm immediately prior to commencing the course** with the intention of returning to that firm on completion of the course to complete his or her twenty-four month in-office training period, the Law Society is of the view that there is a requirement under the National Minimum Wage Act, 2000 that the trainee solicitor is paid at least the National Minimum Wage hourly rate for the duration of the course based on a thirty hour week (during the course). This is on the basis that the PPC is a work related course taking place during the trainee’s normal working hours.”

(iii) During the two year in-office training period

A trainee solicitor must be paid a salary of at least the Statutory Wage during his/her two year in-office training period. This is €457.20 per week based on the Education Committee’s recommendation of a 36-hour work week. This is €1,981 per month or €23,775 per annum. Hours worked in excess of 36 hours per week must also be paid at least the Statutory Wage.

¹ Proposed by the Education Committee (6th December 2018)

(iv) Enforcement

A trainee solicitor, who is not satisfied that he/she is being paid the Statutory Wage is entitled to make a complaint² to the Workplace Relations Commission.

The NWMA 2000 provides for the imposition of criminal sanctions on an employer who is found to have failed to pay an employee the Statutory Wage.

For further information on the statutory national minimum wage see the [detailed guide to the National Minimum Wage Act 2000 \(pdf\)](#) or contact the Workplace Relations Commission - Customer Services.

Workplace Relations Commission - Customer Services, Department of Jobs, Enterprise and Innovation, O'Brien Road, Carlow. Opening Hours: Mon. to Fri. 9.30am to 5pm
Tel: (059) 917 8990. Locall: 1890 80 80 90.
Homepage: <http://www.workplacerelements.ie/>

Useful contact

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|---|
| Workplace Relations Commission, O'Brien Road, Carlow. R93 W7W2 Ph: (059) 91 78990 Lo-Call 1890 80 80 90 Fax: (059) 91 78909 |
|---|

² Where a complaint is contemplated, reference should be made to the detailed provisions of the NMWA 2000 (as amended by the Financial Emergency Measures in the Public Interest Act 2010) and relevant statutory regulations.