



PROFESSIONAL PRACTICE COURSE (PPC) APPLICATION PACK

Please select ONE	
PPC Fused (Full-time) <i>Deadline for applications – Friday, 23 May</i>	
PPC Hybrid (Part-time) <i>Deadline for applications – Friday, 3 October</i>	

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Completing the PPC Application Pack

Thank you for your interest in the Professional Practice Course (PPC) here at the Law Society of Ireland.

Applicants should ensure to complete and return all forms contained within this PPC Application Pack.¹

Completed application packs should be returned, along with supporting documentation (see checklist) to the Traineeship Section by email and by post:

Email: TraineeSection@LawSociety.ie

Address Traineeship Section
 Law School
 Law Society of Ireland
 Blackhall Place
 Dublin
 D07 VY24
 DX: 79 Dublin

Guidance notes on how to complete the application pack along with some important information can be found at the back of this pack.

¹ The Disability Status Notification Form 1 (DN1) is an [online form](#) that all applicants are required to complete. Applicants are required to submit the confirmation email (receipt) confirming completion of the DN1 as part of their application for the PPC.

Checklist

Please complete this checklist by ticking in the appropriate boxed and include it with all other documentations when submitting your application.

<u>ALL</u> Applicants	
Document	Included
Application Form	☐
Form 1	☐
Annexe to Form 1	☐
Form 2A	☐
Annexe to Form 2A	☐
Code of Conduct Form	☐
Education Record	☐
Employment Record	☐
Confirmation Email (receipt) of having completed the Disability Notification Form 1 (DN1)	☐
Certified copy of Birth Certificate	☐
<u>Two</u> character references	☐
Application fee of €970 (paid by EFT to the law Society of Ireland).	☐
For University/ College Graduates	
<u>One</u> of the following – • Certified copy of Degree Certificate • Certified copy of Degree Transcripts • Certified copy of letter from university • Not applicable (NA)	☐

For Non-Graduates	
<u>One</u> of the following – a) For applicants who successful sat the Preliminary Examination • Preliminary Examination Results Letter b) For applicants who were granted an exemption from the Preliminary Examination • Grant of Exemption c) Not applicable (NA)	☐

Application Form

PERSONAL INFORMATION	
First Name	
Surname	
PPS Number	
Date of Birth	
Address	
Contact Number	
Email Address	
FE-1 Candidate Number	
Are you an Access student	Yes ☐ No ☐

TRAINING SOLICITOR/ TRAINING OFFICER	
Name of Training Solicitor/ Officer	
Firm of Training Solicitor/ Officer	
Contact Number	
Email Address	

EMERGENCY CONTACT INFORMATION	
Name	
Contact Number	

Law Society of Ireland

[FORM 1]

**APPLICATION FOR CONSENT TO ENTER INTO INDENTURES OF APPRENTICESHIP
("training contract")***

I,.....
of

in the City/County of ("proposed trainee solicitor") **HEREBY APPLY** to the
Law Society of Ireland ("the Society") for consent to enter into indentures of apprenticeship("training contract")
with.....,Solicitor,
of.....in the
City/County of.....(the "proposed training solicitor") –

**for a term of service under indentures of apprenticeship("period of in-office training") as a trainee solicitor on a continuous and full-time basis of two years to commence on a date that will be fourteen days after the date on which the later of the following occurs, namely, I duly completing the Society's Professional Practice Course (or, if applicable, the Society's Professional Practice Course Hybrid) and I sitting the last of the individual examinations comprising the Society's Final Examination-Second Part (or, if applicable, the Society's adapted Final Examination-Second Part) as I am required to sit.

or

**for a term of service under indentures of apprenticeship("period of in-office training") as a trainee solicitor on a continuous and full-time basis of.....months, to commence on a date to be agreed , in particular circumstances, by the Society's Education Committee, having regard to the fact that I have as a trainee solicitor already completed..... months of my period of in-office training under a previous training contract with my former training solicitor,.....Solicitor,of.....
.....in the City/County..... and also having regard to any other particular circumstances of the case.

or

**for a term of service under indentures of apprenticeship ("period of in-office training") as a trainee solicitor on a continuous and full-time basis of.....months, as agreed to by the

***See Notes set out in the document headed "Annexe to Form 1", which Notes (prior to the completion of this Form) should be read by the proposed trainee solicitor and duly certified by him/her as having been so read.**

****Delete if not applicable.**

Society's Education Committee on foot of an application by me in particular circumstances , such term of service to commence on a date to be agreed by such Committee.

1. I was born on theday of..... 19..../20....
[Evidence attached]

2. I passed the Society's Preliminary Examination in.....20.....
[Evidence attached]

or

****I am exempted from sitting the Society's Preliminary Examination by reason of holding a recognised degree.**

[Evidence attached]

or

****I am exempted from sitting the Society's Preliminary Examination by reason of holding a degree (not being an honorary degree) or other qualification which, in the opinion of the Society's Education Committee in the particular case, is equivalent to a recognised degree.**

[Evidence attached]

or

**** I am exempted from sitting the Society's Preliminary Examination by reason of holding the degree of barrister at law from the Honourable Society of King's Inns, Dublin , or other professional qualification which, in the opinion of the Society's education committee in the particular case, is equivalent thereto.**

or

****I am exempted from sitting the Society's Preliminary Examination by reason of being a law clerk within the meaning of section 26 (as substituted by section 42 of the Solicitors (Amendment) Act 1994) of the Solicitors Act 1954 and I have attained a standard of education and experience as, in the opinion of the Society's Education Committee in the particular case, is equivalent to the Society's Preliminary Examination.**

[Evidence attached]

or

**** I am exempted from sitting the Society's Preliminary Examination by reason of being a person from a designated country who, pursuant to an application made under Regulation 3 of The Solicitors Acts 1954 to 2002 (Apprenticeship and Education) (Recognition of Qualifications) Regulations 2004, has been granted an exemption therefrom by the Society's Education Committee.**

[Evidence attached]

3. I passed the Society's Final Examination - First Part in20

4. My previous education record is as set out in the attached certificate signed by me.

****Delete if not applicable.**

[Certificate of proposed trainee solicitor attached should outline, as applicable, his/her previous education record, and public examination(s) passed and degree(s)/diploma(s) attained.]

5. My previous employment record is as set out in the attached certificate signed by me.
[Certificate of proposed trainee solicitor attached should outline, as applicable, his/her employment record, including the name/address of each employer, the proposed trainee solicitor's position in each employment and the period of each such employment.]

6. I submit character references from:

(i) Name:

Occupation:

Address:

and

(ii) Name:

Occupation:

Address:

[At least two character references should be submitted with this application (in addition to the character reference included in paragraph 5 of the related Form 2A (certificate of proposed training solicitor) or the related Form 2A (certificate of training officer)) but, in particular circumstances, the Society's Education Committee may request one or more additional character references.]

7. I have not been convicted of any criminal offence, nor has the Probation of Offenders Act 1907 (or any statutory equivalent thereof) been applied to any criminal summons or charge against me, nor is there any criminal summons or charge pending against me (other than as detailed and attached hereto).
[Delete words in brackets if not applicable.]

8. I hereby authorise the Society to make such enquiries as it deems it proper to make in exercise of its statutory authority pursuant to section 27 (as substituted by section 43 of the Solicitors (Amendment) Act 1994) of the Solicitors Act 1954.

Dated this day of 20.....

Signature of proposed trainee solicitor

Law Society of Ireland

Annexe to Form 1

[Application for Consent to Enter into Indentures of Apprenticeship ("training contract")]

NOTES

[N.B. The words and phrases "apprentice", "indentures of apprenticeship" and "service under indentures of apprenticeship" reflect the statutory language of, in particular, Part IV ("Qualifying for Admission as Solicitor") of the Solicitors Act 1954 (as amended substantially by Part V of the Solicitors (Amendment) Act 1994). However, since the coming into operation of The Solicitors Acts 1954 to 1994 (Apprenticeship and Education) Regulations 2001 ("the 2001 Regulations") on 1 January 2002, the more modern equivalent words and phrases "trainee solicitor", "training solicitor", "training contract" and "period of in-office training" have been used in the alternative. In these Notes, the Solicitors Act 1954 is referred to as "the 1954 Act" and the Solicitors (Amendment) Act 1994 is referred to as "the 1994 Act". It should also be noted that The Solicitors Acts 1954 to 2011 (Apprenticeship and Education) (Amendment) Regulations 2019 (S.I. No. 503 of 2019, in operation from 1 January 2020) ("the 2019 amending Regulations") contain substantive changes to the 2001 Regulations. Throughout, the Law Society of Ireland is referred to as the "Society".]

General

- A. (a) Form 1 is to be submitted to the Society concurrently with Form 2A (certificate of proposed training solicitor) or Form 2B (Certificate of Training Office).
- (b) Before completing Form 1, a proposed trainee solicitor should certify that he/she has read these Notes as set out in this document headed "**Annexe to Form 1**".
- (c) As Form 1 and Form 2A or Form 2B are to be concurrently submitted to the Society, the proposed trainee solicitor should also advisedly make himself/herself familiar with the Notes set out in the document headed "**Annexe to Form 2A**" and/or the document headed "**Annexe to Form 2B**".
- B. Form 1 is to be used in respect of an application to the Society by-
- (i) a person seeking to enter into a training contract with a practising solicitor, where the person has not previously entered into a training contract; or
 - (ii) a person who had previously entered into a training contract with another training solicitor, where it is now being proposed the training contract should be assigned amicably to, or be replaced by a new training contract with, another practising solicitor whether before any period of in-office training had actually commenced or where the two year period of in-office training had in fact commenced but has not yet been completed; or
 - (iii) a person who had previously entered into a training contract with a training solicitor under which the actual period of in-office training had commenced but has not yet been completed and where it is now being proposed that the previous training contract should be terminated other than by way of amicable assignment and be replaced by a new training contract with another practising solicitor in respect of the unexpired term of the period of in-office training.
- C. (a) The normal term of the period of in-office training is two years continuous and full-time but may, with the prior consent of the Society's Education Committee in particular circumstances, be for a period less than two years.
- (b) The normal period of in-office training commences on the "commencement date" or on the "adapted commencement date" or otherwise, in particular circumstances, on a date agreed by the Society's Education Committee.
- (c) The "commencement date" means the date that will be fourteen days after the date on which the later of the following occurs, namely, the trainee solicitor concerned duly completing the Society's

Professional Practice Course and sitting the last of the individual examinations comprising the Society's Final Examination- Second Part as the trainee solicitor concerned is required to sit.

(d) The "adapted commencement date" means the date that will be fourteen days (or such longer period as the Society's Education Committee, following application by such trainee solicitor in particular circumstances, may duly decide) after the date on which the later of the following occurs, namely, the trainee concerned duly completing the Society's Professional Practice Course Hybrid and sitting the last of the individual examinations comprising the Society's adapted Final Examinations-Second Part as the trainee solicitor concerned is required to sit.

(e) The regulatory definitions of "*commencement date*" and "*adapted commencement date*", as well as "*Professional Practice Course*" and "*Professional Practice Course Hybrid*" are, respectively, set out in the 2001 Regulations (as amended by the 2019 amending Regulations).

(f) Section 32(as substituted by section 45 of the 1994 Act) of the 1954 Act provides that where, before the expiration of the period of in-office training-

- (i) the training solicitor concerned dies or ceases to practise as a solicitor, or
- (ii) the training contract is cancelled by mutual consent, or
- (iii) the training contract is discharged by virtue of an order of the Society's Education Committee or any court or otherwise,

-the trainee solicitor may, with the consent of the Society's Education Committee, be bound either by an assignment of the previous training contract to, or by a new training contract with, another practising solicitor in respect of the unexpired term of the period in-office training.

Relating to specific Paragraphs in Form 1

Paragraph 1: The proposed trainee solicitor should have attained the age of 21 years, as provided in section 24 (as substituted by section 40 of the 1994 Act) of the 1954 Act.

Paragraph 2: (A) Pursuant to Regulation 5 (a) of the 2001 Regulations, the sitting and passing of the Society's Preliminary Examination is a requirement, unless the proposed trainee solicitor is exempted therefrom by reason of:-

- (i) holding a recognised degree; or
- (ii) holding a degree (not being an honorary degree) or other qualification which, in the opinion of the Society's Education Committee in the particular case, is equivalent to a recognised degree; or
- (iii) holding the degree of barrister at law from the Honourable Society of the King's Inns, Dublin, or other professional qualification which, in the opinion of the Society's Education Committee in the particular case, is equivalent thereto; or
- (iv) having satisfied the Society's Education Committee that the applicant is a law clerk within the meaning of section 26 (as substituted by section 42 of the 1994 Act) of the 1954 Act and, in the opinion of the Society's Education Committee in the particular case, is a person who has attained a standard of education and experience which is equivalent thereto; or
- (v) being a person from a designated country who, pursuant to an application made under Regulation 3 of The Solicitors Acts 1954 to 2002 (Apprenticeship and Education) (Recognition of Qualifications) Regulations 2004, is granted an exemption therefrom by the Society's Education Committee.

(B) A "recognised degree" means a degree from any of the universities of Ireland, England, Scotland or Wales or a degree conferred or recognised by the National Council for Educational Awards under section 3 of the National Council for Educational Awards Act 1979 or recognised by any such other body as may be established by law in the State to assume the functions of the National Council for Educational Awards.

Paragraph 3: Pursuant to Regulation 5 (b) of the 2001 Regulations, the proposed trainee solicitor is required to have passed the Final Examination-First Part (FE1).

Paragraphs 4to8: Pursuant to section 27 (as substituted by section 43 of the 1994 Act) of the 1954 Act, a proposed trainee solicitor should provide evidence of his or her “*previous education and employment record and of his [or her] character*”. To that end, in submitting his/her Form 1 to the Society, the proposed trainee solicitor should-

- (i) attach a certificate by the proposed trainee solicitor outlining, as applicable, his/her previous education record, and public examination(s) passed and degree(s)/diploma(s) attained; and
- (ii) attach a certificate by the proposed trainee solicitor outlining, as applicable, his/her employment record, including the name and address of each employer, the proposed trainee solicitor’s position in each employment and the period of each such employment; and
- (iii) submit at least two character references (in addition to the character reference included in paragraph 5 of Form 2A (certificate of the proposed training solicitor) or paragraph 6 of Form 2B (certificate of training officer), concurrently submitted with Form 1), but, in particular circumstances, the Society’s Education Committee may request one or more additional references; and
- (iv) as contained in Paragraph 7 of Form 1, make a statement that (other than as may be detailed and attached) he/she has not been convicted of any criminal offence, nor has the Probation of Offenders Act 1907 (or any statutory equivalent thereof) been applied to any criminal summons or charge pending against him/her; and
- (v) as contained in Paragraph 8 of Form 1, give an authorisation to the Society to make such enquiries as it deems it proper to make in exercise of its statutory authority pursuant to section 27 (as substituted by section 43 of the 1994 Act) of the 1954 Act.

I.....[Full name of proposed trainee solicitor in capital letters]
HEREBY CERTIFY to the Society that I have read these **Notes** prior to completing Form 1.

Signed.....
Signature of proposed trainee solicitor

Date.....20.....

[For office use of the Society only - allocated trainee number.....]

LAW SOCIETY OF IRELAND

[FORM 2A]

CERTIFICATE OF PROPOSED TRAINING SOLICITOR*

I

of

in the City/County of, Solicitor ("proposed training solicitor")

HEREBY CERTIFY to the Law Society of Ireland (hereinafter referred to as the "Society") as follows:

1. I am a practising solicitor within the meaning of section 29 (as substituted by section 44 of the Solicitors (Amendment) Act 1994) of the Solicitors Act 1954.
2. I hold a current practising certificate.
3. I have, as of the date of this Certificate-

***no trainee solicitor bound to me under indentures of apprenticeship ("training contract"), or assignment thereof, either where the term of service of the period of in-office training thereunder has already commenced or where the term thereof is due to commence at a future time.

or

**.....other trainee solicitor(s) as set out in the attached certificate signed by me.
[The attached certificate of the proposed training solicitor should give name(s), date(s) of training contract(s), or assignment(s) thereof, and actual commencement date(s) where applicable, or approximate commencement date(s) where in the future, as applies in each instance.]

4. I have read the application for consent to enter into a training contract (with attachments thereto) of (hereinafter referred to as "the proposed trainee solicitor") and I believe the statements therein are correct.

***See Notes set out in the document headed "Annexe to Form 2A", which Notes (prior to completion of this Form) should be read by the proposed training solicitor and duly certified by him/her as having been so read.**

****Delete if not applicable.**

5. From the enquiries that I have made or caused to be made, I am satisfied that the proposed trainee solicitor is a fit and proper person to be so bound to me under a training contract and to be admitted as a solicitor.
6. I am prepared, subject to the consent of the Society, to have the proposed trainee solicitor bound to me under a training contract to commence-

****on the date that will be fourteen days after the date on which the later of the following occurs, namely, the proposed trainee solicitor duly completing the Society's Professional Practice Course (or, if applicable, the Society's Professional Practice Course Hybrid) and he/she sitting the last of the individual examinations comprising the Society's Final Examination-Second Part (or, if applicable, the Society's adapted Final Examination-Second Part) as he/she is required to sit.**

or

****on a date to be agreed by the Society's Education Committee (whether such training contract relationship between us is to be brought about by way of an assignment to me of an earlier training contract made between the proposed trainee solicitor and another practising solicitor or by way of a new training contract directly between us), such date to be duly notified to me prior to the execution by me of an assignment to me of an earlier training contract** / of a new training contract directly between us**.**

Dated this..... day of20.....

Signature of proposed training solicitor

****Delete if not applicable.**

Law Society of Ireland

Annexe to Form 2A [Certificate of Proposed Training Solicitor]

NOTES

[N.B. The words and phrases “apprentice”, “indentures of apprenticeship” and “service under indentures of apprenticeship” reflect the statutory language of, in particular, Part IV (“Qualifying for Admission as Solicitor”) of the Solicitors Act 1954 (as amended substantially by Part V of the Solicitors (Amendment) Act 1994). However, since the coming into operation of The Solicitors Acts 1954 to 1994 (Apprenticeship and Education) Regulations 2001 (“the 2001 Regulations”) on 1 January 2002, the more modern equivalent words and phrases “trainee solicitor”, “training solicitor”, “training contract” and “period of in-office training” have been used in the alternative. In these Notes, the Solicitors Act 1954 is referred to as “the 1954 Act” and the Solicitors (Amendment) Act 1994 is referred to as “the 1994 Act”. It should also be noted that The Solicitors Acts 1954 to 2011 (Apprenticeship and Education) (Amendment) Regulations 2019 (S.I. No. 503 of 2019, in operation from 1 January 2020) (“the 2019 amending Regulations”) contain substantive changes to the 2001 Regulations. Throughout, the Law Society of Ireland is referred to as the “Society”.]

General

- (a) Form 2A is to be submitted to the Society concurrently with Form 1 (application for consent to enter into a training contract).
- (b) Before completing Form 2A, the proposed training solicitor concerned should certify that he/she has read these Notes as set out in this document headed “**Annexe to Form 2A**”.
- (c) As Form 2A and Form 1 are to be concurrently submitted to the Society, the proposed training solicitor should also advisably make himself/herself familiar with the Notes in the document headed “**Annexe to Form 1**”.

Relating to specific Paragraphs in Form 2A

- Paragraphs 1&2 (1)** Section 29 (as substituted by section 44 of the 1994 Act and as further amended by section 33 of the Civil Law (Miscellaneous Provisions) Act 2008) of the 1954 Act provides that a “*practising solicitor*” means a solicitor who is engaged full-time in the provision of legal services as -
- (a) a sole practitioner holding a practising certificate for the current practice year; or
 - (b) a partner in a firm of solicitors holding a practising certificate for the current practice year; or
 - (c) a solicitor in the whole time employment of a body corporate holding a practising certificate for the current practice year; or
 - (d) a solicitor in the full-time service of the State who is remunerated wholly out of monies provided by the Oireachtas.
- (2) Such a practising solicitor may propose to enter into a training contract with a proposed trainee solicitor only where he/she has at some time been in continuous practice as a solicitor for a period of at least four years, or otherwise has the consent of the Society’s Education Committee to do so.
 - (3) Such a practising solicitor should, at the same time as he/she is proposing to enter into a training contract with a proposed trainee solicitor, have a present intention (in order to avoid possible mutual inconvenience) to continue to obtain a practising certificate for subsequent practice years up to the anticipated end of the period of in-office training of the proposed trainee solicitor concerned.
 - (4) Section 29 (as so substituted and amended) of the 1954 Act further provides that where a training solicitor “*ceases to practise or to be a solicitor qualified to practise or becomes employed as an assistant or clerk by another solicitor*”, the training

solicitor should not, without the consent of the Society's Education Committee, retain his/her trainee solicitor(s) for longer than 6 months thereafter.

- Paragraph 3:**
- (1) A practising solicitor is entitled pursuant to section 36 (as substituted by section 47 of the 1994 Act) of the 1954 Act to concurrently have a training contract with up to two trainee solicitors.
 - (2) Section 36 (as so substituted) further provides that a practising solicitor may, with the consent of the Society's Education Committee, have an additional trainee solicitor for every two assistant solicitors in his/her employment or in the employment of his/her firm at the date of the registration with the Society of each applicable training contract.
 - (3) Where, at the time of his/her submission to the Society of Form 2A, the proposed training solicitor has a training contract relationship with one or more other trainee solicitors either actually engaged in a period of in-office training or who will commence to do so at a future time, details of same should be outlined in an attached certificate by the proposed training solicitor.

Paragraph 4: The proposed training solicitor should confirm that he/she has read Form 1 (with attachments thereto) completed by the proposed trainee solicitor and should express his/her belief in the correctness of the statements made therein by the proposed trainee solicitor.

Paragraph 5: The proposed training solicitor should confirm that, from enquiries that he/she has made or caused to be made, he/she is satisfied that the proposed trainee solicitor is a fit and proper person to be admitted as a solicitor. Such a confirmation reflects one of the statutory requirements for admission as a solicitor to be complied with by the proposed trainee solicitor as set out in section 24 (as substituted by section 40 of the 1994 Act) of the 1954 Act which provides that a person shall not be admitted as a solicitor "*unless -... (e) he [or she] has satisfied the Society that he [or she] is a fit and proper person to be admitted as a solicitor*".

- Paragraph 6:**
- (1) The proposed training solicitor should confirm his/her preparedness to enter into a training contract with the proposed trainee solicitor, subject to the consent of the Society, the period of in-office training to commence either on the "commencement date" or on the "adapted commencement date", as defined below, or otherwise, in particular circumstances, on another date agreed to by the Society's Education Committee.
 - (2) In the normal way, the training contract will provide that the period of in-office training is two years commencing on the commencement date or on the adapted commencement date.
 - (3) However, section 32 (as substituted by section 45 of the 1994 Act) of the 1954 Act provides that where, before the expiration of the period of in-office training-
 - (i) the training solicitor concerned dies or ceases to practise as a solicitor, or
 - (ii) the training contract is cancelled by mutual consent, or
 - (iii) the training contract is discharged by virtue of an order of the Society's Education Committee or of any court or otherwise,

-the trainee solicitor may, with the consent of the Society's Education Committee, be bound by an assignment of the training contract to, or by a new training contract with, another practising solicitor for the residue of the period of in-office training not yet served by the proposed trainee solicitor.

- (4) Where one of the circumstances set out in section 32 (as so substituted) of the 1954 Act arises before the trainee solicitor actually enters upon his/her period of in-office training, the period of two years shall remain to be served whether following the assignment of an earlier training contract to, or under a new training contract with, another practising solicitor.

- (5) The “commencement date” (referred to in (1), above) means the date that will be fourteen days after the date on which the later of the following occurs, namely, the trainee solicitor concerned duly completing the Society’s Professional Practice Course and sitting the last of the individual examinations comprising the Final Examination – Second Part as the trainee solicitor concerned is required to sit.
- (6) The “adapted commencement date” (referred to in (1), above) means the date that will be fourteen days (or such longer period as the Society’s Education Committee, following application by the trainee solicitor concerned in particular circumstances, may duly decide) after the date on which the later of the following occurs, namely, the trainee solicitor concerned duly completing the Professional Practice Course Hybrid and sitting the last of the individual examinations comprising the Society’s adapted Final Examination- Second Part as the trainee solicitor concerned is required to sit.

I,..... *[Full name of proposed training solicitor in capital letters]*
HEREBY CERTIFY to the Society that I have read these Notes prior to completing Form 2A.

Signed
Signature of proposed training solicitor

Date.....20.....

[For office use of the Society only - allocated trainee number.....]



Certificate to accompany *Form 2A – 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 with in 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.....

Educational Record

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 (PPC) 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.

College/Institution	Date from (MM/YYYY)	Date to (MM/YYY)	Results Achieved	Name of Degree i.e. LL.B., BCL

Please answer all questions below

1. Have you been granted exemption from any Final Examination – Part 1 (FE-1) Subjects? **YES** ☐ **NO** ☐

If your answer to the question above was YES please provide evidence of having been declared exempt therefrom.

2. Are you a university/college graduate? **YES** ☐ **NO** ☐

3. Are you a non-university/college graduate? **YES** ☐ **NO** ☐

If your answer to the question above was YES please provide evidence of having passed the Preliminary Examination

4. Are you a non-university/college 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.

5. Are you a bona fide Law Clerk/ Legal Executive? **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:

Employment Record

The Employment Record is required as you are applying to the Law Society for consent to enter into Indentures of Apprenticeship. The Professional Practice Course (PPC) and your in-office training programme are full time. 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.

Organisation	Position Held	Date from (MM/YYYY)	Date to (MM/YYYY)

Please answer all questions below

1. If 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 that are not provided for within the office of your proposed training solicitor.

Please see section 4 regarding the requirements of your in-office training and proposed format of the secondment required letter.

2. Will your training solicitor offer the range of experience as set out in the Indenture Dees? **YES** ☐ **NO** ☐

Applicant's Signature:

Date:

Guidance Notes

Form 1

This form should be signed and dated by the applicant.

Please remember to include your date of birth, Final Examination – Part 1 (FE-1) pass date and reference information.

Annexe to Form 1

This form should be signed and dated by the applicant.

Form 2A

This form should be signed and dated by your proposed Training Solicitor.

Annexe to Form 2A

This form should be signed and dated by your proposed Training Solicitor.

Certificate to accompany Form 2A

If the proposed Training Solicitor already has a trainee(s) solicitor they must complete this form to confirm the details of the other trainees.

Code of Conduct Form

This form should be signed and dated by the applicant and the Training Solicitor.

Disability Status Notification Form 1 (DN1)

Completion of this form is an essential requirement. It is an [online form](#). On completion you will receive an email confirming such completion. You must submit this confirmation email with your application.

Education Record

The applicant should include details of all schools and colleges attended since Primary School.

The applicant should include the results from –

- their Leaving Certificate (total points received is sufficient)
- their university/college degree

Employment Record

This form should be completed by the applicant with positions of employment listed, starting with the most recent first.

Certified copy of Birth Certificate

The applicant is required to submit a **certified copy** of their original (long form) birth certificate.

The submitted copy is not returned to the applicant.

Certified copy of Degree Certificate/ Degree Transcripts/ University Letter

The applicant is required to submit a **certified copy** of one of the following –

- their Degree Certificate

- their Degree Transcript
- a letter from their University confirming the completion of

Preliminary Examination Results Letter

If the applicant has sat the Preliminary Examination a copy of their Results Letter should be included in the application.

Preliminary Examination Grant of Exemption

If the applicant has been granted an exemption from the Preliminary Examination a copy of their Grant of Exemption should be included in the application.

Character References

The applicant is required to submit two character references as part of the application. These references should be –

- no more than 12 months old
- come from someone who is known to the applicant and is of some standing

The referee in providing the reference should –

- confirm their occupation or position of responsibility
- confirm how the applicant is known to them and for how long
- confirm that the applicant is of good character and suitable to become a trainee solicitor

Please note that your referee may not be a relative; your Training Solicitor/Training Officer; or someone from your Training Firm.

Application Fee

There is an application fee of €970 to apply for the PPC. This can be paid by EFT using your Virtual IBAN (VBAN) and the Law Society's BIC.

Each firm and each student has been assigned a unique VBAN for making Education related payments.

You can find your VBAN on your Law Society dashboard under 'Your EFT Payment Details'.

Please note: For PPC course payments you need to use the VBAN and BIC assigned for **Education EFT payments**. (This is the second option in 'Your EFT Payment Details').

The application fee is not a deposit, and the amount of the application fee should **not** be deducted from the PPC course fee amount.

Once an application has been processed, a refund of the application fee cannot be made.

Late applications incur a late application fee of €75.

Important information

How your application is processed.

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 Law Society's decision to grant you form consent to enter into a Training Contract. **If you intentionally or negligently withhold any information, the Law Society may have the right to subsequently withdraw consent.**

You may be called for interview by the Law Society to go through any aspect of your application.

How to certify documents

Where a certified copy is required as part of your application, they should be certified by one of the following:

- a practising lawyer in an EU country;
- an Embassy or Consulate;
- a Commissioner for Oaths;
- a Notary Public

The certificate must state that the documents are true copies of the original documents and that the original documents have been produced to the person so certifying. The identity and signature of the certifying person must be legible.

If any of your documents are not in English or Latin, an official translation must be provided. The translated documents should also be certified.

Applicants with a criminal conviction

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

- Letter from applicant giving a brief description of the offence
- 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
- 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. 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.

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.

Useful Links

[Training Solicitor Eligibility](#)

[Secondments](#)

[Employment Rights](#)