



Our Ref: DP/NS/EL1A

March 2022

Dear Sir/Madam

### **Re: Application for Solicitor Training (Apprenticeship)**

You have applied to be admitted to the Institute of Professional Legal Studies and you have included the solicitor training course as one of your options.

All applicants to the Institute who have received either an offer of a place (conditional or otherwise) or who are on the waiting list, following the first-round results letter from the Institute, will receive registration papers from the Society. Your registration papers are enclosed with this letter.

Training as a solicitor (apprenticeship) involves formal instruction in legal subjects and relevant skills at the Institute and in-office training in the actual work and practice of a solicitor.

The apprenticeship is regulated by the Society and as such applicants must satisfy the Society's Solicitors Admission and Training Regulations 1988, as amended. I enclose a note prepared for the benefit of intending students which gives an outline of the requirements under the Regulations. This note is entitled "*Guidance Notes for Prospective Students*" (EG13A). Please read this carefully to ensure that you meet the requirements.

### **Registration**

A number of other documents are enclosed herewith. These are the papers, which you will need to complete and return to the Society. These documents are as follows:

1. **EF1B - Application Form for Registration as a Student of the Society**

The form is your application to be admitted as a student of the Society. This document includes Guidance Notes (EG13) on how to complete the Petition. It lists the additional documents which you will need to provide for registration. It includes a Supplementary Declaration form which needs to be completed and returned.

2. **EF1E - Contract of Apprenticeship**

Please read carefully. **It is a legally binding document.** It outlines your responsibilities and those of your Master. It outlines the basic terms of your employment with your Master. You and your Master should each retain a copy for future reference.

3. **EF1F - Confirmatory Note**

Solicitors Admission and Training (Qualifications of Masters) Regulations 1988 and 1992. **This form must be read and completed by your Master after he/she has read the Regulations.**

There is a checklist provided to help you make sure that you have enclosed everything that is required.

You must lodge your completed forms and supporting evidence, by email to the Society, **no later than 5.00pm on Monday 22 August 2022.**

The registration forms should be read carefully and completed fully as an error in same may result in your registration being ineffective. Offers of places from the Institute are conditional on a number of matters, one of which is registration with the Law Society by the above date. If you have not registered with the Society by this date the offer will lapse, and the place may be awarded to someone else. Responsibility for registration lies with you and you should not rely on any other person, including your Master, to lodge your forms.

**It is recommended that you retain a copy of all your registration documents.**

There is a registration fee of £187.50 payable to the Law Society of Northern Ireland. **Payment of the relevant fee is not required at the time of registering.** The Society will write to each accepted student to request payment of the relevant fee. The deadline for payment will be no later than 30 November 2022. A Direct Debit option may be available.

### **Apprenticeship**

As has been said above, in-office training is a necessary and integral part of your professional education. The apprenticeship commences with a period of in-office training and it is a requirement of registration that you shall have entered into an apprenticeship with a solicitor/Master who is approved by the Society and who will be available to supervise your training. **If you do not have a Master by the deadline, registration with the Society cannot take place and, as indicated above, you will be unable to take up a place at the Institute.**

Not all solicitors can be Masters. The requirements of the Law Society in this regard are contained in the Solicitors Admission and Training (Qualifications of Masters) Regulations 1988 as amended. Copies of same are enclosed for your prospective Master's reference. Your Master should ensure that he/she complies with these Regulations. Should you have any queries in this regard, please contact the Society.

### **Apprentice Wages**

The Solicitors Admission and Training Regulations 1988 as amended state that:

"All Indentures of Apprenticeship... shall... provide for payment by the master to the apprentice of a wage not less than that fixed by the [Education] Committee from time to time as being appropriate"

The Society's minimum salary for trainees starting their training on or after 1 September 2022 will be the relevant UK national hourly rate (please note this rate changes each April). You should refer to the UK Government website for up-to-date rates. The rate, as of April 2022, will be:

- (i) for those aged 21-22 years £9.18 (National Minimum Wage)
- (ii) for those aged 23 or over £9.50 (National Living Wage)

## **Finding a Master**

The task of finding a Master lies with the individual student. For further information on finding a Master, please see the "Guidance Notes for Prospective Students" (EG13A) on pages 2-3.

## **Access NI Basic Check**

Applicants lodging registration papers with the Society need to obtain an **Access NI Basic Check**.

Details on how to obtain an Access NI Basic Check online can be found at:

<https://www.nidirect.gov.uk/services/apply-online-basic-check>

The cost is currently **£18** and it is the responsibility of the applicant to obtain a basic check and forward it to the Society. To send a copy of your digital certificate to the Society, select the share button on your nidirect account and add the following address: [registration@lawsoc-ni.org](mailto:registration@lawsoc-ni.org)

## **Privacy Notice**

The Law Society of Northern Ireland ('LSNI') is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. A privacy notice is included with this letter.

You are being sent a copy of this privacy notice because you have applied to be admitted to the Institute of Professional Legal Studies and you have included the solicitor training course as one of your options.

This privacy notice makes you aware of how and why your personal data will be used, namely for the purposes of the application and registration process, apprenticeship and training, admission to the Roll, and post admission to the Roll. It also explains how long your personal data will usually be retained for. It provides you with certain information that must be provided under UK GDPR (General Data Protection Regulation).

## **Queries**

If you have any queries, please email [registration@lawsoc-ni.org](mailto:registration@lawsoc-ni.org).

Yours faithfully



**DARREN PATTERSON**

Head of Professional Development

Encs.