



Apprenticeship Contract (Indentures)

EF1E

This contract is made on the day of 20

BETWEEN: _____ of _____

(hereinafter called the **Master**)

and _____ of _____

(hereinafter called the **Apprentice**)

1. The Master agrees to provide training for the Apprentice according to the Regulations of the Law Society of Northern Ireland (hereinafter referred to as the Law Society).
2. The Apprentice agrees to be trained by the Master.

DATE OF COMMENCEMENT AND FIXED TERM

3. This Contract begins on the _____ day of _____ 20____ and continues for 2 years subject to the provisions for earlier termination.

COVENANTS OF THE MASTER

4. The Master will
 - a) to the best of his/her ability teach and instruct the apprentice or cause him/her to be taught and instructed by his/her partner or partners or any assistant solicitor employed by any of them in the practice and profession of a solicitor;
 - b) ensure the Apprentice's salary is never less than the minimum as fixed by the Education Committee of the Law Society;
 - c) allow the Apprentice to have a minimum of 20 working days paid holiday in each year in addition to statutory or bank holidays;
 - d) permit the Apprentice leave of absence
 - (i) to prepare for and attend examinations at the Institute of Professional Legal Studies (hereinafter referred to as the Institute) or elsewhere as may be prescribed, and
 - (ii) to enable the Apprentice to attend such courses, lecture, seminars or other instruction as may be prescribed from time to time by the Education Committee of the Council of the Law Society.

- e) ensure adequate arrangements for guidance and supervision of the Apprentice.
- f) make suitable arrangements to monitor the Apprentice's progress.
- g) complete the appropriate Affidavit of Apprenticeship.

COVENANTS OF THE APPRENTICE

- 5. The Apprentice will
 - a) carry out the duties given by his/her Master his/her partner or partners or any assistant solicitor employed by any of them honestly, faithfully and diligently and follow all reasonable instructions.
 - b) treat all information about his/her Master's firm its clients and their business as wholly confidential.
 - c) deal properly with any money or property entrusted to the Apprentice.
 - d) keep a proper record of any work done and training received.
 - e) comply with all requirements of the Law Society.
 - f) attend such courses, lectures, seminar or other instruction as may be required by the Law Society.
- 6. If a dispute arises between the parties to the Contract the issues may be referred by either party to the Law Society.
- 7. This Contract may be terminated by agreement between the Master and the Apprentice. In addition it may be terminated by the Law Society with or without an application for that purpose by either party.
- 8. If the Apprentice is not offered a place at the Institute for the course of study leading to a Postgraduate Diploma in Professional Legal Studies commencing in the month of January next following the date hereof or if having been offered such a place the Apprentice refuses same then this Contract shall be null and void.

The **MASTER**

The **APPRENTICE**

HANDWRITTEN SIGNATURE ONLY

HANDWRITTEN SIGNATURE ONLY

(Signature)

(Signature)

(Print Name)

(Print Name)

In the presence of:-

In the presence of:-

HANDWRITTEN SIGNATURE ONLY

HANDWRITTEN SIGNATURE ONLY

(Signature)

(Signature)

(Print Name)

(Print Name)