

Organisation Details

Organisation: _____

LSC Account No: _____

Trainee Details

Trainee Name: _____

Date of Birth: _____

National Insurance Number: _____

Address: _____

Telephone Number: _____

Email Address: _____

Training Contract Details

Full or Part- time: _____

Training Contract Duration*: _____

***If the Training Contract is subject to Exemptions from the Law Society, Please attach evidence from the Law Society that this has been agreed to.**

Training Contract Start Date: _____

Contribution made by firm to LPC fees : _____
(if applicable)

Starting Salary: _____

Areas of Law being undertaken: _____

Training Contract start date: _____

Training Plan

Please attach a copy of the Trainee's training plan. This document is mandatory. Any payments in contribution to the trainee's salary will not be made until this document is received.

Copy of the Trainee's training plan attached:

Please Tick ✓

Was the trainee recruited: *(please circle)*

Internally

Externally

If internally, what was their position in your organisation?

If externally, prior to recruitment was the trainee?:

Studying

in employment

If they were in employment, what organisation were they employed with and what was their position?

How many applications were received? _____

Signature

Signed by Student:

Date:

**Signed by
Senior Partner/Chair:**

Date:

Return Address

Please return this document to the address below by **30 January 2009**

**Kim Moores
Training Grants Co-ordinator
2nd Floor, Lee House
90 Great Bridgewater House
Manchester
M1 5JW**

DX 14343 Manchester

Please ensure all documents are original copies. Photocopies cannot be accepted. Failure to submit the require information may result in the removal of your grant.