

## Training Plan Guide

A copy of your training plan for the recruited trainee is required before payment can be made. Below are examples of the information which should be included in the training plan.

### **Training Contract Start Date End Date**

**Timetable for the trainee's 1<sup>st</sup> week** – This should provide details of the structure of the trainee's 1<sup>st</sup> week of the training contract including details of their induction. This is required for all trainees including those that have worked for your organisation prior to beginning a training contract.

**Supervision** – This should include details of the arrangements in place to ensure that the trainee is adequately supervised throughout the training contract. Please refer to the SRA's website for details of supervision requirements and guidance.

**Performance Reviews** – This should include details of the arrangements in place for appraisals/performance evaluations of the trainee including frequency, expected duration, what will be discussed and who will attend.

**Seats of Law** – The trainee must undertake at least two seats that are directly relevant to publicly funded work, for a minimum of 3 months. Details should be provided of the areas of law in which the trainee will be trained, the duration of each seat, how training will be provided and what is expected of the trainee.

**Secondment (where applicable)** – To include details of the organisation to which the trainee will be seconded, the seat(s) be undertaken during the secondment and supervision arrangements.

**Additional Information** – This could include details of any further plans in place for the trainee outside of the training contract and any additional training planned.

### **Commission Period**

Whilst a plan is not required for the commission period at this stage, during the training contract, discussions should be undertaken with the trainee regarding the mandatory commission period, the areas of law they would like to continue working in and the options available within your firm.

**Please refer to the Solicitors Regulation Authority (SRA) website, [www.sra.org.uk](http://www.sra.org.uk), for full details of all training contract requirements and guidance.**