

**UK – The Law Society (England and Wales)
(Introduced in 1985)**

| 1. Legal basis | | | |
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| | | | - SRA Training Regulations 2011 |
| 2. Training | | | |
| 2.1. Basic information | | | |
| | Extent | | <ul style="list-style-type: none"> - 16 hours/each year (1 November - 31 October) - 25% must be training courses from providers authorised by the SRA - Solicitors in their first full CPD year are required to attend the Client Care and Professional Standards and Financial and Business Skills modules of the Professional Skills Course (PSC). - Newly qualified solicitors must attend a specific Professional Skills and a Management Course within first 3 years following admission. This compulsory Management Course Stage 1 comprises a minimum of 7 hours of course attendance. - Transmission of surplus not possible |
| | Exemptions | | <ul style="list-style-type: none"> - Exemption: solicitors not in practice or legal employment within England and Wales due to long-term illness, maternity/paternity leave, unemployment, in non-law related employment or working abroad or less than 2 hours per week - Suspension: retired solicitors who do not practice or undertake legal work of any description, whether paid or unpaid - Reduction: <ul style="list-style-type: none"> - solicitors working part time (fewer than 32 hours per week) are required to undertake one hour of CPD per year, for every two hours worked per week - a solicitor who works a variable number of hours each week should calculate the average number of hours worked per week during the CPD year, and halve this amount to calculate his or her CPD requirement for the year - retired solicitors who act as consultants, who undertake pro bono or voluntary work of a legal nature may have a reduced CPD requirement if they work only part time |
| 2.2. Activities and methods | | | |
| Activities | Courses | ✓ | <ul style="list-style-type: none"> - At least 25% of the requirement must be met by participating in courses that are offered by providers authorised by the SRA. - Max. hours: <ul style="list-style-type: none"> - 100% of the CPD requirements can be met by participating in accredited courses - Max. 75% of CPD requirements may be met by participation in non-accredited courses |
| | Language courses | ✓ | - Actual time may be claimed but min. length of courses = 30 minutes |
| | Teaching | ✓ | <ul style="list-style-type: none"> - Actual time may be claimed - Max. 75% of CPD requirements can be met through structured coaching sessions and structured mentoring sessions involving professional development, delivered face to face, or from a distance |

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| | Writing/publishing | ✓ | <ul style="list-style-type: none"> - Actual time may be claimed - Max. 75% of CPD requirements can be met through writing law books, journals, publications for clients, clients' own publications, newspapers and magazines (whether legal publications or not), on the internet |
| | Foreign training activity | ✓ | <ul style="list-style-type: none"> - Qualifying activities undertaken abroad may be taken into account |
| | Other | ✓ | <p>Max. 75% of CPD requirements can be met through:</p> <ul style="list-style-type: none"> - Work shadowing¹: actual time may be claimed - Research: actual time may be claimed - Production of a dissertation: actual time may be claimed - Listening to or watching audio/visual material offered by authorised providers: actual time may be claimed - Distance learning courses: actual time may be claimed - Work towards the achievement of an NVQ (National Vocational Qualification) in any business-related area and at any level (including D32, D33 and D34): actual time may be claimed - Study towards professional qualifications (an exam must be taken): actual time may be claimed - Participating in the development of specialist areas of law and practice by attending meetings of specialist committees and/or working parties of relevant professional or other competent bodies charged with such work: actual time may be claimed |
| Methods | Availability of e-methods | ✓ | <p>E-learning:</p> <ul style="list-style-type: none"> - Min. of 25% of every solicitor's CPD must consist of participation in training courses of 1 hour or more from providers authorised by the SRA. These courses may include distance learning courses so long as they have assessment by means of dissertation or written examination. - The remaining CPD requirement may be met by undertaking a range of activities including distance-learning courses where there is provision for the answering of enquiries or for discussion. <p>E-teaching:</p> <ul style="list-style-type: none"> - Max. 75% of CPD requirements can be met through structured coaching sessions and structured mentoring sessions involving professional development, delivered face to face, or from a distance |
| 2.3. Course providers | | | |
| | Bar/Law Society | ✓ | |
| | Accredited provider | NO | |
| | Other provider (free market providers) | ✓ | <ul style="list-style-type: none"> - Number of providers: N/A - Prior application for a course accreditation: ✓ - Accreditation body: the Law Society - Procedure: <ul style="list-style-type: none"> - for the in-house providers: submission of an application form; fee of £200; the authorisation period for 3 years (additional information is available here) |

¹ Participation in structured schemes with clear aims, objectives and feedback or reflection on the activity.

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| | | | <ul style="list-style-type: none"> - for the external providers: submission of an application form; providing full details of a future appropriate course; fee of £350; the authorisation period 1 November - 31 October of each year; providers pay fee for each accredited course at the end of each year (the current fee per course is £25 up to a maximum of 300 courses) (additional information is available here) - Criteria for accreditation: courses and administration of the providers shall meet the criteria outlined in the <i>Guidance on applying for authorization (Becoming an in-house CPD provider or Becoming an external CPD provider)</i> - Monitoring: <ul style="list-style-type: none"> - Initial monitoring: based on the original application; the course materials in the application are assessed by an external assessor; if a problem is detected, an opportunity is given to make amendments; the first or next course is monitored by delegate questionnaire or by an observer - Random monitoring: once approval has been granted, providers are able to self-accredit further courses. The SRA randomly monitors at least 100 course providers per year utilising delegate questionnaires, on-site monitoring visits and course material reviews. As the SRA does not keep a record of courses offered by its authorised providers, it writes to selected providers to request a programme of future courses. It then will choose the course it wishes to monitor and the monitoring method to be used, before advising the provider in advance. The provider will be advised of the outcome of monitoring activities. If any problems are highlighted, the provider is expected to make the necessary changes and confirm to the SRA that the changes have been made. - Routine monitoring: the SRA undertakes routine annual monitoring of all providers who offer compulsory training and of providers who offer more than 300 courses per year for the purposes of CPD. - A search engine (CPD providers) is available on the SRA website (click here) |
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3. Assessment of training activities

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| | Accredited course of 'other provider' | Automatically awarded with hours (CPD course (distance learning courses included) providers notify the number of hours allocated; solicitors enter this information, together with the date and course title, into their personal CPD training record (please see below 4.1.)) |
| | Other training activity | Training activities are assessed during the compliance procedure (please see below 4.1.). |

4. Supervision

4.1. Compliance procedure

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| | Regular control | - Obligation to hold CPD records: Annual declaration (CPD training record of all training completed and the number of hours of CPD training accrued) is required in order to renew practising certificate |
| | Random control | - Of the CPD records: The SRA reserves the right to audit any CPD training record at any time |

4.2. Sanctions

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| | Non-disciplinary | - Persistent non-compliance with CPD requirements may result in delays in issuing a practising certificate and/or disciplinary procedures |
| | Disciplinary | - Persistent non-compliance with CPD requirements may result in delays in issuing a practising certificate and/or disciplinary procedures |