

**CONTACT LIST**  
**EDUCATION & TRAINING DEPARTMENT**  
**LAW SOCIETY OF SCOTLAND**

**LIZ CAMPBELL**

*Director of Education and Training*

[lizcampbell@lawscot.org.uk](mailto:lizcampbell@lawscot.org.uk)

- Oversight of policy and management of department
- Development and implementation of training programme
- Secretary to Education & Training Committee
- Education Project Work
- Education outreach development
- Stakeholder Liaison

**COLLETTE PATERSON**

*Deputy Director, Education & Training*

[collettepaterson@lawscot.org.uk](mailto:collettepaterson@lawscot.org.uk)

- Accreditation of providers of LLB, Diploma and Professional Competence Course
- Liaison with Scottish Paralegal Association
- Education Project Work
- Future strategy in relation to CPD and Fitness to Practice

**KATIE MEANLEY**

*Manager, Education & Training*

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- Oversight of compliance with Admission Regulations and procedures
- Secretary to the Admissions Committee
- Traineeship difficulties
- Oversight of the monitoring and following-up of Quarterly Trainee Performance Reviews
- Oversight of requalification process

**POST CURRENTLY VACANT**

*Development Officer*

*(formerly New Lawyers' Coordinator)*

- Engagement strategy for and liaison with students, trainees and new lawyers
- Careers advice and events
- Liaison with Scottish Young Lawyers Association
- Pritchard Educational Trust
- Donald Dewar Schools Debate

**TREENA JOBSON**

*Senior Administrator*

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Tel: 0131 476 8155

- Pre-Diploma Traineeships
- Requalification enquiries and administration of requalification examinations
- Law Society of Scotland professional examinations
- Monitoring and following-up of Quarterly Trainee Performance Reviews
- Professional Competence Course enquiries
- Guidance for HR personnel re procedures
- Training Register

**KATY ELLIOTT**

*Traineeship Coordinator*

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Tel: 0131 476 8126

- Applications for Entrance Certificates and Disclosure Applications
- Post-diploma Training Contracts
- Pre-Diploma Training Contracts
- Admission Ceremony
- Applications for Secondments, Assignations and Waivers of Regulation 8
- Guidance for HR personnel re procedures
- Society of Law Accountants in Scotland (SOLAS)

**DAVID MACDOUGALL**

*Admissions Coordinator*

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Tel: 0131 476 8173

- Applications for Admission
- Discharge of Training Contract
- Guidance for HR personnel re procedures
- Scottish Paralegal Association (SPA)
- General enquiries

**CLAIRE RUICKBIE**

*Administrator*

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Tel: 0131 476 8105

- Quarterly Trainee Performance Reviews
- Training Contract Numbers (requests via e-mail only)
- General enquiries

**POST CURRENTLY VACANT**

*Administrator*

- General enquiries
- Meetings Coordinator

We will do our best to answer your queries with as much efficiency as possible. To help us, please contact Treena, Katy or David in the first instance. We also have a department e-mail address which is [legaeduc@lawscot.org.uk](mailto:legaeduc@lawscot.org.uk)

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