

# CONTACT LIST

## EDUCATION & TRAINING DEPARTMENT

### LAW SOCIETY OF SCOTLAND

#### LIZ CAMPBELL

*Director of Education and Training*

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- 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*

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- 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

#### HEATHER McPHEE

*Development Officer*

*(formerly New Lawyers' Coordinator)*

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- 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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- 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

#### KATY ELLIOTT

*Traineeship Coordinator*

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- 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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- 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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- Quarterly Trainee Performance Reviews
- General enquiries

#### LOUISE KERR

*Administrator*

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- General enquiries
- Meetings Coordinator

We will do our best to answer your queries with as much efficiency as possible. We also have a department e-mail address which is [registrar@lawscot.org.uk](mailto:registrar@lawscot.org.uk)

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