# PQPR LICENCE APPLICATION FORM

# Section A: Provider details

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| Name of Provider |  |
| Name of Principal Contact |  |
| Email of Principal Contact |  |
| Total number of trainees at the training unit |  |

# Section B: PQPR Key Principles

The key principles of the Law Society’s PEAT 2 Quarterly Performance Review (PQPR) system are that they:

1. Are based on the PEAT 2 Outcomes, allowing a trainee’s achievement of the PEAT 2 Outcomes to be measured over the course of two years, with the ultimate goal being attainment of *the standard of the qualifying solicitor*.
2. Focus on the development needs of a trainee and, from that, should form the basis of work allocation and Trainee Continuing Professional Development (TCPD) for the upcoming quarter(s).
3. Allow reflection on the previous quarter, including progress on any development needs previously identified, through work allocation and TCPD undertaken since.

Any licenced in-house review procedure must likewise meet the above key principles.

# Section C: Application questions

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| Your review system  With reference to the key principles noted above, explain how your internal review mechanisms can be substituted for the Society’s PQPR system, whilst achieving the same objectives. |
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| Reviewing other attributes  Does your review mechanism include matters unrelated to the PEAT 2 Outcomes, or do you plan for it to include such matters in the future? If so, what are they and how will you ensure that these do not affect decisions on whether an individual meets *the standard of the qualifying solicitor*? |
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| Preparation for reviews  Explain how the training unit will ensure that both the supervising solicitor and trainee adequately prepare for reviews. |
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| Agreeing reviews  Explain how the training unit will ensure agreement on review outcomes between the supervising solicitor and trainee. |
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| Reviewer training  Will your reviewers receive training before conducting reviews? Please provide details. |
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| The PEAT 2 Record  Will you use your own reflective learning log? If you will, how will it work and how will it capture learning against the PEAT 2 outcomes? |
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| List the individuals you expect to review trainees over the course of the licence | |
| Name | Title (Partner, Associate etc) |
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| Please provide any other information you believe supports your application. |
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# Section D: Attachments

Please attach any documentation, forms or evidence that are relevant to your answers above. In particular, please consider your explanation of your review system in answer to the first question and how additional evidence may assist with this explanation.

You will be invoiced for the licence, following the submission of your application.