# PQPR LICENCE RENEWAL FORM

# Section A: Provider details

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| Name of Provider |  |
| Name of Principal Contact |  |

# Section B: Review of your internal review mechanisms

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.

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| Changes: Past and proposed  Have there been or are there planned changes to your organisation's in-house review mechanisms? If so, explain how these changes align with the Society's PQPR objectives. Also, specify if these changes were made in response to feedback. |
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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 do 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  Has the process for ensuring both the supervising solicitor and trainee adequately prepare for reviews changed since your initial application? If so, explain the changes and reasons behind them. |
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| Agreeing reviews  How does your organisation ensure agreement on review outcomes between the supervising solicitor and trainee? How has this worked in practice, and do you plan to make any changes going forward? |
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| Reviewer training  Do your reviewers receive training before conducting reviews? Please provide details. |
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| The PEAT 2 Record  Do you use your own reflective learning log?  If yes, how has it worked over the past two years?  If no, do you plan to introduce one?  If you plan to make changes, how will it work and how will it be aligned with the PEAT 2 Outcomes? |
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| Please provide any other information you believe supports your application. |
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# Section C: Attachments

Please attach any documentation, forms or evidence that are relevant to your answers above.

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