



### Please note the following

The SRA Training Regulations changed on 1 July 2014.

If you commenced your training prior to 1 July 2014, and will be qualifying under the 2011 Training Regulations, this document still provides necessary guidance for you. Please read it carefully.

If you commenced your training on or after 1 July 2014, or if you commenced your training prior to 1 July 2014, but are intending to transfer over to the Training Regulations 2014, this document will not be relevant to you. Instead, you should refer to the relevant sections of the SRA website for a [Period of recognised training](#).

There are a number of [Questions & Answers for Trainees](#) that will support those who will qualify under the Training Regulations 2014.

## Training trainee solicitors

### Performance and development review - sample appraisal form

Education and Training Unit  
Version 2

Name of trainee \_\_\_\_\_

Appraising supervisor \_\_\_\_\_

Appraisal period from \_\_\_\_\_ to \_\_\_\_\_

#### Summary of achievement against objectives previously agreed

Objective 1	
Objective 2	
Objective 3	

Objective 4	
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**Achievements against skills standards**

Skill	Summary	Development action
Advocacy		
Case & transaction management		
Client care & practice support		
Communication		
Dispute resolution		
Drafting		
Interviewing & advising		
Legal research		
Negotiation		

## Summary of personal skills

Skill	Summary	Development action
Working with others		
Initiative and motivation		
Personal organisation		
Innovation		
Flexibility		
Balancing quality and quantity of work		
Reliability		
Commercial awareness		
Self development		

## Legal knowledge

Area of law	Summary	Development action

## Other achievements

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## Overall performance summary

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## Training needs identified at last appraisal

Training need	Method of meeting need	Training effectiveness

## Looking forward – objectives

Objective	Task	Timescale

## Training/development needs

Training need	Suggested method	Timescale

Appraiser's signature \_\_\_\_\_

Date \_\_\_\_\_

Trainee's signature \_\_\_\_\_

Date \_\_\_\_\_