



Confirmatory Note for Masters

EF1F

TO: PROSPECTIVE MASTERS

We would draw your attention to the requirements of the Solicitors Admission & Training (Qualification of Masters) Regulations 1988 and 1992 and in particular Reg. 3 and Reg. 4 of the 1988 Regulations as amended. A copy of the Regulations is attached.

Subject to the exception in Reg. 5(a) and 5(b) of said Regulations, Masters are reminded that it is strictly **not** permitted, without prior approval of the Society, to act as a Master to more than one trainee within the same year of study i.e. First Year or Second Year.

Please read the Regulations. Once you have satisfied yourself that you comply with these Regulations I would be grateful if you would complete the confirmation below and give it to your trainee to be lodged by them together with Petition and Indentures of Apprenticeship ("training contract").

CONFIRMATORY NOTE

I confirm that I have read the attached Regulations.

I confirm that I meet the requirements of Regulation 3 of the Solicitors Admission & Training Regulation (Qualification of Masters) 1988 as amended.

I confirm that I know of no factors which would prohibit my acceptance as a Master under Regulation 4.

I further confirm that as of the date of this Confirmatory Note

Please **tick one box**
as appropriate

I have acted as a Master previously

I have not acted as a Master before

Please **tick box** to
confirm consent

I consent to my contact information being shared with the Institute of Professional Legal Studies (IPLS) for the purposes of receiving attendance records and examination results relating to my trainee solicitor from the IPLS. Information will not be released to third parties for marketing purposes.

Further details of the Law Society of Northern Ireland Privacy Notice for Members are available [here](#).

(Signature of the Master)

(Print Name of the Master)

(Date)

**Solicitors Admission and Training (Qualification of Masters) Regulations 1988
as amended**

1. These Regulations may be cited as the Solicitors Admission and Training (Qualification of Masters) Regulations 1988 and shall come into force on the 1st day of September 1988.
2. These Regulations are supplemental to the Solicitors Admission and Training Regulations 1988 (the Principal Regulations) and shall be interpreted and construed accordingly.
- ¹³ No solicitor shall be regarded as acceptable for the purpose of Regulation 7(iii) of the Principal Regulations unless he shall have
 - (a)
 - (i) practised as a solicitor for at least 7 years immediately preceding the date of the Petition in relation to which the Committee's decision is to be made; and
 - (ii) practised in private general practice as a partner or sole practitioner for at least 3 years immediately preceding such date; or
 - (b) practised as a solicitor in public service for at least 10 years immediately preceding such date; and
 - (c) in either case satisfy the Committee that his practice or the public service department in which he practices provides satisfactory opportunities for the adequate training of a registered student.

¹ Substituted by Solicitors Admission and Training (Qualification of Masters) (Amendment) Regulations 1992

4. In considering whether or not a solicitor is acceptable for the purposes of Regulation 7(iii) of the Principal Regulations the Committee shall have regard to the following factors inter alia;
- (a) any complaints which may have been made to the Society at any time in relation to such solicitor;
 - (b) any admonishment, reprimand or other sanction at any time imposed by the Society upon such solicitor;
 - (c) any order or finding made against such solicitor at any time by the Disciplinary Committee;
 - (d) the standard of proficiency of such solicitor in the operation of his own practice including the management of his office and the performance of his professional work;
 - (e) the aptitude of such solicitor to provide satisfactory and adequate training to a registered student;
 - (f) the manner in which such solicitor may have conducted himself as a Master under any previous Articles of Apprenticeship;
 - (g) the nature and manner of operation of the practice of such solicitor including such matters as the range of work undertaken, the number and standard of staff employed in such practice and the nature and standard of the premises in which such practice is carried on;
 - (h) any other circumstance of whatever nature which might, in the opinion of the Committee, affect the suitability of such solicitor to act as the Master of a registered student.
6. In Regulation 13 of the Principal Regulations the following proviso shall be inserted namely: "provided however that it shall be permissible for an individual solicitor to have two apprentices at any one time so long as
- (a) both apprentices are registered students of the Society under Regulation 8(1)(a) or (b); and
 - (b) one of the said students is in the first year of his apprenticeship and the other is in the second year of his apprenticeship".