

30 January 2018

**Professional Practice Course Part II (PPC II) 2018**

**Trainee:**

Dear

I am writing to you in connection with your trainee's attendance on Professional Practice Course II (PPCII). The course is scheduled to commence on Monday 9 April 2018 and the last examination will take place on Tuesday 3 July 2018. This end date may change.

As part of the registration process, you will be asked to complete Form 6 "*Statutory Declaration of Training Solicitor as to service by Trainee Solicitor of already completed period of in-office training*". This Form will be sent to you shortly, for completion by 13 March 2018, which is when PPC II registration starts.

You will also be sent the guide for completing Form 6 to assist you in completing the form.

Your trainee has been given a specific date and time to attend at the Law School for registration. Registration must be in person. If that is not possible your trainee may send someone else to register on their behalf. This could be another trainee, a family member or a friend.

The fee for PPC II is €4,500. This will only be of relevance to you if you have agreed to pay the course fee on your trainee's behalf.

Attendance on all days of the course is vital if your trainee is to pass PPCII. PPCII is a full-time course. Therefore, I ask for your co-operation in ensuring that your trainee is released completely from office work for the duration of PPC II. Also the National Minimum Wage Act 2000 provides that trainee solicitors must be paid while attending PPC II. For more information on this please refer to the Act or the guidance note available on the Law Society website:

<https://www.lawsociety.ie/globalassets/documents/education/trainees/mintraineesalaries.pdf>

In the interim if you have any questions about PPC II or indeed any aspect of the solicitor training programme I would be happy to assist.

Yours sincerely,



**Ian Ryan, Solicitor  
Training Executive**