



21 January 2021

Professional Practice Course Part II (PPC II) 2021

Dear Colleague,

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 12 April 2021 and the last examination will take place on 6 July 2021. 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 emailed to you shortly, for completion by 11 March 2021, the closing date to register for the course. You will also be sent the guide for completing Form 6 to assist you in completing the form

1. There is no objection to a solicitor from your training firm witnessing the declaration.
2. If you are not in a position to make the declaration before a Practising Solicitor/Commissioner for Oaths, you may sign the form and leave same unwitnessed but add a note to the form to say that "but for the Covid-19 restrictions, I would have been satisfied to make this declaration before a commissioner for oaths".

PPCII registration will take place online. The trainee must email the correctly completed Form 6 along with confirmation of the fee payment by 11 March 2021 to complete the registration process.

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.

If your trainee has been absent from the office and has less than 11 months experience between the PPC I and PPC II it will be necessary for them to make an application to the Education Committee before **Friday 5 March 2021** to ensure that they are eligible to attend the PPC II.

Owing to the ongoing health crisis, the PPC II will be primarily delivered online through a combination of recorded and live streamed content. We are planning a limited number of on-site sessions towards the end of the course if public health advice allows. 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,

A handwritten signature in black ink, appearing to read 'Ian Ryan', written in a cursive style.

**Ian Ryan, Solicitor
Training Executive**