

LEGAL PROFESSION ACT  
(CHAPTER 161)  
LEGAL PROFESSION (ADMISSION) RULES 2011

GUIDELINES FOR PRACTICE TRAINING CONTRACTS

*(with effect from 3 May 2011)*

Pursuant to rule 23 of the Legal Profession (Admission) Rules 2011, the Singapore Institute of Legal Education (“the Institute”) issues the following Guidelines to assist supervising solicitors and Singapore law practices on the instruction to be given to practice trainees:

**Development of legal skills**

**1.**—(1) For the purposes of rule 19(1)(a) of the Legal Profession (Admission) Rules 2011, a supervising solicitor shall ensure that each practice trainee under his supervision receives adequate training to develop skills in the following matters:

- (a) client care and management, including —
  - (i) interviewing clients and taking clients’ instructions; and
  - (ii) advising clients and preparing written opinions;
- (b) drafting, in particular, of —
  - (i) general correspondence;
  - (ii) court documents, such as any originating process, pleading, summons, order of court or written submission; and
  - (iii) different types of agreements;
- (c) conducting legal research;
- (d) conducting due diligence;
- (e) case and transaction management, including monitoring files;
- (f) negotiation, including —
  - (i) conducting negotiations; and
  - (ii) advising on settlements; and
- (g) advocacy.

(2) For the purposes of sub-paragraph (1)(g), a practice trainee shall be treated as having received adequate training to develop skills in advocacy, if —

- (a) he has attended a programme on advocacy conducted as part of
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- (i) the preparatory course leading to Part B of the Singapore Bar Examinations; or
  - (ii) the Postgraduate Practical Course in Law conducted by the Board; or
- (b) he has received such other formal instruction on advocacy as the Institute may approve.

### **Professional responsibility, etiquette and conduct**

2. For the purposes of rule 19(1)(a) of the Legal Profession (Admission) Rules 2011, a supervising solicitor shall ensure that each practice trainee under his supervision receives adequate training on matters relating to professional responsibility, etiquette and conduct, including the following matters:

- (a) conflicts of interests;
- (b) the importance of keeping confidential any information provided by a client;
- (c) the meaning of “without prejudice” communication;
- (d) professional courtesy to the court and to other solicitors; and
- (e) punctuality and attire in court.

### **Exposure to areas of practice**

3. For the purposes of rule 19(1)(b) of the Legal Profession (Admission) Rules 2011, exposure to an area of practice specified in sub-paragraphs (i) to (iv) of that provision shall mean —

- (a) in relation to civil litigation, exposure through —
  - (i) assisting in preparations for an interlocutory application;
  - (ii) assisting in preparations for a trial of a civil matter; and
  - (iii) attending a hearing before the Court of Appeal;
- (b) in relation to criminal litigation, exposure through assisting in preparations for a trial of a criminal matter;
- (c) in relation to corporate practice, exposure through assisting in a corporate transaction; and
- (d) in relation to conveyancing practice, exposure through assisting in a conveyancing transaction.

### **Other courses, workshops and programmes**

4. For the purposes of rule 19(1)(c) of the Legal Profession (Admission) Rules 2011, a supervising solicitor shall ensure that each practice trainee under his supervision attends the following courses conducted by the Law Society of Singapore:

- (a) a course on the Legal Profession (Solicitors' Accounts) Rules (Cap. 161, R 8); and
- (b) a course on professional ethics.

### **Practice Training Contract Checklist**

**5.**—(1) At the end of the practice training period, a supervising solicitor shall complete and certify the Practice Training Contract Checklist set out in the Schedule to these Guidelines, or such other Practice Training Contract Checklist as the Institute may approve for use by him under sub-paragraph (2), and submit the duly completed and certified Checklist to the Institute.

(2) For the purposes of sub-paragraph (1) —

- (a) where a supervising solicitor in active practice in a Singapore law practice wishes to use a different Practice Training Contract Checklist, the Singapore law practice may submit that Checklist to the Institute for the Institute's approval; and
- (b) the Institute may approve that Checklist, subject to such terms and conditions as the Institute may impose, for use by any supervising solicitor in active practice in that Singapore law practice.

### **Disclosure of details of supervised training**

**6.** For the purposes of rule 22 of the Legal Profession (Admission) Rules 2011, it shall be sufficient for a Singapore law practice to publicise the following details of the supervised training which it intends to provide under a practice training contract:

- (a) the areas of practice which a practice trainee will be exposed to in the Singapore law practice;
- (b) the names of the supervising solicitors in active practice in the Singapore law practice;
- (c) a general summary of the supervised training that will be provided by the Singapore law practice; and
- (d) the honorarium which the Singapore law practice will pay to a practice trainee.

**7.** For the purposes of rule 22(b) of the Legal Profession (Admission) Rules 2011, a Singapore law practice which intends to provide supervised training in relation to the practice of Singapore law under a practice training contract may publicise the details of the supervised training on the Internet websites of —

- (a) the Law Society of Singapore;
- (b) the Singapore Management University; or

(c) the National University of Singapore.

## THE SCHEDULE

Paragraph 5

## PRACTICE TRAINING CONTRACT CHECKLIST

Name of Practice Trainee	
Names of Supervising Solicitor and Singapore Law Practice	
Date of Commencement of Practice Training Contract	

A	Legal Skills	Done	Remarks
<b>1</b>	<b>Client Care and Management</b>		
<b>1.1</b>	Assist in, receive guidance on or review the following:		
1.1.1	Interviewing and taking instructions from clients		
1.1.2	Advising clients and preparing written opinions		
<b>1.2</b>	Receive instruction on or review the following:		
1.2.1	Law on duty of confidentiality owed to clients		
1.2.2	Handling client's funds		
<b>2.</b>	<b>Drafting</b> Receive guidance on the following:		
2.1	Drafting general correspondence		
2.2	Drafting court documents, such as any originating process, pleading, summons, order of court or written submission		
2.3	Drafting different types of agreements		
2.4	The proper use of precedents		
<b>3.</b>	<b>Conducting Legal Research</b>		
3.1	Receive guidance on and assist in the conducting of legal research, including the use of on-line resources		
<b>4.</b>	<b>Conducting Due Diligence</b>		
4.1	Assist in or receive guidance on the conducting of due diligence		

A	<b>Legal Skills</b>	Done	Remarks
<b>5.</b>	<b>Case and Transaction Management</b>		
5.1	Receive instruction on or review the monitoring of files		
<b>6.</b>	<b>Negotiation</b> Receive instruction on or review the following:		
6.1	Conducting negotiations		
6.2	Advising on settlement		
<b>7</b>	<b>Advocacy</b>		
7.1	Receive formal instruction on advocacy		

<b>B</b>	<b>Professional Responsibility, Etiquette and Conduct</b>	Done	Remarks
<b>1</b>	<b>Conduct</b> Receive guidance on the Legal Profession (Professional Conduct Rules) and the following matters:		
1.1	Conduct towards the bench, court staff, client, witnesses, opponents and other parties		
1.2	Conduct in negotiations, “without prejudice” communications and advising on settlements		
1.3	Conduct in conferences		
1.4	Duty to client; handling conflicts of duty and interest between yourself and your client, and between clients for whom you are jointly asked to act		
1.5	Relations with fellow solicitors, including dealing with situations where a solicitor withdraws and exercises a lien over the client’s papers		
<b>2</b>	<b>Etiquette</b> Receive guidance on the following matters of etiquette:		
2.1	Attire		
2.2	Modes of address		
2.3	Dealing with situations where you are late for court or a conference		

<b>C</b>	<b>Exposure to Areas of Practice<sup>1</sup></b>	<b>Done</b>	<b>Remarks</b>
<b>1</b>	<b>Civil litigation</b>		
1.1	Assist in preparation for an interlocutory application		
1.2	Assist in preparation for a trial of a civil matter		
1.3	Attend a Court of Appeal hearing		
<b>2</b>	<b>Criminal litigation</b>		
2.1	Assist in preparation for a trial of a criminal matter		
<b>3</b>	<b>Corporate practice</b>		
3.1	Assist in a corporate transaction		
<b>4</b>	<b>Conveyancing</b>		
4.1	Assist in a conveyancing transaction		
<b>5</b>	<sup>2</sup>		
5.1	<sup>3</sup>		
<b>6</b>	<sup>2</sup>		
6.1	<sup>3</sup>		

<sup>1</sup> Under rule 19(1)(b) of the Legal Profession (Admission) Rules 2011, a supervising solicitor shall ensure that each practice trainee under his supervision is exposed to 2 or more areas of practice selected from the areas of practice specified in sub-paragraphs (i) to (iv) of that provision and from such other areas of practice as the Institute may approve on application by the supervising solicitor.

<sup>2</sup> If the practice trainee was exposed to any other area of practice approved by the Institute under rule 19(1)(b) of the Legal Profession (Admission) Rules 2011, please specify that area of practice.

<sup>3</sup> Please state how the practice trainee was exposed to the specified area of practice.

To the Singapore Institute of Legal Education:

I certify that this Checklist accurately reflects the training which the practice trainee under my supervision has undergone and completed.

Signed: \_\_\_\_\_ (Supervising Solicitor)

Date: \_\_\_\_\_