

**EMPLOYMENT LAW
(SOLICITOR SEAT) CHECKLIST**

Introduction

An Employment Law Seat should prepare a practice trainee (“PT”) to a standard which will enable him or her to deal with the work likely to be encountered in the first few years of general employment practice.

- 1) For PTs undertaking Employment Law Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes:
 - a) All tasks set out in Section A;
 - b) All tasks set out in Section B; and
 - c) **Two tasks** set out in Section C.

- 2) For PTs undertaking Employment Law Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:
 - a) All tasks set out in Section A; and
 - b) All tasks set out in Section B.

SECTION A

No.	Task	Done <i>(please tick accordingly)</i>
A1	Assist in interviewing and taking instructions from a client in relation to an employment matter. ¹	
A2	Conduct legal research on a client’s query on an employment matter, and communicate that legal research to their supervising solicitor or any other lawyer as directed by the supervising solicitor as effectively as possible through a written memoranda or any other medium.	

¹ Note to supervising solicitors: trainees should be instructed to prepare fully for all client interviews, including taking minutes which record client instructions. Where possible, supervising solicitors should have a short discussion with the trainee prior to any client meeting or interview.

A3	Discuss potential ethical issues that may arise in an employment practice	
A4	Gain an understanding of the Employment Act 1968, and an awareness of its subsidiary legislation	
A5	Assist with know-your-client (KYC) or anti-money laundering (AML) checks	
A6	Review guidance on handling conflicts of interest issues	

SECTION B

No.	Task	Done <i>(please tick accordingly)</i>
B1	Gain an understanding of how an employment relationship commences and terminates	
B2	Gain an understanding of how confidentiality obligations arise and cease in the context of an employment relationship	
B3	Gain an understanding of the implied duties which may be imposed on both the employer and employee at common law	
B4	Gain an understanding of at least one employment law related set of guidelines issued by the Ministry of Manpower	

B5	Gain an understanding of an employee’s statutory rights and protections under the Employment Act 1968, including but not limited to various leave entitlements and maternity protections	
B6	Gain an understanding of the process of how specified employment claims are mediated before the Tripartite Alliance for Dispute Management (TADM) including but not limited to the jurisdictional limits of the TADM	
B7	Gain an understanding of the process of how specified employment claims are adjudicated before the Employment Claims Tribunal (ECT), including but not limited to the jurisdictional limits of the ECT	
B8	Prepare advice on an employment law issue, including but not limited to any of the provisions of the Employment Act 1968	
B9	Assist with drafting, reviewing, preparing draft advice on and/or updating at least one (1) of the following documents: <ul style="list-style-type: none"> a. Employment agreements including amendments b. Employee handbooks c. Confidentiality agreements d. Notices of termination of employment e. Release and discharge agreements in the context of termination of employment f. Employee stock option plan g. Share award agreement 	

SECTION C

No.	Task	Done <i>(please tick accordingly)</i>
C1	Prepare draft advice or conduct research on the enforceability of post-termination obligations	
C2	Prepare draft advice on or conduct research relating to interim injunctions in the context of employment law	
C3	Prepare draft advice or conduct research on confidentiality obligations relating to a client, whether an employer or employee	
C4	Prepare draft advice or conduct research on at least one employment law related set of guidelines issued by the Ministry of Manpower	
C5	Prepare draft advice or conduct research on redundancy processes and the applicable regulatory requirements	
C6	Review and prepare draft advice advising on the merits of any claims sought by an employee pursuant to the Employment Act 1968 or their employment agreements	
C7	Gain an understanding of protection against discrimination, employers' obligations, and the claims process under the Workplace Fairness Act 2025 and Workplace Fairness (Dispute Resolution) Act 2025	

To the Singapore Institute of Legal Education:

I certify that this Checklist accurately reflects the training undertaken and completed by the Practice Trainee during the relevant period².

Full Name of Practice Trainee as per NRIC / FIN:	
Full Name of Singapore Law Practice:	
Full Name of Supervising Solicitor as per Practising Certificate:	
Signature of Supervising Solicitor:³	
Date signed:	

Note:

Where there is a change in supervising solicitor to a new supervising solicitor within the same Singapore law practice, the new supervising solicitor may certify the completion of tasks supervised by the previous supervising solicitor if the new supervising solicitor has verified the same with the previous supervising solicitor. If the new supervising solicitor is unable to make such a certification, the new and previous supervising solicitors may complete and sign separate copies of this checklist in respect of the tasks supervised by them respectively.

² Where the practice training checklist is submitted as part of a training review, the relevant period is the "Relevant Period" as stated in the Training Review Form. Where the practice training checklist is submitted in the course of registering a termination of a practice training contract or upon completion of the practice training period, the relevant period is the period of practice training as stated in the Certificate of Diligence issued by the abovenamed Singapore law practice.

³ Electronic and digital signatures are accepted. Please ensure that the supervising solicitor's signature is consistent across all documents submitted to the Institute, including the checklists and the Certificate of Diligence, if applicable.