

<p><b>Name of Singapore Law Practice</b></p>	
<p><b>Name of Supervising Solicitor</b> Full name as per practising certificate</p>	
<p><b>Name of Practice Trainee</b> Full name as per NRIC</p>	
<p><b>Commencement of Practice Training Period</b></p>	
<p><b>Review Period (“Relevant Period”)</b></p>	<p><b>From:</b> _____ <b>To:</b> _____</p>

1. Tick the relevant box at the top to indicate whether this is the 1st, 2nd, or 3rd Review.
2. Mark “Done” for each task upon confirming its completion.
3. The review session must be conducted in consultation between the Supervising Solicitor and the Practice Trainee.
4. Both the Supervising Solicitor and the Practice Trainee must sign the completed Training Review Form.
5. Submit the signed Training Review Form, along with the updated Practice Area Checklists and General Practice Training Checklists, via email to the Institute at PTP@sile.edu.sg. **The submission should be made no earlier than two weeks before, and no later than two weeks after, of the Relevant Period.**
6. Once submitted, the Training Review Form cannot be amended without prior notice and approval from SILE.
7. A third review is mandatory if the Practice Trainee serves more than 10 months in the same Singapore Law Practice. During this third review session, **Section B5 of the form must be completed**
8. For further information regarding the Training Review, refer to Part 9 of the Practice Training Period Guidelines 2024.

#### A. To be completed by the Practice Trainee

No.	Task	Done
A1.	I have attached the updated General Practice Training Checklist and Practice Areas Training Checklists, covering the period from the commencement of the practice training period up to the current submission date of the Training Review Form	<input type="checkbox"/>
A2.	I have completed this Training Review Form with my Supervising Solicitor	<input type="checkbox"/>
A3.	I have received performance feedback over the Relevant Period, highlighting my strengths, weaknesses, and areas for improvement	<input type="checkbox"/>

#### B. To be completed by the Supervising Solicitor

No.	Task	Done
B1.	I confirm that the attached General Practice Training Checklist and Practice Areas Training Checklists accurately reflect the tasks completed by the Practice Trainee and are updated from the commencement of the practice training period to the current submission date of the Training Review Form	<input type="checkbox"/>
B2.	I have provided the Practice Trainee with supervision, guidance, and access to support resources	<input type="checkbox"/>
B3.	I have discussed learning goals with the Practice Trainee for the next three months	<input type="checkbox"/>
B4.	I have discussed areas for improvement in the supervision and training process with the Practice Trainee	<input type="checkbox"/>
B5.	<b>I have discussed the matter of retention with the Practice Trainee and confirm that the Practice Trainee has been duly informed of the outcome regarding the retention status (To be completed only for 3<sup>rd</sup> Review)</b>	<input type="checkbox"/>

C. We confirm that the information provided in this Training Review Form is true and accurate.

<b>Signature of Supervising Solicitor:</b>	
<b>Signature of Practice Trainee:</b>	
<b>Date of Submission:</b>	
<b><u>For Official Use Only</u></b>	
<p>I. General Practice Training Checklist: Accepted / Returned (<i>*Select as applicable</i>)</p>	
<p>II. Practice Area Training Checklists: Accepted / Returned (<i>*Select as applicable</i>)</p>	
<p>III. Training Review Form: Accepted / Returned (<i>*Select as applicable</i>)</p>	
Checked by:	
for Singapore Institute of Legal Education	Date: