



The City of London Law Society Social Welfare Solicitors Qualification Fund (SWSQF)

"City Law for Social Welfare"

Employer Letter of Support

Guidance notes for Applicant's Employing Organisation

- You are being asked to complete this form because your employee is applying to the City of London Law Society Social Welfare Lawyers Qualification Fund (SWSQF). The SWSQF provides financial assistance for the Solicitors Qualifying Exam preparation courses and assessments (Parts 1 & 2), starting in academic year 2021/22 and concluding in academic year 2023 to outstanding applicants currently working in or contracted to work in social welfare law for organisations serving disadvantaged communities. The aim is to increase the number of solicitors specialising in social welfare law. Your employee will be able to share additional information about the SWSQF with you, including the Eligibility Criteria and Guidance for Applicants if you would like to know more.
- This form supporting your employee's application and confirming the various statements below must be completed and signed by a qualified solicitor or COLP in your organisation (who will be able to confirm your employee's QWE experience) and signed by them.
- Please complete this form on your organisation's letter headed notepaper, sign it and return it to your employee. Your employee will then include a PDF of your letter in their online application form.
- Applications that are submitted without this Employer Letter of Support or where the employing organisation is unable to confirm all of the statements (in sections 1.1-1.7 (inclusive)) below will not be accepted.
- Social Welfare law for the purposes of the statements below is defined as: consisting of legal representation for low-income, disadvantaged communities. Examples of practice areas include:
 1. Actions against public authorities
 2. Crime
 3. Debt
 4. Community care
 5. Discrimination
 6. Education
 7. Employment
 8. Family
 9. Housing
 10. Immigration
 11. Inquests
 12. Mental health

Please copy the wording below onto your headed notepaper, sign and date. Please ensure your letterhead has your organisation's name, address, phone number and email (or add those to the letter)

Social Welfare Lawyers Qualification Fund: Employer Letter of Support

By ticking the box at the end of these statements and signing this letter, you confirm that all statements below are correct at the time of submission:

- 1.1 You are a solicitor qualified in England and Wales or COLP employed by the above-named organisation.
- 1.2 Consistently on average at least 70% of your employee's work currently (or if contracted to work will upon joining) focus on social welfare law.
- 1.3 Your organisation anticipates that consistently on average your employee will continue to focus at least 70% of their time during their SQE study and QWE period on social welfare law.
- 1.4 Your organisation anticipates that your employee's minimum 70% time allocation to social welfare law will continue for at least 2 years beyond your employee qualifying as a solicitor.
- 1.5 That you view your employee as being capable of passing SQE 1 and SQE 2 at the first attempt and, in your opinion, your employee will make a good social welfare solicitor.
- 1.6 That your organisation will provide your employee with the opportunity to undertake and will confirm QWE for your employee for at least 2 years (in accordance with SRA regulations) so that your employee can complete their QWE and be admitted to the Roll of Solicitors in England and Wales. Please see: <https://www.sra.org.uk/trainees/qualifying-work-experience/qualifying-work-experience-employers/meeting-standards/> for further guidance on what counts as good QWE.
- 1.7 Your organisation anticipates employing your employee as a solicitor post-qualification.

Tick to confirm all the above statements are true at the time of submission

If your employee receives the award, please confirm (by ticking the box at the end of this section) that you are happy in principle for your employee to be involved in publicising the SWSQF to potential applicants, sponsoring and potential-funder law firms, the City of London Law Society and within the legal market. That might, for example, include talking about how they have personally benefited from the fund and how this has assisted in providing access to justice to others. It may also involve the applicant talking at a high level about the work of your organisation (without breaching client confidentiality). We do not anticipate this to be significantly time consuming.

Tick to confirm you are happy in principle for your employee to be involved in publicising the SWSQF (as described above)

[Please sign]

Solicitor or COLP

[Insert: Solicitors Roll Number/ SRA ID Number (if applicable)]