FREE TEMPLATE · SQE ROUTE

QWE record template

A record of your qualifying work experience, built on the SRA Statement of Solicitor Competence.

FQPS Academy · fqps.co.uk/qwe-record-template · Checked against the SRA's pages on 8 November 2026

Before you start

- This is FQPS Academy's template, not the SRA's. The SRA publishes its own training template, and neither is compulsory: the SRA calls its template a training and recording aid only.
- You do not send this record to the SRA. You record each completed period of QWE in mySRA, and the solicitor or COLP confirms it there. The record is for you and for them.
- Use one record for each organisation. Each period of QWE is recorded and confirmed separately, and QWE can come from up to four organisations.
- Your QWE must give you the chance to develop at least two of the competences. You do not have to log all eighteen.
- Keep client information confidential: remove names and identifying details, and keep original documents on your organisation's systems.

The SRA's own training template: sra.org.uk, QWE training template

Part 1: You and the placement

Your full name As it appears in your mySRA account.	
Your role or job title For example paralegal, legal assistant, caseworker or trainee.	
Organisation and branch Where you did the work, and the office or team. **mySRA: Step 2**	
Type of experience For example paid, apprentice, placement or volunteer. **mySRA: Step 3**	
Start date and end date mySRA only accepts a period that has ended: the end date must be in the past. **mySRA: Step 4**	
Work pattern and hours Full time or part time, and your usual hours a week. **mySRA: Step 4**	
Total time completed In months and weeks. If you work part time, agree the full-time equivalent with the solicitor confirming your QWE: the SRA does not define full time. **mySRA: Step 4**	

Part 2: Supervisor and confirming solicitor

Supervisor: name and role The person who supervises your work day to day. The solicitor confirming your QWE does not have to supervise you directly.	
Supervisor: email or phone So the solicitor confirming your QWE can get their feedback.	
Confirming solicitor or COLP: name and position Agree who it will be at the start, and tell them before you apply.	
Confirming solicitor or COLP: SRA number mySRA asks for it when you record the period. **mySRA: Step 5**	
Inside or outside the organisation The COLP or a solicitor where you worked confirms, or the solicitor who supervised you there, even if they have since left. Any other solicitor outside it can confirm only if the organisation has no COLP and no solicitor, and must have direct experience of your work, review your work for the period and get feedback from the people who supervised you.	

How to fill it in

1. **Start one record for each organisation.** Each period of QWE is recorded and confirmed on its own, so keep a separate record for each organisation, up to four. Start on day one: it beats rebuilding a year from memory.
2. **Fill in your details and dates.** Organisation, type of experience, start date, work pattern and hours: the details mySRA will ask for.
3. **Agree who will confirm it.** Note the name, position and SRA number of the solicitor or COLP who will confirm your QWE. If your organisation has a COLP or a solicitor, it will be one of them, or the solicitor who supervised you there if they have since left.
4. **Log your work as you go.** Each week or month, add an entry under the competence the work helped you develop: the task, the type of matter and your part in it.
5. **Add evidence, without client details.** An attendance note, a marked-up draft, an email or an appraisal note. The SRA says evidence can be physical, or a description of how you met the competence.
6. **Review it with your supervisor and the confirming solicitor.** Ask your supervisor to comment on your entries at one-to-ones or appraisals. The SRA suggests talking regularly to the solicitor or COLP confirming your QWE too, so you are both clear on how you have evidenced the competences.
7. **Look for gaps every few months.** If an area is thin because your work is narrow, the SRA suggests asking for different tasks or types of legal work.
8. **Agree the dates, then record it in mySRA.** When the period ends, agree the date range with the solicitor confirming it, tell them you are applying, and record it in mySRA. The SRA then contacts them.

Part 3: Competence log

Add an entry each week or month against the competence the work helped you develop. Your QWE must give you the chance to develop at least two competences; you do not need all eighteen. Add pages as you need them, and see the example entries at the end.

Competence	What I did	Evidence	Supervisor comment
The code, for example B4. One competence or two per entry.	The task, the type of matter and your part in it, in your own words, with the month.	An attendance note, a draft with comments, an email or an appraisal note, with client details removed.	Their feedback, written by them or noted by you at a one-to-one and checked with them.

A. Ethics, professionalism and judgment

COMPETENCE	WHAT I DID	EVIDENCE	SUPERVISOR COMMENT
A1 Act honestly and with integrity, in accordance with legal and regulatory requirements and the SRA Standards and Regulations			
A2 Maintain the level of competence and legal knowledge needed to practise effectively, taking into account changes in their role and/or practice context and developments in the law			
A3 Work within the limits of their competence and the supervision which they need			
A4 Draw on a sufficient detailed knowledge and understanding of their field(s) of work and role in order to practise effectively			
A5 Apply understanding, critical thinking and analysis to solve problems			

B. Technical legal practice

COMPETENCE	WHAT I DID	EVIDENCE	SUPERVISOR COMMENT
B1 Obtain relevant facts			

COMPETENCE	WHAT I DID	EVIDENCE	SUPERVISOR COMMENT
B2 Undertake legal research			
B3 Develop and advise on relevant options, strategies and solutions			
B4 Draft documents which are legally effective and accurately reflect the client's instructions			
B5 Undertake effective spoken and written advocacy			
B6 Negotiate solutions to clients' issues			
B7 Plan, manage and progress legal cases and transactions			

C. Working with other people

COMPETENCE	WHAT I DID	EVIDENCE	SUPERVISOR COMMENT
C1 Communicate clearly and effectively, orally and in writing			
C2 Establish and maintain effective and professional relations with clients			
C3 Establish and maintain effective and professional relations with other people			

D. Managing themselves and their own work

COMPETENCE	WHAT I DID	EVIDENCE	SUPERVISOR COMMENT
D1 Initiate, plan, prioritise and manage work activities and projects to ensure that they are completed efficiently, on time and to an appropriate standard, both in relation to their own work and work that they lead or supervise			
D2 Keep, use and maintain accurate, complete and clear records			
D3 Apply good business practice			

Part 4: Review meetings

Note each one-to-one or appraisal where you talk about your QWE. The SRA suggests talking regularly to the solicitor or COLP confirming your QWE, so that you are both clear on how you have evidenced the competences.

DATE	WHO WITH	WHAT WE DISCUSSED	GAPS AND NEXT STEPS

When the period ends

Period recorded in mySRA on The date you submitted it.	
Confirmed by Name and SRA number of the solicitor or COLP.	
Date the SRA registered it The SRA says it will tell you within 30 days.	

Example entries

> Illustrative example, written by FQPS Academy: a paralegal in the civil litigation team of a law firm, working full time. It is not a real candidate, client or matter.

COMPETENCE	WHAT I DID	EVIDENCE	SUPERVISOR COMMENT
A1, A3 A. Ethics, professionalism and judgment	Ran the conflict check on a new debt claim and found the other side was a former client of the firm, which can raise a confidentiality issue. I stopped work on the file and raised it with my supervisor, who referred it to the compliance team before anything else was done. On another matter I said that a question about extending time for a defence was beyond what I knew, and sat in while my supervisor explained the rule.	The conflict check record and my email raising the issue, with client names removed. My file note of the explanation about time limits.	Spotted the former-client issue and stopped work at once, which was the right call. Asks for help at the right time rather than guessing.
B1, B4 B. Technical legal practice	Took first instructions by phone from a client in a dispute with a builder over defective work, using the team's question checklist, and wrote up an attendance note the same day. Drafted the letter before claim from the firm's precedent, adapted to the facts, for my supervisor to review and sign.	The attendance note and my first draft of the letter before claim with my supervisor's tracked changes, client details removed.	The attendance note picked up the key dates and the amount claimed. The letter needed only light edits to the remedy section.
C1, C2 C. Working with other people	Gave clients regular updates by phone and email on the matters I worked on. Explained the small claims track timetable to a client in plain English, confirmed it in writing, and set out what would happen next and roughly when.	Two client update emails I drafted, with details removed, and the team's plain-English guide to the small claims track, which I revised.	Updates are clear, on time and pitched at the client. Good at setting realistic expectations about timescales.
D1, D2 D. Managing themselves and their own work	Kept the team's key dates diary for court deadlines and limitation dates, checked it every Monday and flagged anything due in the next fortnight. Saved and named documents on the case management system under the firm's filing rules, and closed files in line with its retention policy.	A screenshot of the key dates list with client names removed, and the file closing checklist I completed.	Reliable with deadlines, and files are always up to date. Next step: more of the case planning on simpler matters.

The Statement of Solicitor Competence

The SRA's wording, from its Statement of Solicitor Competence (updated 9 August 2022). The SRA says it should be read as a whole: A1e, respecting diversity and acting fairly and inclusively, underpins every competence. Solicitors should be able to:

A. Ethics, professionalism and judgment

A1 Act honestly and with integrity, in accordance with legal and regulatory requirements and the SRA Standards and Regulations, including:

a. Recognising ethical issues and exercising effective judgment in addressing them
b. Understanding and applying the ethical concepts which govern their role and behaviour as a lawyer
c. Identifying the relevant SRA principles and rules of professional conduct and following them
d. Resisting pressure to condone, ignore or commit unethical behaviour
e. Respecting diversity and acting fairly and inclusively

A2 Maintain the level of competence and legal knowledge needed to practise effectively, taking into account changes in their role and/or practice context and developments in the law, including:

a. Taking responsibility for personal learning and development
b. Reflecting on and learning from practice and learning from other people
c. Accurately evaluating their strengths and limitations in relation to the demands of their work
d. Maintaining an adequate and up-to-date understanding of relevant law, policy and practice
e. Adapting practice to address developments in the delivery of legal services

A3 Work within the limits of their competence and the supervision which they need, including:

a. Disclosing when work is beyond their personal capability
b. Recognising when they have made mistakes or are experiencing difficulties and taking appropriate action
c. Seeking and making effective use of feedback, guidance and support where needed
d. Knowing when to seek expert advice

A4 Draw on a sufficient detailed knowledge and understanding of their field(s) of work and role in order to practise effectively, including:

a. Identifying relevant legal principles
b. Applying legal principles to factual issues, so as to produce a solution which best addresses a client's needs and reflects the client's commercial or personal circumstances
c. Spotting issues that are outside their expertise and taking appropriate action, using both an awareness of a broad base of legal knowledge (insofar as relevant to their practice area) and detailed knowledge of their practice area

A5 Apply understanding, critical thinking and analysis to solve problems, including:

a. Assessing information to identify key issues and risks
b. Recognising inconsistencies and gaps in information
c. Evaluating the quality and reliability of information
d. Using multiple sources of information to make effective judgments
e. Reaching reasoned decisions supported by relevant evidence

B. Technical legal practice

B1 Obtain relevant facts, including:

a. Obtaining relevant information through effective use of questioning and active listening
b. Finding, analysing and assessing documents to extract relevant information
c. Recognising when additional information is needed
d. Interpreting and evaluating information obtained
e. Recording and presenting information accurately and clearly

B2 Undertake legal research, including:

a. Recognising when legal research is required
b. Using appropriate methods and resources to undertake the research
c. Identifying, finding and assessing the relevance of sources of law
d. Interpreting, evaluating and applying the results of the research
e. Recording and presenting the findings accurately and clearly

B3 Develop and advise on relevant options, strategies and solutions, including:

a. Understanding and assessing a client's commercial and personal circumstances, their needs, objectives, priorities and constraints
b. Ensuring that advice is informed by appropriate legal and factual analysis and identifies the consequences of different options

B4 Draft documents which are legally effective and accurately reflect the client's instructions, including:

a. Being able to draft documents from scratch as well as making appropriate use of precedents
b. Addressing all relevant legal and factual issues
c. Complying with appropriate formalities
d. Using clear, accurate and succinct language

B5 Undertake effective spoken and written advocacy, including:

a. Preparing effectively by identifying and mastering relevant facts and legal principles
b. Organising facts to support the argument or position
c. Presenting a reasoned argument in a clear, logical, succinct and persuasive way
d. Making appropriate reference to legal authority
e. Complying with formalities
f. Dealing with witnesses appropriately
g. Responding effectively to questions or opposing arguments
h. Identifying strengths and weaknesses from different parties' perspectives

This applies to advocacy both in and out of court.

B6 Negotiate solutions to clients' issues, including:

a. Identifying all parties' interests, objectives and limits
b. Developing and formulating best options for meeting parties' objectives
c. Presenting options for compromise persuasively
d. Responding to options presented by the other side
e. Developing compromises between options or parties

B7 Plan, manage and progress legal cases and transactions, including:

a. Applying relevant processes and procedures to progress the matter effectively
b. Assessing, communicating and managing risk
c. Bringing the transaction or case to a conclusion

C. Working with other people

C1 Communicate clearly and effectively, orally and in writing, including:

a. Ensuring that communication achieves its intended objective
b. Responding to and addressing individual characteristics effectively and sensitively
c. Using the most appropriate method and style of communication for the situation and the recipient(s)
d. Using clear, succinct and accurate language avoiding unnecessary technical terms
e. Using formalities appropriate to the context and purpose of the communication
f. Maintaining the confidentiality and security of communications
g. Imparting any difficult or unwelcome news clearly and sensitively

C2 Establish and maintain effective and professional relations with clients, including:

a. Treating clients with courtesy and respect
b. Providing information in a way that clients can understand, taking into account their personal circumstances and any particular vulnerability
c. Understanding and responding effectively to clients' particular needs, objectives, priorities and constraints
d. Identifying and taking reasonable steps to meet the particular service needs of all clients including those in vulnerable circumstances
e. Identifying possible courses of action and their consequences and assisting clients in reaching a decision
f. Managing clients' expectations regarding options, the range of possible outcomes, risk and timescales
g. Agreeing the services that are being provided and a clear basis for charging
h. Explaining the ethical framework within which the solicitor works
i. Informing clients in a timely way of key facts and issues including risks, progress towards objectives, and costs
j. Responding appropriately to clients' concerns and complaints

C3 Establish and maintain effective and professional relations with other people, including:

a. Treating others with courtesy and respect
b. Delegating tasks when appropriate to do so
c. Supervising the work of others effectively
d. Keeping colleagues informed of progress of work, including any risks or problems
e. Acknowledging and engaging with others' expertise when appropriate
f. Being supportive of colleagues and offering advice and assistance when required
g. Being clear about expectations
h. Identifying, selecting and, where appropriate, managing external experts or consultants

D. Managing themselves and their own work

D1 Initiate, plan, prioritise and manage work activities and projects to ensure that they are completed efficiently, on time and to an appropriate standard, both in relation to their own work and work that they lead or supervise, including:

a. Clarifying instructions so as to agree the scope and objectives of the work
b. Taking into account the availability of resources in initiating work activities
c. Meeting timescales, resource requirements and budgets
d. Monitoring, and keeping other people informed of, progress
e. Dealing effectively with unforeseen circumstances
f. Paying appropriate attention to detail

D2 Keep, use and maintain accurate, complete and clear records, including:

a. Making effective use of information management systems (whether electronic or hard copy), including storing and retrieving information
b. Complying with confidentiality, security, data protection and file retention and destruction requirements

D3 Apply good business practice, including:

a. Demonstrating an adequate understanding of the commercial, organisational and financial context in which they work and their role in it
b. Understanding the contractual basis on which legal services are provided, including where appropriate how to calculate and manage costs and bill clients
c. Applying the rules of professional conduct to accounting and financial matters
d. Managing available resources and using them efficiently

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This template is a recording aid. It does not change the SRA's rules, and using it does not mean your QWE will be confirmed. Who can confirm your QWE, and what they confirm: fqps.co.uk/who-can-confirm-qwe.

Sources, all on sra.org.uk, read on 8 November 2026: Statement of Solicitor Competence; QWE training template; Getting the best out of your qualifying work experience; Solicitors and COLPs confirming qualifying work experience; Recording your qualifying work experience; Qualifying work experience for candidates; Authorisation of Individuals Regulations, regulation 2; Qualifying work experience questions and answers.