



**THE SCOTTISH LEGAL AID BOARD**  
**Children's Legal Assistance**  
**Register**  
**Application by solicitor for**  
**registration.**

**SOLICITOR**  
*This form is for use by an individual solicitor*

Please ensure that this form is fully and accurately completed. If not, it may not be possible to consider your application for inclusion on the Register.

Solicitor's Name:	Practitioner Code:
Solicitor's Email:	
Name of connected firm:	Firm legal aid code:
Solicitor's Contact Telephone Number:	

If the solicitor is connected with more than one firm, the details of such other firm(s) and the nature of the connection must be attached on a separate sheet.

**Registration**

Please provide details of how you can demonstrate meeting the competencies as described in 2.2.4 of the Code of Practice for Children's Legal Assistance.

Competency	Nature of activities undertaken to demonstrate competency - see notes
Competence 1 - An understanding and detailed knowledge of the provisions of the Children's Hearings (Scotland) Act 2011 and all associated Rules and Regulations.	
Competence 2 - An understanding and detailed knowledge of the children's legal assistance regime that is laid down in Part 19 of the Children's Hearings (Scotland) Act and the associated Children's Legal Assistance (Scotland) (Amendment) Regulations 2013.	
Competence 3 - An understanding of the ethos of the children's hearing system.	
Competence 4 - Detailed knowledge or experience of representing clients at children's hearings	

and related court proceedings.	
Competence 5 - If representing child clients, an understanding of child development and and the principles of communicating with children.	

**DECLARATION TO BE SIGNED BY THE SOLICITOR**

- I confirm that all the details contained in this application are correct.
- I apply for registration to provide children’s legal assistance.
- I attach to this application a copy of my current practising certificate including any restrictions to which it is subject.
- I confirm that I comply with and will continue to comply with the above Code and that I am not otherwise disqualified from providing children’s legal assistance.
- I confirm that I have met with Conditions for Registration as set down in 2.2.4 of the Scottish Legal Aid Board’s Code of Practice for Children’s Legal Assistance.

**Important information about your personal data**

The Scottish Legal Aid Board (SLAB) is a data controller. The information you provide in this form will be used to process your application to be registered to provide children’s legal assistance in accordance with the Legal Aid (Scotland) Act 1986 and any regulations made there under. Your personal data will be processed in accordance with the principals of the General Data Protection Regulation 2016.

In the process of dealing with your application, we may share your data with third parties, such as SCRA, court services, members of the public and the Law Society of Scotland. However we will not pass on information about you unless the law allows us to do so. We will retain the personal information provided in accordance with the requirements of our retention schedule then destroy or delete it in a secure manner.

Under the General Data Protection Regulation 2016, you have the right (subject to certain exemptions) to request access to the personal data we hold about you, to inspect it and to have it corrected if it is wrong. In addition you may also have rights to have your data erased or have your data moved and you will be able to object to processing if you believe it may be unlawful. Where the Scottish Legal Aid Board is responsible for unlawfully processing or disclosing your personal data and it is likely to cause a high risk to your rights and freedoms we will make you aware of this. To request your personal data you should write to SLAB’s Data Protection Officer. If you are unhappy with the response you get from the Data Protection Officer and wish to complain you should write to the Director of Corporate Services and Accounts.

Signature \_\_\_\_\_

Date \_\_\_\_\_

*If you have used your Law Society Smartcard to sign this document you can email it to [Childrensregister@slab.org.uk](mailto:Childrensregister@slab.org.uk) or it off and complete it manually. You should then post it to Children’s Registration Unit, Scottish Legal Aid Board, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HE (DX 555250 Edinburgh 30) (LP2 Edinburgh 7).*

**Notes**

A solicitor in providing evidence to demonstrate they hold the above competencies may wish to consider the following. (It is not suggested that a solicitor will have to undertake all of the following but a mixture of these examples may meet the competencies).

**Competency 1 & 2**

Confirming that they have read the Children’s Hearings (Scotland) Act 2011(including Part 19), all associated Rules and Regulations, the Children’s Legal Assistance (Scotland) (Amendment) Regulations 2013, the Children’s Legal Aid Handbook and other documents referred to in 5.7.1 of the Code.

**Competency 3, 4 & 5**

Read the National Standards for the Children’s Hearing or other relevant information, observed and/or acted/or undertaken training as a representative of a client at a Children’s hearing.

Attendance at relevant courses, such as communicating with and development stages of children or through individual study, group study, distance learning, previous experience of representing clients in terms of Part II Chapters 2 and 3 of the Children (Scotland) Act 1995, observation and/or conduct of children’s hearings and associated court proceedings (including mock hearings and non- direct observation such as a training DVD or podcast)