

Chambers Administration Bookings Terms and Conditions

(The booking form can be found at the end of these Terms and Conditions)

1. Your booking constitutes a legally binding contract. The candidate and employer are jointly and severally liable for payment of all of the fees due to Central Law Training.
2. Confirmation of your booking will be sent by email within 5 working days of receipt.
3. Central Law Training reserves the right to vary or cancel the programme where the occasion necessitates and accepts no liability if, for whatever reason, the programme does not take place.
4. Prices may be subject to change.
5. **Transfers:** in the event of a transfer to another cohort, an administration charge of £25 + VAT will be levied. Written notice must be provided at least 24 hours before the programme start date.
6. **Cancellation:** provided written notice is received at least 24 hours before the programme start date, the fee will be credited less a £25 + VAT administration charge. Once the programme has commenced, fees are non-refundable under any circumstances.
7. Central Law Training will endeavour to run all cohorts, however in the unlikely event of a cancellation, candidates will be notified in advance and offered new dates. Alternatively candidates can request a reimbursement of the programme fee.
8. **Personal login details:** upon registration candidates will be allocated a personal login to provide them with access to a Student Support Site. Logins will be disabled upon successful completion of the examination or within the specified time limit indicated upon registration or where candidates have breached the terms and conditions in relation to Central Law Trainings copyright and sole use conditions. If a candidate loses their login details they must apply in writing for a new login which will be sent to the candidate via the email provided by the candidate on the booking form.
9. **Copyright:** the copyright of all materials remains that of Central Law Training. Such materials may not be reproduced whether in whole or part, by any method whatsoever, without prior permission having been given in writing by Central Law Training. Once supplied materials become the personal property of the candidate to whom they are issued and may not be used, shared by or distributed to any other person by any means, the materials are for the sole use of the candidate.

CENTRAL
**LAW
TRAINING**

Wilmington Legal

BTEC Advanced Certificate in Chambers Administration for Barristers' Clerks



Pearson



www.barristers-clerks.com

BTEC Advanced Certificate in Chambers Administration

What is it?

A BTEC qualification designed specifically for chambers' clerks. Developed by Central Law Training in consultation with the Institute of Barristers' Clerks and validated by Pearson.

Why take it?

The role of a barrister's clerk is extremely important and crucial to the smooth running of chambers. It is therefore essential that clerks are trained to the highest standard to ensure that they are able to work to the best of their ability and to reach their full potential.

Junior clerks undertaking this award will:

- Demonstrate a commitment to personal development
- Enhance their career profile
- Become more proficient and gain confidence
- Provide a better service to clients and members of chambers
- Secure a transferable qualification

Who can take it?

Any barrister's clerk who has up to three years experience in chambers. No formal qualifications are needed to start the qualification. However, clerks will need a senior clerk to mentor them through the programme.

How does it work?

The programme is mostly conducted online via a dedicated website. The qualification consists of four units and for each unit there is a set of materials. For three of the units, there are assignments which must be completed and for the fourth unit, a portfolio must be completed.

Are there any face-to-face lectures?

Yes. There is a half day at the start of the programme to introduce clerks to it and then after six months a second half day on communication skills.

How long does it take?

To complete the qualification, takes 12 months. Candidates will have approximately three months to complete each unit. A study schedule is available to view online which highlights submission deadlines.

How is it assessed?

Units one, two and three are assessed by written assignments, which are marked by the assessors responsible for each unit.

Unit four is assessed by way of a portfolio which allows clerks to use practical situations in chambers to demonstrate their skills.

What have other clerks said about the programme?

"Very beneficial" **Rebecca Cohen, 12 King's Bench Walk**

"Very good" **Daniel McNamara, Chambers of Iain Milligan QC**

"Learnt a lot I didn't know, very interesting" **Gemma Pike, Ropewalk Chambers**

"Very good overall" **Kelly Leppington, Cornwall Street Chambers**

How will this qualification benefit chambers?

On completion of this qualification chambers will have a clerk who:

- Is aware of up-to-date procedure and practice
- Is a good communicator
- Understands the benefits of and can provide excellent client care

"The BTEC course assists greatly with the development of Junior Clerks. It requires students to understand the structure of the entire legal system and the court procedures that each adhere to, resulting in a broader knowledge than can be taught in a specialist set of chambers. Personal writing skills, basic marketing and basic management techniques are also all dealt with effectively. The benefits to both individuals and clerks rooms are invaluable."

Emma Makepeace, Deputy Senior Clerk, 25 Bedford Row

What qualification will I get?

Provided that all four units are successfully completed, you will receive a BTEC Level 3 Advanced Award in chambers administration and will be issued with a certificate to confirm this.

How do I book?

To book simply complete the registration form overleaf and return it to CLT with payment. If, however, you want to talk to someone before you make your decision please call us on 0121 362 7526.

Fees

£1695 + VAT

£1395 + VAT For members of the IBC

Quote brochure code: CM9552

Programme Structure

12 Months

Unit 1 *Induction course*

Barristers' Clerks - Their Work in Context

(½ day course attendance)

Study the way barristers and their clerks organise their work

Assignment 1

Based on exercises to demonstrate knowledge and understanding of Unit 1

Unit 2

Understanding the English Legal System

(Distance Learning)

Study aspects of the English Legal System which will assist clerks in their day-to-day work

Assignment 2

Assignment based on exercises, many of which draw on the work that comes into chambers

Unit 3

Communication Skills

(½ day course attendance)

Developing excellent oral and written skills

Assignment 3

Assignment based on exercises which demonstrate the understanding and use of communication skills

Unit 4

Practical Clerking

(Distance Learning)

Developing essential skills required of a junior clerk in chambers

Portfolio

Assessment by way of portfolio. Students are required to demonstrate their competence in a range of tasks and produce evidence of such in a portfolio

BTEC Advanced Certificate in Chambers Administration Registration Form

Your Details

Title:	First Name:	Surname:
Date of Birth:	Daytime Telephone N°:	Mobile Telephone N°:
Email Address*:		
Chambers Name:		
Chambers Address:		
Postcode:	DX Number:	
IBC Membership Number**:	Person Responsible for Training:	
* Please note: An email address is a compulsory requirement. Booking forms will not be processed without this information.		
** AN IBC MEMBERSHIP NUMBER MUST BE SUPPLIED UPON BOOKING, TO BENEFIT FROM THE DISCOUNT		

Special Needs:

I have the following disability or special need and I enclose the necessary supporting medical documentation or other evidence.

Mentor Details (Compulsory Requirement)

Title:	First Name:	Surname:
Address:		
Email:	Postcode:	
DX Number:	Telephone Number:	

Mentor Declaration:

I hereby confirm that I have over eight years experience as a Clerk in Chambers and will be acting as the mentor for the above named delegate. I have read, understood and agree to adhere to my obligations as a mentor, as set out on CLT's website - www.barristers-clerks.co.uk.

Signed:	Date:
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Please return the registration form to:
 Programme Manager, Professional Accreditations, Central Law Training, Wrens Court,
 52-54 Victoria Road, Sutton Coldfield, Birmingham, B72 1SX **DX:** 708700 Sutton Coldfield
Tel: 0121 362 7526 **Fax:** 0121 355 5517 **Email:** chambersadmin@centlaw.com

Fees:
 £1695 + VAT
 £1395 + VAT (Members of the IBC)

Payment Details (Full Fees Payable on Enrolment)

By Cheque: I enclose a cheque for £ (including VAT) made payable to CLT Ltd.
By Card: Please debit my Visa/Access with £ Security Code:
Cardholder's Name:
Cardholder's Address:
Expiry Date: Credit Card Number:
Signed:

Dates

Round	Taught Course Unit 1 - Barristers' Clerks - Their Work in Context		Taught Course Unit 3 - Personal & Communication Skills	
May 2018	London	25th May 2018 (am)	London	23rd November 2018 (pm)

How did you learn about our Chambers Administration Programme?

CLT Main Website	Email Marketing	Direct Mail	Institute of Barristers' Clerks
Search Engine	Other		

Declaration

I the undersigned have read, understood and agree to the rules, terms and conditions as set out on CLT's website - www.barristers-clerks.co.uk. I confirm that, to the best of my knowledge and belief the information given on this form is current and complete.

Signed:	Date:
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