

Professional Skills Course

Booking form 2011/2012

Please complete in BLOCK CAPITALS and photocopy if you require more than one form.

Your details

Title: _____ First name: _____ Last name: _____
 E-mail: _____ Date of birth: _____
 Daytime telephone no: _____ Fax no: _____
 Mobile no: _____ (in case of emergency only)

Firm's details

Employer's name: _____
 Employer's address: _____
 Postcode: _____ DX address: _____
 Telephone no: _____ Fax no: _____
 Training contract start date: _____ End date: _____
 Training Partner/Manager: _____
 Position: _____

Special requirements

Special requirements (e.g. due to physical disability, dyslexia etc.) Yes (If YES, please attach full details of your needs, together with supporting medical/other evidence) No

SRA Registration No: _____

Are you entitled to any exemptions by the SRA? Yes (If YES, please attach full details) No

Are you FILEX or a Magistrates' Courts clerk? Yes No

Did you complete your LPC with The College of Law? Yes No

If NO, where? _____

Why did you choose The College of Law for your PSC? _____

FOR OFFICE USE ONLY	
Course	<input type="text"/>
Price	<input type="text"/>
Date Received	<input type="text"/>
Date Entered	<input type="text"/>
Inv. No.	<input type="text"/>

PSC Programme

You may book PSC core modules and electives separately or as a block at the same time. Block booking will allow you to take advantage of a significant saving. Please note that you are not required to specify all dates for the courses you require or your choice of electives at the time of initial booking if you book in a block, giving you the flexibility to attend when you wish during your training contract.

Please note the SRA stipulates that you may only attend the Professional Skills Course if you have successfully completed your Legal Practice Course or an integrated course.

PSC Pick & Mix – Full Programme

- 3 standard core modules & 24 hour electives picked from full list £1285.00 + VAT = £1542.00

Practice Focused Packages

- Corporate route PSC package
Standard F&BS and Advocacy, CCPS + 24 hour electives £1285.00 + VAT = £1542.00
- Commercial & Private route PSC package
Standard F&BS and Advocacy, CCPS + 24 hour electives £1285.00 + VAT = £1542.00
- Legal Aid route PSC package
Standard F&BS and Advocacy, CCPS + 24 hour electives £1285.00 + VAT = £1542.00

PSC & Higher Rights

- PSC Core Modules + Higher Rights Written and Practical Advocacy Training but without assessment
Please indicate Civil or Criminal £1795.00+ VAT = £2154.00
- PSC Core Modules + Higher Rights Written and Practical Advocacy Training, plus assessment
Please indicate Civil or Criminal £2195.00+ VAT = £2634.00

Delegates must bear in mind that if they undertake the Higher Rights training but then sit the assessment at a later date (ie not immediately after undertaking the training), the procedural and legal requirements on which they will be examined may have changed in the interim; further that the SRA requirements for assessment may change with time.

PSC Core Modules

- All Core Modules £1,075.00 + VAT = £1,290.00
- Financial & Business Skills only £415.00 + VAT = £ 498.00
- Advocacy & Communication Skills only £500.00 + VAT = £ 600.00
- Client Care & Professional Standards Day 1 £165.00 + VAT = £ 198.00
- Client Care & Professional Standards Day 2 £165.00 + VAT = £ 198.00

PSC Electives

- All Electives (24 hours) £495.00 + VAT = £ 594.00
- Single Elective (6 hours) £185.00 + VAT = £ 222.00

Local Government

- Local Government PSC (Core & Electives) £1,285.00 + VAT = £1,542.00

Please note that this fee does not include accommodation or lunch/refreshment costs for the residential course elements. These fees are payable to the Local Government Weekend School, who will contact you with further information once you have booked your place. For more information, please visit our website.

Choice of career routes

In line with our acclaimed LPC, we offer a choice of three career routes for the Client Care & Professional Standards core module:

- **Corporate route** – for trainees working for corporate firms whose clients are predominantly publicly-listed companies
- **Commercial and private route** – for trainees working in firms with a mixture of private and business clients
- **Legal aid route** – for trainees whose firm mainly acts on matters where the fees of one or more of the persons involved are publicly funded through legal aid.

This allows you to tailor your training and focus on your chosen field, while still giving you an element of flexibility.

Please refer to our online timetable for details of courses offering career route options.

Booking details

Please refer to our online timetable at www.college-of-law.co.uk/psc for our full selection of PSC course dates and locations.

Please book me onto the following:

	Date(s)	Class code	Location
Core Modules			
Advocacy & Communication Skills	_____	_____	_____
Financial & Business Skills	_____	_____	_____
Client Care & Professional Standards Day 1	_____	_____	_____
Client Care & Professional Standards Day 2*	_____	_____	_____
Please ensure you have selected the career route that is right for you (see above).			

	Date(s)	Class code	Location
Electives			
Name of Subject			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

	Date(s)	Class code	Location
Higher Rights (see www.college-of-law.co.uk/hra)			
Written Advocacy Training (Civil or Criminal)	_____	_____	_____
Written Advocacy Assessment (Civil or Criminal)	_____	_____	_____
Practical Advocacy Training (Civil or Criminal)	_____	_____	_____
Practical Advocacy Assessment (Civil or Criminal)	_____	_____	_____

***Client Care & Professional Standards Day 2 cannot be taken within the first six months of your training contract.**

Payment details

I enclose a CHEQUE for £ _____ made payable to 'College of Law Services Ltd'. All cheques must be from a sterling bank account and will take five working days to clear.

Please charge my CREDIT/DEBIT card with an amount of £ _____ (please complete details below)

Card type: Visa Mastercard Maestro Other (please specify) _____

Please note that we do not accept AMEX, Diners Club or Mastercard/Visa Business

Card number: _____
(longest on front of card)

Security code:
(last three digits on reverse of your card)

Valid from: ____/____/____ Expiry date: ____/____/____ Issue number (Maestro only): _____

Cardholder name: _____

Card billing address: _____

Signature: _____ Date: _____

Please invoice my firm once this booking has been processed

Please provide e-mail address for invoicing _____

(If invoice address is different, please give contact name and address here): _____

Terms & conditions

- 1 College of Law Services Ltd. reserves the right to change or cancel its training sessions.
- 2 Prices are valid until 31/07/12. College of Law Services Ltd. reserves the right to change the course fees.
- 3 All courses are subject to availability and demand.
- 4 Lunch, travel and accommodation are not included in the price of the course. Delegates are responsible for arranging their own accommodation.
- 5 Any changes to date required should be done in writing to psc@lawcol.co.uk
- 6 You will receive a written confirmation of your booking. Joining instructions will be forwarded prior to the start of each of your courses.
- 7 Fees are non-refundable. For a PSC course and also for the Higher Rights Written Advocacy Training, Practical Advocacy Training and Written Advocacy Assessment we will transfer you to an alternative date provided that the transfer request is made not later than twenty-four hours before the commencement of the training or assessment (as the case may be). For the Higher Rights Practical Advocacy Assessment we will transfer you to an alternative date provided that the transfer request is made not later than three weeks before the commencement of the assessment. Any transfer request made after the relevant time limit will not be considered. Transfer requests must be made in writing to psc@lawcol.co.uk; they will be acknowledged by College of Law Services Ltd and will not be valid unless proof of acknowledgement is held by both parties.
- 8 **Please note:** all Higher Rights assessments, and the release of results in relation to such assessments, are conducted in accordance with The College's Higher Rights Assessment Regulations. Please ensure you read this document, which can be opened from the Higher Rights course overview section on our website at: www.college-of-law.co.uk/hra
- 9 College of Law Services Ltd. cannot be held responsible for failing to cater for any special needs unless you notify us in writing upon application.
- 10 Payment terms of 30 days apply.
- 11 **Please note:** if you have not signed to accept our terms and conditions, your booking form will not be accepted.

I accept the terms and conditions detailed herein.

Signature _____ Date _____

Contact details

Contact us on **0800 289997**, fax **01483 579558**, or e-mail psc@lawcol.co.uk

Please return this form to:

The Customer Contact Centre, The College of Law, Braboeuf Manor, Portsmouth Road, St Catherines, Guildford, Surrey GU3 1HA
DX:2400 Guildford

Data protection

College of Law Services Ltd needs to hold certain personal information about its candidates. Information will be held in accordance with the Data Protection Act 1998 and the College's Data Protection Policy. For further details of the Data Protection policy and Data Protection declaration, please visit our website at www.college-of-law.co.uk. Agreement to the processing of personal data is a condition of acceptance onto any course. By enrolling on an examination or tuition course you signify your agreement to this processing.

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