

# Public Access for Barristers



**Under the Bar Council Code of Conduct, barristers may accept instructions direct from the public. The College of Law, in association with the General Council of the Bar, delivers a unique one day course for barristers to undertake public access work. This course aims to provide barristers with the requisite knowledge to accept Public Access work.**

## Who is the training for?

This one day course is suitable for barristers in independent practice and Chambers' administrative staff. As a general rule, before a barrister may accept public access instructions, he or she must have:

- practised for a total of three years following completion of pupillage
- attended The College of Law accredited training course
- ensured that any necessary notification to top up insurance has been given.

The first two requirements may be waived if the applicant is a former solicitor or can demonstrate experience in an environment where public access to the client has been common.

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## The course

The trainer for each course is a qualified lawyer, with significant professional experience of dealing with members of the public. The maximum number of delegates per course is sixteen.

The teaching method is highly interactive. The course employs a variety of training techniques including short presentations, group work and structured feedback. The course is designed to be challenging, interesting and educational.

The College of Law works closely with the General Council of the Bar to allow the course to evolve and consistently meet the requirements of individual delegates, regardless of practice area and experience.

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## Key outcomes

The objectives of this programme are to enable participants to:

- understand the scope and nature of public access work
  - receive a thorough insight into the rules and conditions to be complied with when undertaking public access work
  - familiarise themselves with the process of interacting with the client in relation to accepting public access work, including funding, assessing suitability and client care issues
  - recognise the role, nature and demands of effective administrative procedures
  - understand the impact of money laundering regulations on public access work
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## Completion

The course satisfies the Bar Council's requirements for those accepting public access work to be trained, and is accredited for CPD. The Bar Council Rules received approval from the Department of Constitutional Affairs in June 2004.

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### Fees 2008/09

The fee for the Public Access for Barristers course is £325 + VAT. Full payment must be received on application.

The course is also available on a bespoke, in-house basis. Fees for in-house courses vary according to specific firm requirements.

Please contact us on 01483 216216 if you would like further information.

### How to book

To make a booking, please complete the booking form and return it to The College of Law at the address below.

Alternatively, you can call us on 01483 216216, or e-mail [pd@lawcol.co.uk](mailto:pd@lawcol.co.uk)

You can also download the booking form from our website: [www.college-of-law.co.uk](http://www.college-of-law.co.uk)

### Please send all correspondence to:

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

"Clear, brief, entertaining and thought provoking. "

*Natasha Sethi, Henderson Chambers*

"Very informative and put across in a very practical way.....Clear, informative and engaging. "

*Jude Shepherd, Barrister, 22 Old Building*

"Excellent content, quality delivery. "

*Richard Hignett, Barrister, St Albans Chambers*

"Aimed at those from a wide range of experience, whether clerk or counsel! "

*Karen Wade, Clerk, Park Court Chambers*

## Contact us

To find out more about the programme, talk to the Customer Centre on 01483 216216 or e-mail [pd@lawcol.co.uk](mailto:pd@lawcol.co.uk). Alternatively, visit our website [www.college-of-law.co.uk](http://www.college-of-law.co.uk)

The College of Law, Braboeuf Manor, Portsmouth Road, St Catherines, Guildford, Surrey, GU3 1HA

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The College of Law pursues a policy of continuous development of its courses and services.

This document is for guidance only and does not form part of any contract. It is subject to change without notice.

The information contained within is correct at the date of publication.

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# Public Access for Barristers

## Booking form 2008/2009

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: \_\_\_\_\_

Telephone no: \_\_\_\_\_ Fax no: \_\_\_\_\_

Years qualified: \_\_\_\_\_ Position: \_\_\_\_\_ Title: \_\_\_\_\_ Bar Council membership no: \_\_\_\_\_

### Chambers/name of firm

Chambers/name of firm: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ DX address: \_\_\_\_\_

Telephone no: \_\_\_\_\_ Fax no: \_\_\_\_\_

### Head of Chambers

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Position: \_\_\_\_\_ E-mail: \_\_\_\_\_

### 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

#### FOR OFFICE USE ONLY

Course

Price

Date Received

Date Entered

Inv. No.

## Payment details

Please book me onto the following detailed below:

	Date	Class code	Location
The course fee is £325 + VAT = £381.87	_____	_____	_____

For further dates, please refer to our on-line timetable at [www.college-of-law.co.uk](http://www.college-of-law.co.uk)

I enclose a CHEQUE for £\_\_\_\_\_ made payable to 'College of Law Services Limited'. 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 £\_\_\_\_\_

Card Type:  Visa  Mastercard  Switch/Maestro

Card number:                 Security code:

(last three digits of the security code on the reverse of your credit/debit card.)

Valid from: \_\_\_\_/\_\_\_\_/\_\_\_\_ Expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Issue Number (Switch 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 quoted are valid until 31/07/09. 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 You will receive a written confirmation of your booking. Joining instructions will be forwarded prior to the start of each of your courses.
- 6 Fees are non refundable. We are happy to transfer you to an alternative date up to 24 hours before the commencement of your course however, cancellations received after this time are non refundable and non transferrable. Cancellations must be made in writing to [pd@lawcol.co.uk](mailto:pd@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.
- 7 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.
- 8 Payment terms of 30 days apply.
- 9 **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 \_\_\_\_\_

Information on the full range of continuing professional development solutions can be found on our website at [www.college-of-law.co.uk](http://www.college-of-law.co.uk)

## Contact details

To find out more about Public Access for Barristers, talk to the Customer Centre on telephone **01483 216216**, or e-mail [pd@lawcol.co.uk](mailto:pd@lawcol.co.uk)

### Please return this form to:

The Customer 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](http://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.

From time to time we may wish to use your details for marketing purposes and to keep you up to date about products and services that we consider may be of interest to you. If you do not wish us to do so, please write to the Marketing Department, The College of Law, Braboeuf Manor, Portsmouth Road, Guildford, Surrey GU3 1HA (or DX 2400 Guildford).