

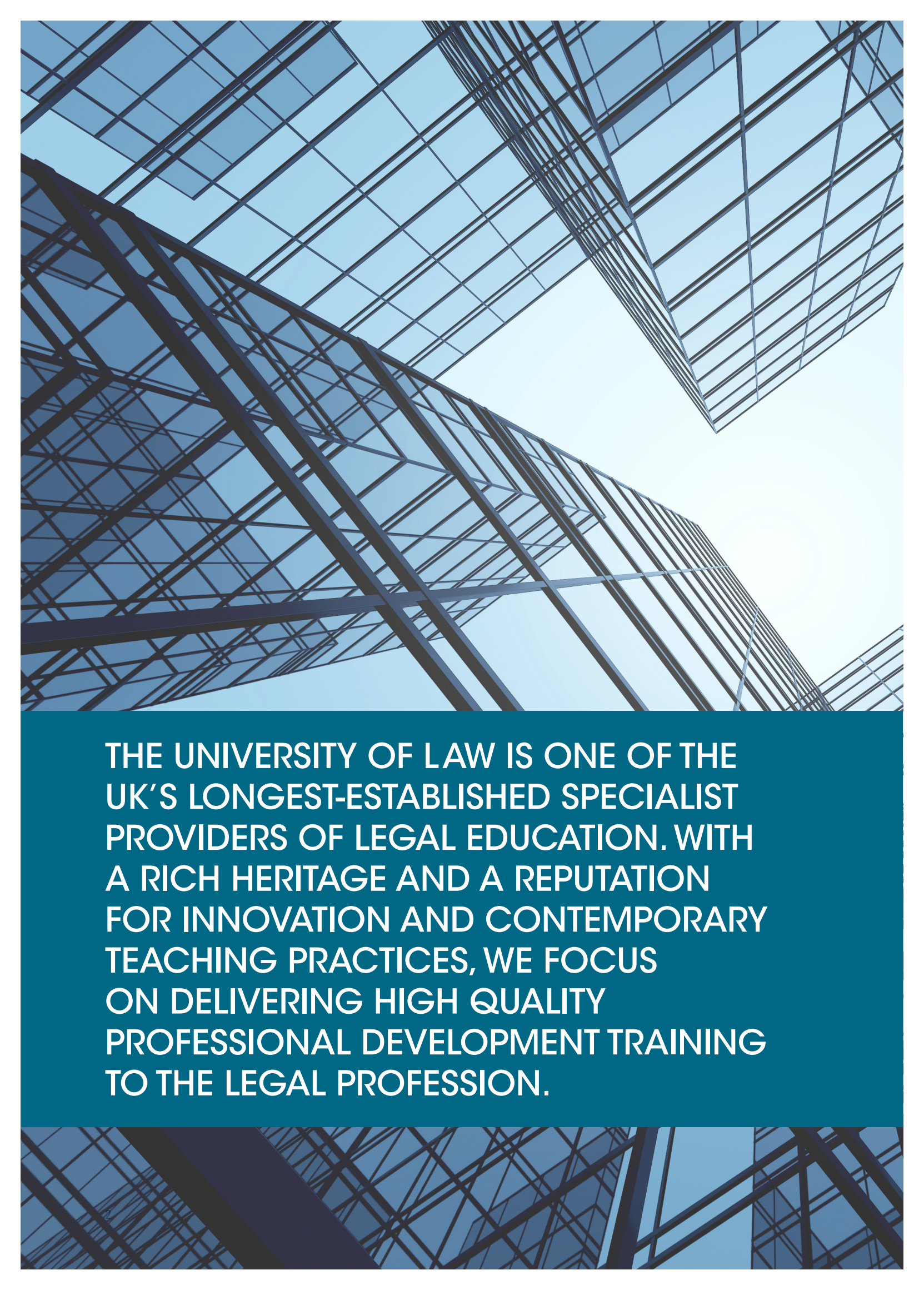


The
University of
Law

PROFESSIONAL DEVELOPMENT PROGRAMME

PROFESSIONAL SKILLS
COURSE (PSC)





THE UNIVERSITY OF LAW IS ONE OF THE UK'S LONGEST-ESTABLISHED SPECIALIST PROVIDERS OF LEGAL EDUCATION. WITH A RICH HERITAGE AND A REPUTATION FOR INNOVATION AND CONTEMPORARY TEACHING PRACTICES, WE FOCUS ON DELIVERING HIGH QUALITY PROFESSIONAL DEVELOPMENT TRAINING TO THE LEGAL PROFESSION.

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PSC COURSE OVERVIEW

The Professional Skills Course (PSC) is the final, compulsory part of training before qualifying as a solicitor. Normally undertaken during a period of recognised training, our PSC is made up of three compulsory core modules covering key areas of practice, and four days (24 hours) of elective module training to suit the delegates areas of interest. Together this totals 12 days (72 hours) of training.

Our philosophy of teaching whether in a face to face environment or using our live online training room, is to provide a safe stimulating environment where delegates learn the value of enquiry and understand the law in context in order to apply the law in real time relevant situations.

Delegates will learn in small workshops from highly experienced tutors, with a great choice of electives, training environments and start dates throughout the year.

Our PSC is delivered remotely using our live online training tool, or at the following campuses: Leeds, London Moorgate, Birmingham, Bristol, Chester, Guildford, Manchester and Nottingham. We also offer the course in Liverpool.

WHY OUR PSC?

The University of Law also offers face to face training and live online training in-house at individual firm offices.

- The University of Law has trained more practicing lawyers in the UK than anyone else.
- We're the UK's leading PSC provider and exclusive PSC provider to a number of leading law firms.
- The University of Law tutors are highly experienced professionals who understand the needs of delegates and the needs of firms.
- The PSC can be personalised with our wide range of regularly-updated elective modules.
- Delegates can choose from a wide range of dates at each of our nine campuses or our live online training room.
- For those planning a career in litigation, there is the option to take Higher Rights of Audience training in lieu of PSC electives.
- An alumni discount is available.

COURSE FEE STRUCTURE

Our PSC courses can be booked individually or in cost-effective packages. When booking a package there is no need to confirm your full choice of course dates at the time of booking, thereby ensuring the benefit from our package savings whilst maintaining maximum flexibility.

All University of Law Alumni are entitled to a 10% discount on the published PSC rates in accordance with the Terms and Conditions for the Alumni Loyalty Scheme for the Professional Skills Course. This must be requested at the time of purchase of the PSC.

HOW TO BOOK

Booking is quick and easy – simply book online at:

[law.ac.uk/professional-development/booking/](https://www.law.ac.uk/professional-development/booking/)

P: +44 (0)1483 216216

E: PDPublic@law.ac.uk

IN-HOUSE PSC

We have extensive experience and expertise in delivering the PSC on an in-house basis for organisations. This can be delivered either online using our live online training room, at one of our campuses or at firm premises.

We work closely with organisations to ensure our cost-effective training solutions meet their individual needs and requirements. Our high standard of service and training receives consistently excellent feedback from both training managers and delegates.

Our PSC training is delivered by experienced tutors in small workshops. To discuss how we can meet your organisation's training requirements, please contact us.

Visit

law.ac.uk/professional-development

P: +44 (0)1483 216663

E: inhousetraining@law.ac.uk



THE PROGRAMME



PSC CORE MODULES

The three PSC core modules should normally be completed before you start your electives. Our flexible PSC enables core modules to be taken as an eight-day intensive 'fast-track' programme or individually across a wider range of dates:

ADVOCACY AND COMMUNICATION SKILLS – 3 DAYS (18 HOURS)

This module builds on and extends the skills learnt on the LPC and will enable delegates to:

- Develop the skills to make a persuasive presentation, structure a logical and cogent argument, and elicit information from others efficiently.
- Conduct a factual analysis of a case and develop theories as to why the client's case should succeed.
- Conduct chambers advocacy.
- Understand trial advocacy and practise the effective examination of witnesses in chief, cross-and re-examination, and the presentation of opening and closing speeches.
- Reach the ethical and procedural standard required to properly exercise the rights of audience granted to qualified solicitors in the civil and criminal courts.

The assessment scheme for this module as required by the SRA is an individual oral and written skills appraisal, completed for each delegate by the advocacy trainer.

CLIENT CARE AND PROFESSIONAL STANDARDS – 2 DAYS (12 HOURS)

We offer a choice of career routes for this module, to tailor the course to suit different types of practice:

- **Corporate route –** for delegates in corporate firms where clients are predominantly publicly-listed companies.
- **Commercial and private route –** for delegates in firms with a mixture of private and corporate clients.
- **In-house lawyer route –** for delegates working in commercial organisations where their client is the employer (not available for fast-track programme).

This module is offered as two separate days of training, which can be taken together on consecutive days, or individually at different times to suit delegates. Please note that the SRA guidance says it will be more effective to take this module six months after commencing a training contract, although this is no longer a stipulated requirement.

This module develops delegates understanding of professional conduct, client care and work management, helping to:

- Identify and deal with matters of ethics (including harassment, bullying and well-being in the workplace), professional conduct, risk management and client care.
- Develop ways of working with others, managing time, organising projects and professional development.
- Understand practicalities such as the retainer, duties owed to third parties and the court, undertakings, fees and client care.
- Identify and solve problems in a practical way.

FINANCIAL AND BUSINESS SKILLS – 3 DAYS (18 HOURS)

This module looks at the specific statutory bases upon which financial advice and financial activities can be undertaken by solicitors, the possible criminal sanctions arising from such financial activity together with issues which might arise under the SRA Standards and Regulations and the money laundering regime. This module is a three day course and includes a 1 hour 30 minute written assessment following the conclusion of the second day.

Please note that the assessment is undertaken in accordance with the PSC Assessment Regulations.

By the end of the second day, and in preparation for the assessment, delegates will:

- Have an overview of the financial services industry.
- Understand the legal and regulatory regime which applies to solicitors in the provision of financial advice.
- Appreciate the impact of the SRA Standards and Regulations on the provision of financial services.
- Have an overview of the characteristics of different types of investments and an appreciation of portfolio planning.
- Appreciate the impact of the money laundering regime on solicitors

Following the assessment which will take place at the start of the third day, delegates will conclude the course by developing an appreciation of the relevance of financial interpretation to solicitors and gain an overview of the regulation of accounts.

PSC ELECTIVE MODULES

PSC elective modules allow delegates to specialise in particular areas of law and should normally be completed after core modules, as they assume an understanding of the core topics. The SRA stipulates that those seeking admission must complete 24 hours (four days) of elective training to complete the PSC.

We offer a wide range of regularly updated electives, allowing delegates to build a PSC to meet specific areas of interest. For those planning a career in litigation, there is the option of taking Higher Rights of Audience training in lieu of PSC electives.

Our electives are all one day modules unless otherwise stated.

PRACTICE SKILLS ELECTIVES

ADVANCED COMMUNICATION SKILLS

This one-day elective builds on the Advocacy and Communication Skills PSC core module. It uses neuroscience and psychology to examine subjects including effective thinking and decision making, the importance of emotional and social intelligence in communication, using differences in male/female brains to communicate more effectively, understanding how groups function, recognising the impact of authority on humans, and reading non-verbal communication. By the end of the course, delegates will be able to use the skills learned to enhance thinking, decision making and communication skills – both inside the office and with clients.

BEING A RESILIENT LAWYER

This one day elective considers what a delegate must do to build resilience – the ability to respond to adversity with speed and strength. It examines subjects such as how to thrive in a legal environment; what is resilience and what factors contribute to it; how does the individual psychometric profile affect what stresses a person; techniques and tools to minimize stress; how to build resilience reserve and what can be done when negative self-talk starts. By the end of the day delegates will appreciate the need for, and will have had a chance to practise resilience skills in order to give excellent client service.

CLIENT-FOCUSED TECHNOLOGY AND MANAGEMENT OF DISRUPTIVE TECHNOLOGIES

This course focuses on the technical solutions law firm clients are likely to use as part of their business model. To provide contextual basis, technologies are considered with reference to use cases in specific areas, as well as examples from other industries. Prior reading might be required to familiarise delegates with the application cases discussed. Disruptive technologies are often misunderstood, misidentified or discarded as irrelevant. However, these are the technologies that have the potential to uproot even the most successful of businesses. The common misconception is that any new or radical technology is disruptive and to stay innovative a successful business should be investing in it. Client driven culture also dictates that to satisfy client expectations for a better product or a more efficient service delivery model we need to embrace innovation. This session seeks to introduce legal professionals to the nature of disruptive technologies and successful strategies for their management. Delegates will improve their commercial skills and technical competence.

COACHING SKILLS FOR LAWYERS

Clients hire people, not lawyers. Recent research among the General Counsel community for the O-Shaped Lawyer Programme highlighted that it is the ability to draw close to the client and provide support, not just advice, which sets a good lawyer apart from the rest. This one day course is designed to teach delegates how to move the spotlight from the delegate, the lawyer, to the client and their needs in such a way that the client does the talking and the lawyer does the listening. By the end of the day delegates will learn more about developing client and team working relationships.

CONSULTANCY SKILLS FOR LAWYERS

Good lawyers don't just take instructions, they work alongside their clients to ensure that the legal advice fits into the whole business structure. This one day course is designed to teach delegates business-school models which can be used to help analyse a client's business, and allow development of the facilitation skills so that delegates are able to clarify thinking, draw together conclusions and promote action. By the end of the day delegates will learn more about working effectively with clients and teams, with improved commercial and communication skills.

CREATIVE PROBLEM-SOLVING AND EMOTIONAL INTELLIGENCE IN THE AGE OF AUTOMATION

In the age of rapid automation of professional skills, where AI and machine learning augmented tools are capable of performing analytical tasks in minutes and with a much lower error rate compared to humans, creativity becomes the vital trait that will define agile innovative teams in the future. Creativity on tap... seems impossible? In this course we will demonstrate techniques, methodologies and exercises that will help the delegate ideate creatively under pressure and on demand.

EFFECTIVE WRITTEN COMMUNICATION

This one-day course is a practical workshop designed to improve the accuracy, style and structure of professional writing. Delegates will examine the principles of effective writing, identify and remedy problems with grammar and spelling, and learn how to write with clarity and precision.

ESSENTIAL SKILLS FOR THE IN-HOUSE LAWYER

This one-day course introduces delegates to the different skills required to operate effectively as an in-house lawyer. The in-house lawyer has a dual role as both lawyer and business advisor. Delegates will learn about the different competencies and behaviours which must be demonstrated by an in-house lawyer to be valued by their organisation. The course covers an introduction to the idea of the “enduring needs” of an organisation. Delegates undertake practical tasks with respect to: understanding key performance indicators, analysing legal risk reporting, financial literacy and using new legal technology in an in-house environment.

IMPACT & INFLUENCE

This one-day course examines how image and behaviour impacts on others and influences success. Delegates will look at the creation of positive relationships, development of self-awareness and influencing skills. The course aims to enable delegates to recognise the importance of improving personal image and impact, confidently use both verbal and non-verbal communication to improve interpersonal skills and identify appropriate influencing strategies and persuasion styles. In addition delegates will learn how to participate more effectively in both internal and client meetings, identify personal strengths and weaknesses in communication and interpersonal relationships, and plan action to improve skills following the workshop.

IS IT ENFORCEABLE?

It is vital to ensure that commercial contracts and other agreements are enforceable. In considering recent developments, this one-day course deals with all the issues to be addressed whenever parties, such as companies and individuals, are about to execute documents. Delegates will gain an understanding of the legal and practical requirements for an enforceable agreement regarding form, authority, capacity and due execution. A mistake in any of these areas might render a contract worthless. Making use of highly practical fact scenarios and statutory extracts, delegates will amend and draft a range of clauses in relation to contracts and deeds.

KNOWLEDGE MANAGEMENT – IMPROVING RESEARCH SKILLS

Whether a delegate is putting together advice for a client or looking into the wider issues around a matter, excellent research skills are essential to the trainee solicitor and are highly valued by the employer. This one day course will allow delegates to develop the ability to identify issues, research those issues and produce an office quality report of the highest standard. Delegates will learn by doing, using electronic resources and office templates in this practical course.

LEGAL PROJECT MANAGEMENT

This one day elective is designed to provide delegates with a general overview of the elements of Legal Project Management (LPM). LPM is a complex topic. The course will enable delegates to understand the benefits of LPM for law firms and their clients including how LPM assists law firms in setting the price and scope of their work. Delegates will become familiar with the elements involved in planning legal projects, they will understand how legal projects are monitored and managed and they will understand what techniques are used in reviewing and evaluating completed legal projects.

The course aims to enable junior lawyers to be aware of the issues as they progress through their career. This course is based on a real life case study allowing delegates to experience the main elements of LPM.

LEGAL TECHNOLOGY – AI/BLOCKCHAIN

This one day course looks at how disruptive technologies are bringing about a fundamental shift in legal decision-making and the way legal practice operates. Artificial Intelligence and Blockchain technology help achieve different goals with regards to digital data. The first part of the course covers the growing use of Artificial Intelligence platforms to facilitate the process of document analysis and contract review. Delegates consider the benefits of automation for the internal efficiency of the firm on the one hand and for managing client expectation on the other. Using practical problem scenarios delegates will consider the main types of automation and the tools available on the market with a focus on how to choose the one most appropriate for each case. The second part of the course deals with the concept of distributed ledger Blockchain technology, an immutable set of records. Delegates will consider whether Blockchain could significantly reduce the number of disputes firms have to deal with; the impact of Blockchain on digital security and the drive behind adoption of smart contracts and smart documents to encourage a more standardised and efficient legal ecosystem.

PRESENTING TO PERSUADE

This is a practical one-day course which considers the qualities of a persuasive presentation in the context of both style and content, and allows delegates to develop presentation skills by practise.

PROFESSIONAL EFFECTIVENESS

The Professional Effectiveness course combines technical skills with an emotionally intelligent approach to work. On this one-day course we will focus on bringing a core element of being an effective lawyer to life - building relationships. Within an immersive and practical session, delegates will explore how their own behavioural preferences affect how they think, work and act. Delegates will then in the context of a case study, explore how to recognise and empathise with other people's preferences and adapt their own communication style to build strong relationships with colleagues, existing clients and future clients.

THE LAW FIRM AS A COMMERCIAL ENTERPRISE

This one-day course provides an introduction to commercial awareness, the business dimension of legal practice. This interactive course focuses on the business of law.


It explores how law firms make a profit and how good and bad business practices can affect profit margins. The course also considers how clients choose their lawyers and what they expect from them.

It highlights the importance of strategic thinking and marketing to gain a competitive edge and demonstrates how good management of people also has a positive effect on success and profitability.


Delegates will undertake a number of practical activities which have been designed to help them achieve the learning objectives of the course.

THE SKILLED NEGOTIATOR

Topics covered in this one-day course include proper preparation for a negotiation, the qualities of an effective negotiator, and negotiation styles and tactics. It is an eminently practical course giving delegates the opportunity to practise and develop negotiation skills in both contentious and non-contentious scenarios.



**CONTENTIOUS
SKILLS ELECTIVES**



CRIMINAL LAW

BAIL AND MITIGATION

This one-day course gives delegates the opportunity to practise applying for and opposing bail, and presenting mitigation in a variety of offences commonly met in Magistrates' Courts.

CRIMINAL TRIAL IN THE MAGISTRATES' COURTS (TWO-DAY COURSE)

This two-day course tracks a trial in the Magistrates' Court. Delegates will run the trial as an advocate for either the prosecution or a defendant, with the opportunity to make applications on law and to examine and cross-examine witnesses.

ADR AND MEDIATION

ADR and in particular mediation is of growing practical importance within the context of dispute resolution as courts increasingly expect parties to explore ADR prior to and in the course of traditional court proceedings. Conducting a mediation also involves an important transferable skill which is central to what solicitors do across specialisations (e.g. negotiation).

This one day course looks at various forms and the details of how to prepare for and conduct a mediation. Based upon case study materials delegates will prepare for and conduct a mediation. The course will focus on mediation and will not look at e.g. arbitration in any detail although arbitration is of course a form of ADR compared to litigation.

DISPUTE RESOLUTION

CASE ANALYSIS AND MANAGEMENT

This one-day course demonstrates how to run litigation rather than be run by it. Having analysed a civil dispute, delegates will learn how to project manage the proceedings, by planning ahead with reference to time, cost and the allocation of resources. Delegates will also learn how to formulate a dispute resolution strategy and consider alternative dispute resolution procedures. Effective case management requires an initial understanding of the case to be managed, so the case analysed here is a shortened version of that covered in our Advocacy and Communication Skills PSC core module.

CIVIL LITIGATION DRAFTING SKILLS

This one-day course looks at the skill of drafting statements of claim including the rules and principles that apply when drafting particulars of claim and defence and counterclaims. This is a practical workshop and it provides the opportunity to practise and develop drafting skills in the context of a case study.

EMPLOYMENT LAW

DISPUTES IN THE WORKPLACE

This course includes: grievance and disciplinary procedures; unfair-dismissal and redundancy; discrimination and harassment; settlement of disputes. The approach for this elective is to provide a summary and a revision of relevant law in this area. The course will then focus on applying this law in realistic scenarios, considering the choices available to clients and the practical advice that lawyers can provide.

EMPLOYMENT CONTRACT

This one day course on the employment contract includes: employment status, formation and variation of contracts; maternity and other family-friendly rights; protection of part-time workers and working-time regulations; deductions from wages. The approach for this one day course is to provide a summary and revision of relevant law and then to focus on applying this in realistic scenarios, considering the choices available to clients and the practical advice that lawyers can give.

EMPLOYMENT TRIBUNAL ADVOCACY

This one-day course focuses on the role of the advocate in employment tribunals. It adopts a case study approach, using an unfair dismissal case and gives delegates the opportunity to observe and practise advocacy skills, including case analysis, cross examination and closing submissions.

FAMILY LAW

FAMILY LAW ADVOCACY AND PRACTICE – CARE PROCEEDINGS

This one-day course serves as an introduction to the complex area of public sector child care law. It examines law and practice in this area from both the private practice and the local authority viewpoint through the consideration of a case study. Issues addressed include the procedure relevant to care proceedings, the format and content of care plans, use of experts and case analysis and theory.

The course provides delegates with the opportunity to practise advocacy skills through a cross-examination exercise.

FAMILY LAW ADVOCACY AND PRACTICE – DOMESTIC ABUSE

This one-day course builds on core advocacy skills by focusing on evidence and advocacy in applications under Part IV of the Family Law Act 1996, including considering the advocacy required, aims and objectives of examination-in-chief and cross-examination. It gives delegates the opportunity to practise those skills in the context of a domestic abuse case study.

FAMILY LAW AND DRAFTING: APPLICATION FOR A FINANCIAL ORDER

This one-day course builds on core drafting skills using an application for a financial order as the basis for the skills training. The course aims to familiarise delegates with the law and procedure relating to an application for a financial order and to equip delegates with the skills required to draft the documents involved in the formal application to the court. The course is particularly aimed at those at the start of their training contract or with little experience of drafting Form Es and other documents, but can also benefit more experienced delegates.

FAMILY LAW INTERVIEWING AND NEGOTIATION – THE CHILDREN ACT 1989

This one-day course focuses on building the specialist interviewing and negotiation skills required in family work. Delegates will develop their interviewing and negotiation skills through the consideration of a case study set in the context of section 8 private law children proceedings for residence and contact under the Children Act 1989. The course also considers the role of the CAFCASS officer and provides delegates with the opportunity to practise advocacy skills through a cross-examination exercise.

PERSONAL INJURY

EMPLOYERS' LIABILITY

This one-day course examines the key elements of employers' liability law including common law negligence, vicarious liability and breach of statute (focusing on the health and safety regulations). The course deals with a number of case studies to give practical examples of this area of law.

FUNDING & DAMAGES

This one-day course looks at two important aspects of a personal injury claim. It starts by assessing the different methods of funding and considers these issues in the light of two case studies. It then focuses on damages in personal injury claims including fatal claims, using a number of case studies to practise the principals involved.

INVESTIGATION OF A CLAIM

This one-day course looks at the need for good investigation techniques, balanced with the overriding objective and proportionality. It focuses primarily on liability, starting with a road traffic scenario and moving on to an employer's liability case. This case focuses on interviewing the client, analysing the case and further investigations required to prove the case.

PRE-ACTION PROTOCOLS AND EXPERT EVIDENCE

This one-day course focuses on how to understand, use and apply the various pre-action protocols introduced into personal injury actions as a result of the CPR, with an emphasis on application of the Personal Injury Pre-action Protocol. It examines how to use medical and other experts in personal injury actions, including the selection and instruction process and the ways in which their evidence may be presented.

PRIVATE CLIENT

MENTAL CAPACITY AND THE COURT OF PROTECTION

This one-day course looks at the practice of the private client department or those involved in personal injury work who act for vulnerable clients and those who cannot manage their own property and affairs.

The course provides an introduction to the operation of the Mental Capacity Act 2005 and the Court of Protection. The course considers powers of attorney (types, drafting and registration), the role of attorneys and deputies, the Statutory Principles, the Code of Conduct, the concept and application of 'best interests' and court applications with a focus on statutory wills using case-studies and practical skills-based activities.



NON-CONTENTIOUS SKILLS ELECTIVES

COMMERCIAL LAW AND INTELLECTUAL PROPERTY

DRAFTING IP LICENCES

This practical one-day course introduces delegates to the skills used in drafting IP agreements. Using a series of case studies, delegates will identify which terms are needed in technology, trade mark and copyright licenses and why. There will be the opportunity to develop drafting skills by applying some of the key terms and receiving constructive feedback. Delegates will also be introduced to competition issues and in particular delegates learn how to use the recently introduced Technology Transfer Block Exemption.

E-COMMERCE AND DATA PROTECTION

This one-day course introduces key concepts such as business-to-business (B2B) and business-to-consumer (B2C) transactions – the regulatory framework and the skill of advising clients on the legal issues that may arise (for example, formation of contracts, sale of goods aspects, online terms and conditions). It also looks at the rights of individuals and how to advise businesses on their obligations within the legal and regulatory framework governing data protection.

PRACTICAL COMMERCIAL CONTRACT DRAFTING

This one-day course builds on experience gained in practice and considers each stage of the production of a commercial document, from initial background information to delivery of the final draft. Drafting is the central element of the course, and delegates will have the opportunity to draft several clauses and receive feedback on their attempts. The course also looks at the wider issue of developing a coherent methodology when attempting to capture a client's commercial arrangement within a document. In this regard, consideration is given in the course to the type and detail of information that is required by the solicitor before they can attempt to draft.

Finally, consideration is given to quality control and accordingly issues such as layout and the internal consistency of the document are considered.

PRACTICAL CONTRACT LAW

A thorough understanding of contract law is essential. This one-day course provides an overview of practical contract law in the context of commercial transactions, and reviews recent developments. Delegates will apply fundamental principles to a wide range of case study scenarios dealing with formation, operation and termination of contracts. The course will identify key practical considerations to be borne in mind when drafting, interpreting and construing contracts. Delegates will consolidate the course contents by identifying key provisions of standard terms and conditions of sale when advising a client.

COMMERCIAL PROPERTY

SALE AND PURCHASE TRANSACTIONS

This one-day course provides an understanding of the key elements of the sale and purchase of commercial properties acquired for investment purposes, including readiness for sale, use of the Standard Commercial Property Conditions of Sale, buyer's due diligence, institutionally-acceptable leases, VAT, reporting on title, insurance, management between contract and completion, completion statement and completion formalities. This is a practical course, suitable for any participant.

MANAGEMENT ISSUES

This one-day course focuses on a range of issues which frequently arise in practice in relation to ongoing management of a multi-let commercial property. It includes some background to management work as well as explanations of common jargon used in practice, how to deal with costs, alienation, alterations, Landlord & Tenant Act 1954 issues, rent concessions and advising tenants on how to dispose of a lease.

DRAFTING COMMERCIAL LEASES

This is a practical one-day course which focuses on the drafting and negotiation of the key areas of demise, rent review, repairs, insurance, service charge and alienation. The course provides a practical introduction to this area or may serve as a refresher. Please note that the course does not deal with residential leases.

RESIDENTIAL PROPERTY

SALE AND PURCHASE ISSUES

This one-day course focuses not on the conveyancing process itself but on issues which may arise within that process on buyer's due diligence, the contract, any gap between exchange and completion, late completion and completion formalities.

The course considers a freehold case study and provides a practical introduction to this area or may serve as a refresher.

CORPORATE LAW

ACQUISITIONS AND DISPOSALS OF SHARES

This course focuses on giving delegates an overview of steps leading up to drafting and negotiation of an acquisition agreement. It identifies and explains the main documents produced for an acquisition/disposal of shares and provides delegates with an example set of acquisition documents.

The course focuses on the practical aspects of dealing with a corporate acquisition of shares.

The course serves as an introduction, refresher or a consolidation course in this area.

CORPORATE BORROWING AND TAKING SECURITY

This one-day course begins with a review of the reasons for corporate borrowing and the basic differences between loan facilities and debt securities, followed by a discussion of the different structures and types of bank loans. Delegates then work through the key and most heavily negotiated terms of a loan agreement, looking at drafting and negotiating points and finally in the morning they discuss ways a bank can transfer a loan asset.

The delegates then work through an exercise on the different types of security and commercial security possible under English law before moving on to consider how to perfect security and why this is so important. They then look at priority of security (including an exercise on a negative pledge clause) and subordination. Finally the delegates look at and consider an exercise on some key terms in a debenture.

CORPORATE DRAFTING

This one-day course requires delegates to work individually and in small groups to undertake a series of activities involving simple documents that are commonly used in corporate transactions. Delegates will be required to analyse draft documentation for the client and advise the client on the meaning of the documentation, as well as to amend the documentation in accordance with their client's instructions. Finally, delegates will have an opportunity to improve their skills at drafting documents from scratch.

COMPANY FORMATION, MANAGEMENT AND SHARE CAPITAL

This one-day course is designed to identify the legal and commercial issues which may arise in relation to the incorporation and management of a business and the issue, redemption and buyback of shares from a practical point of view.

A key skill in the corporate environment is the ability to identify what areas of law need to be examined in relation to a certain set of circumstances. An ability to identify relevant issues and then understand the particular law's applicability is a prerequisite to the giving of good advice.

This course through case studies reviews the issues involved when a business wants to re-invent itself as a company – the corporate structures available and the issues involved in management. The course then looks at new investment in a company and returns on that investment.

CORPORATE INSOLVENCY

This one-day course looks at corporate insolvency from a practical viewpoint. It follows a company in financial trouble from the start of its difficulties into formal insolvency and concludes with the sale of its business and assets back to its former directors. The course builds on the basic principles covered in the LPC, but adds greater depth in terms of coverage and application. Emphasis is placed on providing practical commercial advice to those involved in and affected by insolvency.

HOW TO READ A COMPANY'S ACCOUNTS

During this one-day course delegates will learn how to read, interpret and explain different corporate group accounts. They will also look at the different component parts of the published accounts, the various accounting standards which underpin them, and will learn how to read behind 'window-dressed' accounts.

SHARE CAPITAL & DIRECTOR DUTIES

This practical one-day course covers key issues related to shares, share capital and directors. It will provide a refresher on many topics covered on the LPC. However, the course deals with the issues in more depth than the LPC. The course includes discussion of the different types of shares and methods of altering share capital, the current law on the issue and transfer of shares of public and private companies, the rules on maintenance of capital, financial assistance, distributions and returning value to shareholders, whether someone is or is not a director, the statutory duties of and restrictions on directors and potential shareholder claims against directors.

STOCK MARKETS AND FLOTATION

This one-day course is structured around the documentation required for an Initial Public Offering. The course illustrates the regulations applicable to entrants to the London Stock Exchange or Alternative Investment Market and will explore practical considerations for clients. The course covers the requirements for drafting prospectuses, listing particulars and related documentation within the regulatory framework. It also looks at the post-flotation obligations imposed on a listed or AIM-traded company.

UNDERSTANDING CORPORATE TAX TRANSACTIONS

Topics covered on this one-day course include an introduction to Capital Gains Tax in corporate transactions, as well as the tax implications when buying and selling companies or businesses from both the vendor and purchaser's perspective.

UNDERSTANDING THE CITY

This one-day course looks at the City of London as a financial centre, examining how it works and how it is regulated. A solid grounding in, and familiarity with, the corporate finance environment in the UK and internationally is important to lawyers whatever their practice area and wherever they are based. By exploring the roles of the market participants and the contributions that their legal advisors play, delegates will build a greater understanding of the City in the context of the global financial services industry and of the issues likely to be encountered by colleagues as well as an increased comprehension of the issues facing the firm's clients.

The course is designed to encourage delegates to think about the deals being handled by law firms for clients that operate in the City of London, and to familiarise themselves with the types of organisations they are likely to be working with in such a context.

PRIVATE CLIENT

PRIVATE CLIENT – ESTATE PLANNING

This one-day course examines the practice of the private client department of a solicitor's firm whose clients have moderate private wealth, with a particular emphasis on estate planning through the use of flexible life interest will trusts and post-death arrangements.

This advanced course builds upon the 'Private Client – Will Trusts and Tax' elective, and is aimed at delegates who intend to qualify into private client work. It is also suitable for delegates who have studied the 'Private Client' elective on the LPC, or have had a lot of exposure to private client work in practice.

PRIVATE CLIENT – WILLS AND INHERITANCE TAX

This one-day course takes a general look at the practice of the private client department of a solicitor's firm. This course is intended as an introductory course for delegates who have not studied the private client elective on the LPC. A knowledge of the taxation and probate aspects taught as part of the Pervasive/Core Topics is however assumed.

This course considers the structure and content of a will containing absolute or contingent interests for children, with the emphasis on practical drafting considerations and administrative provisions. The course considers the type and detail of information that is required by the solicitor from the client before drafting can commence. Consideration is also given to Inheritance Tax, both on lifetime disposals and on death.

PRIVATE CLIENT – WILLS TRUSTS AND TAX

This one-day course examines the practice of the private client department of a solicitor's firm whose clients have moderate private wealth, with particular emphasis on will trusts. This course builds upon the Private Client – Wills and Inheritance Tax elective. It is also suitable for delegates who have studied the Private Client elective on the LPC, or have had some degree of exposure to private client work in practice.

The course considers the structure and drafting content of the key will trust vehicles. The taxation implications upon creation and during the lifetime of each trust are also considered. Delegates will have the opportunity of calculating Inheritance Tax in the relevant property regime. Regard will also be had to some estate planning principles and the suitability of particular trust vehicles to particular situations/client types.

HIGHER RIGHTS OF AUDIENCE

INTRODUCTION

If planning a career in litigation, delegates have the option of taking Higher Rights of Audience training in lieu of PSC electives.

Appearance in the Higher Courts is not permitted until full qualification as a solicitor, but all training can be undertaken during the training contract. Delegates take the same programme of study as qualified solicitors.

Please note that from 31 January 2021, candidates will be assessed against revised criminal and civil Higher Rights standards. From 1 April 2021, only qualified solicitors will be permitted to take the assessment. Trainee solicitors will still be able to take the Higher Rights of Audience training.

Please note that all Higher Rights assessments are undertaken in accordance with the University of Law's assessment regulations.

Delegates must bear in mind that if they undertake the training, but then sit the assessment at a later date (i.e. when fully qualified and 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.

COURSE OVERVIEW

The University of Law is an acknowledged provider of Higher Rights Advocacy Assessments and also provides the relevant training for such assessments. By these means, we aim to provide Dispute Resolution solicitors with the skills and qualifications required for practice. Courses are available for both Civil and Criminal practitioners, and are provided on both a public and in-house basis.

The Higher Rights of Audience qualification enables solicitors to exercise rights of audience in the Higher Courts of England and Wales. Solicitors who are involved with advocacy in the Higher Courts but do not conduct it themselves can still benefit from the training; maximising their ability as litigators and as instructors of counsel due to their increased knowledge and understanding of the process.

In addition:

- Those with significant advocacy experience can undertake the assessments alone.
- Those seeking to enhance their capabilities as a dispute resolution practitioner can undertake the training alone.
- Trainee solicitors can undertake the training as an alternative to, and in satisfaction of, their PSC electives requirement.

Our Higher Rights Assessments have been accredited by the SRA.

COURSE OUTCOMES

- Enhance delegates professional status and increase their fee-earning potential.
- Gain specialist knowledge and expertise.
- Develop advocacy, communication and case management skills.
- Designed and delivered by experienced practitioners.
- Practical programme to ensure learning is directly applicable in the workplace.
- Each day of attendance at Higher Rights training equates to six CPD hours.

SRA ACCREDITATION

Under the SRA Standards and Regulations to acquire SRA accreditation to exercise rights of audience under the SRA Standards and Regulations, you need to successfully complete an Advocacy Assessment focusing on either the civil or criminal courts. To gain rights of audience for both civil and criminal proceedings you need to undertake two separate Advocacy Assessments.

There is no compulsory training requirement under the SRA Standards and Regulations, but we recommend attending written and practical advocacy training ahead of your Advocacy Assessment to maximise your chances of success.

Please note that all Higher Rights Assessments are undertaken in accordance with the University of Law's Assessment Regulations.

Delegates must bear in mind that if they undertake the training but then sit an Advocacy Assessment at a later date (i.e. when fully qualified and 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.

HIGHER RIGHTS ADVOCACY TRAINING

The University offers written and practical advocacy training for both civil and criminal advocacy candidates seeking qualification under the SRA Standards and Regulations. Training is not compulsory, but is recommended to ensure you are fully prepared and to maximise your performance at assessment.

Our cost-effective courses are offered either on a face-to-face basis at our London Moorgate campus or using our live online training platform and cover both theory and practice:

Written Advocacy Training –

Civil (2 days)

Practical Advocacy Training –

Civil (2 days)

Written Advocacy Training –

Criminal (2 days)

Practical Advocacy Training –

Criminal (2 days)

HIGHER RIGHTS ADVOCACY TRAINING

WRITTEN ADVOCACY TRAINING – CIVIL (2 DAYS)

By the end of this programme, delegates will be able to:

- Apply the relevant parts of the SRA Standards and Regulations to the conduct of advocacy and, where appropriate, act in accordance with the Bar Standard Board's Code of Conduct;
- Identify and deal appropriately with equality and diversity issues;
- Apply the rules of evidence in a civil context and deal with evidential issues including hearsay, improperly obtained evidence, opinion and expert evidence and similar fact evidence;
- Advise on key aspects of documentary evidence, including its disclosure and confidentiality;
- Act in accordance with pre-action protocols;
- Advise the client on alternative dispute resolution methods;
- Exercise sound judgment in the making of appropriate interim applications, understand the effect of interim orders, and identify the costs implications resulting from interim orders;
- Draft statements of case and other trial documents, and identify deficiencies in the drafting of such documents.

WRITTEN ADVOCACY TRAINING – CRIMINAL (2 DAYS)

By the end of the programme, delegates will be able to:

- Apply the relevant parts of the SRA Standards and Regulations to the conduct of advocacy, observe the Criminal Procedure Rules and, where appropriate, act in accordance with the Bar Standard Board's Code of Conduct;
- Identify and deal appropriately with equality and diversity issues;
- Prepare a case with reference to methods of proof;
- Advise a client on the roles of the judge, jury and experts;
- Apply the law and procedure relating to bad character evidence and confessions;
- Advise a client on the law and principles relating to sentencing;
- Apply the hearsay rule and utilise the exceptions to it;
- Conduct a voir dire;
- Deal with improperly and unlawfully obtained evidence and previous inconsistent statements, taking into account public interest immunity;
- Make or oppose an appeal;
- Advise a client on the rules in relation to indictments;
- Complete a PCMH questionnaire;
- Draft a defence case statement;
- Make or oppose a plea in mitigation.

PRACTICAL ADVOCACY TRAINING – CIVIL / CRIMINAL (2 DAYS)

By the end of the programme, delegates will be able to:

- Draft and use clear trial strategies and plans;
- Identify key legal, factual and evidential issues, including understanding the opponent's case and assimilating the opponent's evidence;
- Present an effective and coherent opening speech;
- Conduct a competent examination in chief and cross examination;
- Identify where re-examination is required, and be able to conduct it;
- Handle expert and vulnerable witnesses appropriately and effectively;
- Prepare an effective and coherent closing speech;
- Prepare coherent skeleton arguments;
- Present legal arguments, responding appropriately to the court and opponent.

HIGHER RIGHTS ADVOCACY ASSESSMENTS

Please note that from 31 January 2021, candidates will be assessed against revised criminal and civil Higher Rights standards.

The University of Law has been accredited by the SRA to offer Civil and Criminal Advocacy Assessments. The University of Law Civil and Criminal Advocacy Assessments are run in two parts, which take place over two separate days:

- Part one – a written examination
- Part two – a practical assessment

Part one accounts for 40% of the total mark, and Part two accounts for 60% of the total marks available.

You must achieve a minimum of 60% in each of the two parts to pass the Advocacy Assessment.

The Advocacy Assessment is run in two parts to make it more manageable for candidates and thus to maximise their performance. Please note that 'interim' results i.e. the results of one part of the Advocacy Assessment before the second part has been undertaken, are not released. Results are only collated, moderated as necessary, and released after both parts of the Advocacy Assessment have been undertaken. Please also note that, as a matter of policy, the University does not release the details of marks.

The two parts of the Advocacy Assessment are structured as follows:

PART ONE – WRITTEN ADVOCACY (2.5 HOURS)

This is a written examination which focuses on evidence, ethics, particular advocacy issues, and equality and diversity; tailored to either civil or criminal law dependent on your chosen discipline.

The procedural rules and SRA Standards and Regulations are provided, and the format may include one or more of the following:

- Question and answer
- Drafting
- Review and comment on documentation
- Multiple choice questions

PART TWO – PRACTICAL ADVOCACY (CIRCA 90 MINUTES PLUS DOCUMENTATION TO BE SUBMITTED IN ADVANCE)

This practical assessment examines generic advocacy skills and particular advocacy issues not examined in part one, tailored to either civil or criminal law dependent on your chosen discipline.

Delegates will be supplied with the assessment materials 1 week prior to the assessment.

HIGHER RIGHTS ADVOCACY ASSESSMENTS

Delegates will be required to:

- Submit a skeleton argument for an interim application/submission on the law.

On the assessment day itself, delegates will be required to:

- Argue an interim application/make a submission on the law.
- Submit a trial strategy plan –which can be prepared in advance.
- Present an opening speech.
- Examine in chief a witness.
- Cross examine a witness.

The witnesses to be examined and cross-examined may be lay, vulnerable or experts.

All of our practical assessments are conducted in a properly contested scenario, thus with two candidates being assessed at the same time, each representing one of the parties to the dispute as required by the SRA and to reflect the realism of court advocacy.

If delegates wish to gain Higher Rights for both Civil and Criminal proceedings, they will need to successfully complete both parts of the Civil and Criminal Advocacy Assessments.

Please note that from 1 April 2021, only qualified solicitors will be permitted to take the assessments.

Our Advocacy Assessments cover all aspects of written and practical advocacy, giving you and your employer the confidence that you are fully prepared to represent clients and the profession.

Please note that the University of Law's Higher Rights Assessment Regulations apply to the undertaking of all Higher Rights assessments. Please also note that results are released approximately 10 weeks after the second part of the Advocacy Assessment has been undertaken. This timing is necessitated by the SRA to allow their appointed External Examiner to review all assessment results before they are released and is common to all providers of Higher Rights' Advocacy Assessments.

IN-HOUSE HIGHER RIGHTS

We have extensive experience and expertise in delivering Higher Rights training on an in-house basis for organisations with a number of delegates – either at one of our campuses or at a chosen venue. We work closely with organisations to ensure our cost-effective training solutions meet their individual needs and requirements. Our high standard of service and training receives consistently excellent feedback from both training managers and delegates.

To discuss how we can meet your organisation's training requirements, please contact our professional development team on:

[**PDPublic@law.ac.uk**](mailto:PDPublic@law.ac.uk)

HIGHER RIGHTS REGULATIONS

The University of Law Higher Rights Assessment Regulations.

Please ensure you read The University of Law's Higher Rights Assessment Regulations document.

For queries regarding Higher Rights accreditation under SRA Standards and Regulations, please contact the SRA directly on **+44 0870 606 2555** or visit the SRA website.

PSC COURSE FEES EFFECTIVE FROM 3 OCTOBER 2022

PRODUCT	DETAILS	FEES
Pick and Mix PSC – full package	3 standard core + 4 electives picked from full list	£1,490 + 20% VAT
All Core Modules		£1,220 + 20% VAT
Electives 24 hours		£750 + 20% VAT
Individual core modules		
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Client Care and Professional Standards – Day Two		£200 + 20% VAT
Financial and Business Skills		£485 + 20% VAT
Individual Electives 6 hours		£245 + 20% VAT

All University of Law Alumni are entitled to a 10% discount on the published PSC course fees in accordance with the Terms and Conditions for the Alumni Loyalty Scheme for the Professional Skills Course. To be eligible for this discount Alumni must disclose that they are eligible for this discount at the time of booking (and in any event no later than 14 days from the date of booking). Any requests received after this time will be declined.

FIND OUT MORE

Visit law.ac.uk/study/legal-training/professional-skills-course/

E: pdpublic@law.ac.uk

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