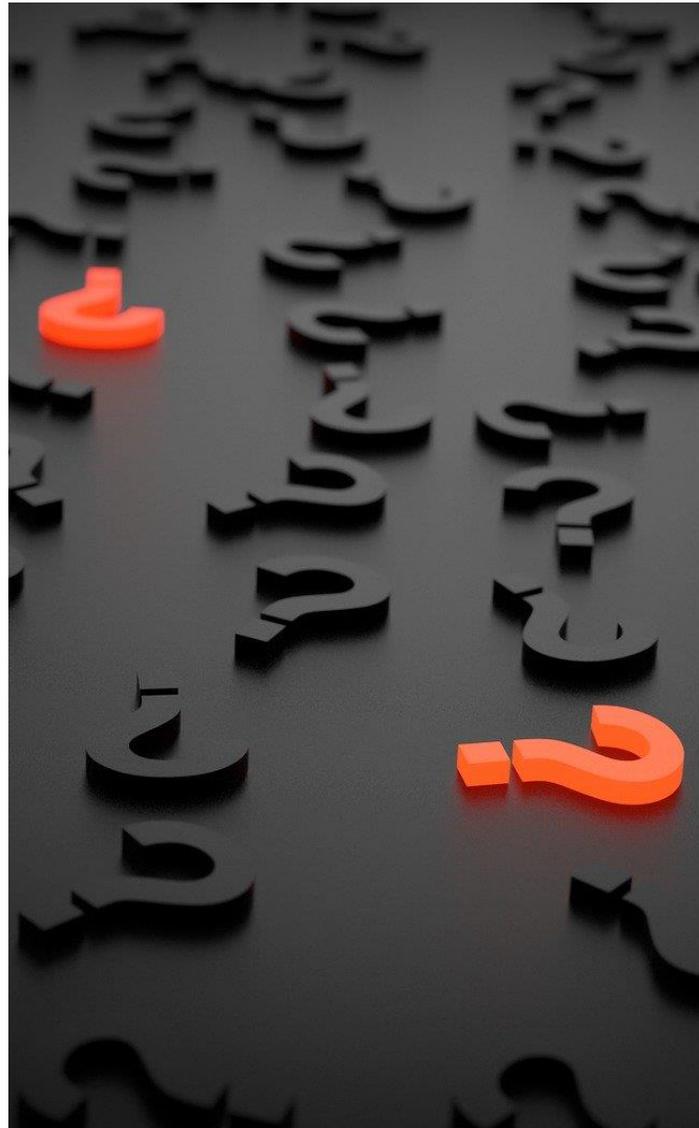

Continuing Professional Development (CPD) Rules



Effective date: 1 January 2021 (version 4)

Costs Lawyer Standards Board

CLSB
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These rules relate to the continuing professional development (CPD) of a Costs Lawyer authorised and regulated by the Costs Lawyer Standards Board (CLSB) and replace all other CPD rules previously issued by the CLSB. A Costs Lawyer is required to continuously develop their knowledge and practical skills to ensure they operate to the standard expected of them in the Costs Lawyer Code of Conduct. These rules should be read in conjunction with prevailing guidance on CPD issued by the CLSB.

1. Achieving CPD

- 1.1 CPD is activity undertaken in accordance with these rules over and above a Costs Lawyer's routine practice to develop their skills, knowledge and professional standards as a Costs Lawyer.
- 1.2 The CPD year is a calendar year (1 January to 31 December).
- 1.3 A Costs Lawyer must achieve a minimum of 12 CPD points in a CPD year, unless rule 1.4 applies. CPD points can be achieved by carrying out CPD activity, in accordance with rules 2 and 3.
- 1.4 In the event that a Costs Lawyer:
 - (a) qualifies part way through a CPD year;
 - (b) is reinstated part way through a CPD year; or
 - (c) takes long term leave during a CPD year,the Costs Lawyer will be required to achieve a minimum of one CPD point for each full month worked during that CPD year.
- 1.5 In accordance with the CLSB's Practising Rules, the CLSB may refuse to renew a Costs Lawyer's practising certificate or may issue the practising certificate subject to conditions where a Costs Lawyer has failed to comply with CPD requirements.

2. Planning, evaluating and maintaining records

A Costs Lawyer is required to:

- 2.1 Identify their training needs and set objectives for their CPD in light of their responsibilities and of the principles in the Code of Conduct.
- 2.2 Evaluate the effectiveness of the CPD carried out against those objectives.

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- 2.3 Keep a written record of the matters required by rules 2.1 and 2.2 and of the CPD undertaken during a CPD year.
 - 2.4 Submit a CPD record on the prescribed form to the CLSB upon request and cooperate fully with the CLSB in the annual CPD audit process, including by providing the CLSB with the written records required to be kept under rule 2.3.
 - 2.5 Keep evidence of CPD achieved for two years from the end of the CPD year.

3. CPD activities

- 3.1 The following is a non-exhaustive list of activities that can be included within CPD, with each full hour engaged on an activity counting as one CPD point:
 - (a) attending a conference, seminar or roundtable discussion;
 - (b) attending training, including in-house, external or web-based training;
 - (c) preparing for and delivering training;
 - (d) researching and drafting a publication;
 - (e) supervising a Trainee Costs Lawyer undertaking the Costs Lawyer qualification;
 - (f) research and reading.
- 3.2 The following activities cannot count towards CPD:
 - (a) work, research or reading that is part of routine practice or casework;
 - (b) any work for which the client is charged (unless the Costs Lawyer is providing training or a seminar for that client);
 - (c) following social media or maintaining a social media account.
- 3.3 Each CPD activity should be at a level appropriate to the Costs Lawyer's professional development needs.

4. Waiver

- 4.1 The CLSB may waive all or part of these rules if it considers that exceptional circumstances have justifiably prevented a Costs Lawyer from meeting their CPD obligations during any CPD year.