
Costs Lawyer Qualification

Course documentation



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Costs Lawyer Standards Board

CLSB
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Aims and outcomes

Definitions

The Course	The 3 year Costs Lawyer qualification as set out in the overview
Supervised Practice	3 year's work based experience in costs law & practice
Trainee	A Trainee Costs Lawyer

1. Introduction

To become a qualified Costs Lawyer a Trainee must successfully complete both the Course and Supervised Practice. This document sets out the aims and outcomes for both requirements.

The Course provides a coherent programme of study for a Trainee. Supervised Practice allows a Trainee to apply that learned during the Course as well as developing and implementing additional key practical skills. Both the Course and Supervised Practice provides a framework which integrates legal knowledge and analysis, practical skills, professional skills and attitudes which are expected of Costs Lawyers.

On successful completion of the Course and Supervised Practice a Trainee will have met the education and training requirements for a Costs Lawyer. The Trainee will then be able to apply to the CLSB for a Costs Lawyer practising certificate, under which they will be afforded the rights to conduct the following Reserved Legal Activities under the Legal Services Act 2007:

- The exercise of a right of audience
- The conduct of litigation
- The administration of oaths

2. Aims of the Course

The aim of the Course is to prepare Trainees during their work-based qualifying experience to provide a general foundation for practice as a Costs Lawyer. Aims and objectives are as follows:

- (a) Obtain general knowledge of each area of law studied.
- (b) Achieve detailed knowledge of the law and procedures relating to the costs subject studied.
- (c) Develop skills of legal analysis particularly in relation to costs law and practice.
- (d) Reach the level of competency and performance required of a Costs Lawyer.
- (e) Learn valuable transferable skills.

3. Outcomes of the Course

On successful completion of the Course a Trainee should be competent to undertake all the following:

- Research, explain and apply knowledge of the law and costs law practice accurately and effectively.
- Perform the tasks necessary to practice as a competent Costs Lawyer.
- Understand the key ethical requirements contained in the Costs Lawyer Code of Conduct, know where these may impact and be able to apply them in context.
- Demonstrate their knowledge, understanding and skills in the areas of law set out in the compulsory sections of the Course.
- Demonstrate their knowledge, understanding and skills in three areas of specialism in the options section of the Course.
- Reflect on their learning, identify their further and future learning needs and plan for their development as a costs law practitioner.

4. The three Units of the Course

The Course is as set out in the overview and comprises of three units of a year each (“Unit”). Each Unit is then broken down into modules (“Module”) with minimum

syllabus, aims and objectives set out. All Modules in Units 2 and 3 are compulsory. Unit 1 is divided into compulsory/specialist option Modules.

5. Course structure and credit values

The Course adopts the credit tariff recognised by the Regulated Qualifications Framework. Each of the Modules in a Unit has a credit value. The total credit value for the Course is 180 credits.

The credit value provides an indication of the estimated length of time required for successful completion of each Module in a Unit. One credit equates to 10 hours. This is merely an indication of hours and the actual time spent will vary according to the Trainee's experience or prior knowledge and will include time spent preparing for any formal sessions, private study, engaging in relevant work-based learning and preparation for formative assessments.

6. Course assessment and levels

Each Unit must be assessed by way of an unseen examination/s or some other form of supervised assessment which must assess knowledge, application, skills and professional conduct outcomes ("Unit Examination"). The provider of the Course must produce an assessment strategy which demonstrates overall coverage of the course and meets the requirements for Unit Examination.

The pass mark for all Unit Examinations is 50%:

49% (inclusive) and below:	Fail
50% (inclusive) to 59% (inclusive):	Pass
60% (inclusive) to 69% (inclusive):	Pass with merit
70% (inclusive) and over:	Pass with distinction

7. Aims of Supervised Practice

The aim of Supervised Practice is to ensure a Trainee reaches an expected level of competency and performance. During Supervised Practice a Trainee will:

- Apply knowledge acquired by them under the Course.
- Learn and apply key practical skills of a Costs Lawyer.
- Learn and apply the professional standard of a Costs Lawyer.

8. Outcomes of Supervised Practice

During Supervised Practice a Trainee should have acquired, developed, applied and evidenced skills and knowledge of the following to ensure competency of performance:

- (i) The practical application of costs law expertise (including legal research, drafting, advocacy and negotiation)
- (ii) Professional conduct
- (iii) Communication
- (iv) Client relations
- (v) Workload management
- (vi) Business awareness
- (vii) Self-awareness and development
- (viii) Working with others

9. Assessment of Supervised Practice

The employer of the Trainee at the time the Trainee applies for their Costs Lawyer qualification having successfully completed the Course, will be required to sign to the fact that the Trainee has:

- completed the required 3 year's work based experience in costs law & practice; and
- that the Trainee has achieved the eight Supervised Practice outcomes set out above to a satisfactory standard i.e. that expected of a Costs Lawyer.

Overview of Units of the Course

Unit 1

Compulsory

English Legal System, Legal Method & Legal Skills
(10 credits)

Law of Torts & Costs
(15 credits)

Law of Contract & Costs
(10 credits)

Professional Development Planning (Foundation)
(10 credits)

Options (three of the following specialist Modules)

Criminal Law & Costs
(10 credits)

Company and Commercial Law & Costs
(10 credits)

Land Law & Costs
(10 credits)

Family Law & Costs
(10 credits)

Unit 2 (all compulsory)

Professional Ethics
(10 credits)

Legal Accounts
(5 credits)

Civil Procedure (Foundation)
(10 credits)

Personal Injury/Clinical Negligence & Costs
(10 credits)

Professional Development Planning (Advanced)
(5 credits)

Advocacy & Negotiation Skills
(10 credits)

Unit 3 (all compulsory)

Civil Procedure (Advanced)
(15 credits)

Solicitor & Client Costs
(10 credits)

Costs in Special Courts
(5 credits)

Business Management
(10 credits)

Funding (Legal Aid & Other)
(15 credits)

Costs Pleadings & Other Process Documentation
(10 credits)

Exemptions

Rule 9 of the CLSB's Training Rules governs exemptions from Modules of the Course. An applicant may apply to an Accredited Study Provider (ASP) for one or more exemptions based on the applicant's prior learning.

1. Exemptions policy

ASPs should publish a policy for determining applications for exemptions. An ASP's exemptions policy should provide clear information about:

- (i) the types of prior learning that may give rise to an exemption;
- (ii) the process and criteria that the ASP will apply in determining applications for exemptions;
- (iii) any requirements as to the form of an application for an exemption, including any evidence that the applicant must provide;
- (iv) how an applicant can appeal a decision relating to exemptions; and
- (v) any other matters that could be expected to assist applicants in considering whether and how to apply for an exemption.

An ASP should regularly review its exemptions policy to ensure that it leads to fair and consistent outcomes for applicants and fosters a diverse and inclusive profession.

2. Types of exemptions

There are two types of exemptions available; exemptions for Listed Qualifications and exemptions for Other Prior Learning.

3. Exemptions for Listed Qualifications

The table below lists a number of qualifications that involve content and outcomes which are similar to certain Modules in the Costs Lawyer Qualification. These are the Listed Qualifications.

Where an applicant can show that they have successfully completed one or more Listed Qualifications, they are entitled to claim exemptions from Modules as set out in the table below. As described above, Modules are organised into three Units. Broadly, core law Modules are completed in Unit 1, practical law Modules are completed in Unit 2 and costs Modules are completed in Unit 3. In some cases, holding a Listed Qualification will mean that an applicant is exempt from all the Modules in a Unit. Where this is the case, the ASP should grant the applicant an exemption from the Unit as a whole.

Qualification	Module exemptions	Unit exemptions
Qualifying Law Degree Graduate Diploma in Law or Common Professional Examination	Exempt from: <ul style="list-style-type: none"> • English Legal System, Legal Method & Legal Skills • Law of Contract & Costs • Law of Torts & Costs • Land Law & Costs • Criminal Law & Costs • Professional Development Planning (Foundation) 	Exempt from: Unit 1
Law Society Legal Practice Course	Exempt from: <ul style="list-style-type: none"> • Civil Procedure (Foundation) • Personal Injury/Clinical Negligence & Costs • Advocacy & Negotiation Skills • Legal Accounts • Professional Ethics • Professional Development Planning (Advanced) 	Exempt from: Unit 2
Bar Professional Training Qualification	Exempt from: <ul style="list-style-type: none"> • Civil Procedure (Foundation) • Personal Injury/Clinical Negligence & Costs • Advocacy & Negotiation Skills • Professional Ethics 	Exempt from: Unit 2, other than Legal Accounts

	<ul style="list-style-type: none"> Professional Development Planning (Advanced) 	
CILEx Level 6 Higher Professional Diploma in Law and Practice	Exempt from: <ul style="list-style-type: none"> English Legal System, Legal Method & Legal Skills Professional Development Planning (Foundation) Professional Development Planning (Advanced) 	
Level 6 Diploma in Conveyancing Law and Practice	Exempt from: <ul style="list-style-type: none"> English Legal System, Legal Method & Legal Skills Land Law & Costs Legal Accounts 	
Level 6 Diploma in Probate Law and Practice	Exempt from: <ul style="list-style-type: none"> English Legal System, Legal Method & Legal Skills Legal Accounts 	

An ASP's exemptions policy should clearly set out what evidence an applicant must provide to show they have attained a Listed Qualification. Where an applicant provides that evidence, the associated Module or Unit exemptions should be granted accordingly.

Further exemptions may be available to applicants who hold a Listed Qualification – in addition to those set out in the table above – for example where an applicant has completed an optional module with similar content and outcomes to a Module of the Course. An ASP should make clear in its exemptions policy that applicants may be entitled to such further exemptions, and set out the process and criteria for applying.

Exemptions for Other Prior Learning

Where an applicant does not hold a Listed Qualification, but has successfully completed prior learning that involves content and outcomes similar to a Module of the Course, the applicant may apply for an exemption for Other Prior Learning. The ASP should assess

such applications on a case-by-case basis, using the process and criteria set out in the ASP's exemptions policy.

An applicant may apply for an exemption from a single Module, group of Modules or whole Unit on the basis of their Other Prior Learning.

An ASP should provide applicants with assistance and information relevant to their personal circumstances when an applicant is considering applying for, or has applied for, an exemption for Other Prior Learning.

Syllabus

The syllabus lists what the Course must cover as a minimum, it is not set out in any order of importance, weight or otherwise. The Course must always remain current, relevant and proportionate to the profession of the Costs Lawyer.

Unit 1

Module: ENGLISH LEGAL SYSTEM, LEGAL METHOD & LEGAL SKILLS 10 Credits	
Minimum syllabus: Legislation Legislative interpretation Legislative bodies The legal profession Rules of construction Precedent Court hierarchy The judiciary and the magistracy Trial by jury Tribunals Criminal litigation/trial process Civil litigation process Legal research	Aim: To enable Trainees to develop knowledge, understanding and critical awareness of the English legal system and introduce them to a range of legal resources available electronically and paper based to encourage and support their legal research and understanding. Outcome: Upon completion of this Module a Trainee should be able to: <ul style="list-style-type: none"> • Explain different forms of legislation and legislative bodies in England & Wales. • Explain the key characteristics that define the legal professions of England & Wales. • Independently research topics concerning the English legal system.
Module: LAW OF TORTS & COSTS 15 Credits	
Minimum Syllabus: General principles Joint & several tortfeasors Common law torts Statutory torts Negligence	Aim: To enable Trainees to develop knowledge, understanding and critical awareness of the law of torts to enable a Trainee to apply this accurately law accurately. To introduce Trainees to the

<p>Nuisance Trespass to person Trespass to land Land & premises Goods/interference with goods Defamation The Consumer Protection Act 1987 Vicarious liability Defences Contributory negligence Limitation periods Exclusion clauses Remedies Costs</p>	<p>process of research, legal reasoning and analysis of the law of torts.</p> <p>Outcome: Upon completion of this Module a Trainee should be able to:</p> <ul style="list-style-type: none"> • Explain the fundamental principles of the law of torts. • Apply the relevant law accurately to a range of realistic scenarios. • Present their answers logically and coherently.
<p>Module: LAW OF CONTRACT & COSTS 10 Credits</p>	
<p>Minimum syllabus: Nature of contracts Formation of contracts Privity of contracts Requirements re: form Express & implied terms Exemption clauses & limitation of liability Restraint of trade The Unfair Terms in Consumer Contract Regulation 1999 Mistake Misrepresentation Duress & undue influence Frustration Termination Discharge of contract Costs</p>	<p>Aim: To enable Trainees to develop knowledge, understanding and critical awareness of contract law to enable a Trainee to apply this law accurately. Further, to introduce Trainees to the process of research, legal reasoning and analysis of the law of contracts.</p> <p>Outcome: Upon completion of this Module a Trainee should be able to:</p> <ul style="list-style-type: none"> • Explain the fundamental principles of contract law. • Apply the relevant law accurately to a range of realistic scenarios. • Present their answers logically and coherently.
<p>Module: PROFESSIONAL DEVELOPMENT PLANNING (FOUNDATION) 10 Credits</p>	
<p>Minimum Syllabus: Learning styles & preferences</p>	<p>Aim: To provide a structured and supported process to enable a Trainee to reflect upon</p>

<p>Keeping a progress file or learning log Understanding & responding to feedback Time management Career planning CV writing</p>	<p>their own learning, performance and/or achievement and to plan for their personal, educational and career development.</p> <p>Outcome: On successful completion of this Module a Trainee should be able to:</p> <ul style="list-style-type: none"> • Recognise, value and evidence their own learning in academic and work-based contexts. • Evaluate and recognise their own strengths and weaknesses and identify ways in which perceived weaknesses might be improved and make best use of strengths. • Learn from things that did not go according to plan and respond to feedback. • Utilise personal records and evidence of learning to demonstrate to others what they know and can do. • Manage time/competing demands to achieve desired objectives and meet deadlines. • Monitor and review progress towards the achievement of goals. <p>Written Assessment</p> <p>(1) 50%: A critical reflection of a Trainees learning in Unit 1 including how this shaped or informed work practices of careers plans.</p> <p>(2) 50%: A learning log/diary.</p>
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Module (optional): LAND LAW & COSTS 10 Credits	
Minimum Syllabus: Freehold estates Registered/unregistered land Leasehold estates Unlawful eviction & harassment Legal & equitable rights Protection of third party rights Co-ownership Rights, obligations & interests in land Mortgages Sale Costs	Aim: To enable Trainees to develop knowledge, understanding and critical awareness of the basic principles of land law to enable the Trainee to understand any such issues that may arise in relation to land law costs disputes and costs in such proceedings and to encourage and support their practice and continued research and understanding of the subject matter. Outcome: Upon completion of this Module a Trainee will be able to: <ul style="list-style-type: none"> • Explain the key principle of land law. • Apply their knowledge to a range of non-complex and complex problem based scenarios. • Apply their knowledge of costs law to a range of realistic problem based scenarios. • Present their answers logically and coherently.
Module (optional): FAMILY LAW & COSTS 10 Credits	
Minimum Syllabus: Scope of current family law Courts & legal personnel Sources of family law Marriage Cohabitation Civil partnership Divorce Finance & property Children Domestic violence Costs	Aim: To enable Trainees to develop knowledge, understanding and critical awareness of family law and costs in such proceedings. Outcome: Upon completion of this Module a Trainee will be required to: <ul style="list-style-type: none"> • Demonstrate a critical awareness of principles and rules of family law and to illustrate the nature of marital relationships and of those adults in a close relationship.

	<ul style="list-style-type: none"> • Apply the law to a range of fact-based scenarios. • Explain and apply principles of costs law in relation to family law disputes. • Present their answers logically and coherently.
<p>Module (optional): CRIMINAL LAW & COSTS 10 Credits</p>	
<p>Minimum Syllabus: Criminal liability Court hierarchy Overview of Criminal Procedure Rules Detection of crime & arrest Actus Reus (guilty conduct) Mens Rea (guilty mind) Strict liability Criminal damage Murder Voluntary/involuntary/gross negligence/unlawful act manslaughter Other homicide offences Theft Defences Costs</p>	<p>Aim: To enable Trainees to develop knowledge, understanding and critical awareness of criminal law and costs in such proceedings and to encourage and support their continued legal research and understanding of the subject matter.</p> <p>Outcome: Upon completion of this Module a Trainee should be able to:</p> <ul style="list-style-type: none"> • Explain the fundamental principles of criminal law. • Apply the relevant law accurately to a range of act based scenarios. • Present their answers logically and coherently.
<p>Module (optional): COMPANY AND COMMERCIAL LAW & COSTS 10 Credits</p>	
<p>Minimum Syllabus: Types of companies Partnerships Limited liability partnerships (LLP) Formalities Memorandum of association Articles of association Share capital Members Directors & officers</p>	<p>Aim: To enable a Trainee to develop knowledge, understanding and critical awareness of company & commercial law and to encourage and support their continued legal research and understanding of the subject matter.</p> <p>Outcome: Upon completion of this Module a Trainee should be able to:</p>

<p>Directors duties Minority protection Winding up Insolvency Business agreements Competition law Costs</p>	<ul style="list-style-type: none"> • Explain the key rules and characteristics of registered companies, partnerships and LLP's. • Explain the internal structure of a company, its management and control, legal restrictions and requirements placed on the board or partners. • Explain the protection offered in law to minority shareholders. • Explain the process by which a company may be wound up. • Identify key features of the various types of business agreements (franchise, agency & distribution). • Explain the domestic and European anti-competition legal framework. • Present their answers logically and coherently.
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Unit 2

<p>Module: PROFESSIONAL ETHICS 10 Credits</p>	
<p>Minimum Syllabus: Professional ethics Professional standards The practice of a Costs Lawyer Reserved legal activities Statement of rights Costs Lawyer complaints procedure Role of the regulator (CLSB) Role of the representative body (ACL) Role of the Legal Services Board (LSB) Role of the Legal Ombudsman (LeO) The Legal Services Act 2007 Regulatory documents & guidance notes</p>	<p>Aim: To enable Trainees to develop knowledge, understanding and critical awareness of the expected professional standards and ethics of a Costs Lawyer and other regulated legal professionals.</p> <p>Outcome: Upon completion of this Module a Trainee should be able to:</p> <ul style="list-style-type: none"> • Explain the requirements imposed on a Costs Lawyer by the Code of Conduct and other regulatory documents.

<p>Other legal regulators Accredited Costs Lawyers Advocacy</p>	<ul style="list-style-type: none"> • Apply that knowledge to a number of problem based scenarios to demonstrate an ability to act in accordance with the core duties of professional conduct & ethics. • Present their answers logically and coherently.
<p>Module: ADVOCACY & NEGOTIATION 10 Credits</p>	
<p>Minimum syllabus: <u>Advocacy</u> Oral advocacy in court Advocacy on detailed assessment Court etiquette Preparation, strategy & objectives Applying law to the facts Never mislead the court Questioning/ leading questions When to challenge/ cross examination Witness handling Submissions Summation Contempt of court Alternative dispute resolution (ADR) <u>Negotiations</u> Oral advocacy in negotiation Preparation, objectives & strategy Agenda Location & method (meeting/phone) Collaborative/ adversarial Apply law to the facts Open & position effectively Questioning & listening Bargaining using rational Persuasive argument When to concede</p>	<p>Aim: To enable Trainees to know and apply the skills and etiquette requirements of competent advocates and negotiators to ensure best outcome for a client in practice.</p> <p>Outcome: Upon completion of this Module a Trainee should be able to:</p> <ul style="list-style-type: none"> • Demonstrate understanding of competency expectations in court etiquette. • Demonstrate understanding of competency in basic negotiation skills. • Present their answers logically and coherently.

Module: CIVIL PROCEDURE (FOUNDATION) 10 Credits	
Minimum syllabus: Overview of Civil Procedure Rules (CPR) Pre-action considerations Parties Commencing procedures Pleadings Service Case management Allocation of tracks Ending claims without trial Interim applications and payments Part 36 offers Disclosure Disclosure at detailed assessment Evidence Trails and hearings Pro bono representation Judgments and orders Enforcement Fixed costs Summary assessment of costs Detailed assessment of costs Detailed assessment procedure Appeals	Aim: To enable Trainees to develop foundation level knowledge, understanding and critical awareness of the civil procedure to ensure best outcome for a client in practice. Outcome: Upon completion of this Module a Trainee should be able to demonstrate knowledge and understanding of the following and present their answers logically and coherently. <ul style="list-style-type: none"> • Civil Procedure Rules. • Conduct of a civil court action from start to finish. • Risks and milestones during a civil court action. • Key costs issues.
Module: LEGAL ACCOUNTS 5 Credits	
Minimum Syllabus: Principles of accounts Solicitors Account Rules Book keeping principles VAT Money laundering Financial services rules Principle 3.6	Aim: To enable Trainees to develop knowledge and understanding of the law and practice relating to accounting/Solicitor accounts rules. Outcome: Upon completion of this Module a Trainee should be able to: <ul style="list-style-type: none"> • Explain basic principles on accounting/Solicitors Accounts.

	<ul style="list-style-type: none"> • Present their answers logically and coherently.
<p>Module: PROFESSIONAL DEVELOPMENT PLANNING (ADVANCED) 5 Credits</p>	
<p>Minimum Syllabus: Understanding & developing professional attributes Identifying training & CPD needs Career planning & development</p>	<p>Aim: To enable Trainees to build on professional development planning studied in Unit 1 to ensure conscious and conscientious approach to professional learning is maintained and to enable a Trainee to reflect on their progress in developing their careers, confidence and competence across a number of practice areas.</p> <p>Outcome: Upon completion of this Module a Trainee will have:</p> <ul style="list-style-type: none"> • A deep understanding of the professional attributes expected of a Costs Lawyer. • Insight into a range and level of skills that they have acquired through their work and study. • Understanding of their skills and attributes which require further development and will be able to devise and implement a plan to achieve that. • A greater appreciation of their own career development aspirations. <p>Written assessment:</p> <ol style="list-style-type: none"> (1) 50%: Professional conduct problem. (2) 50%: Detailed written skills analysis & development strategy by Trainee.

Module: PERSONAL INJURY/CLINICAL NEGLIGENCE & COSTS	
10 Credits	
<p>Minimum syllabus:</p> <p><u>Personal Injury</u> Types of Claim Causation Quantum of damages Evidence Personal injury protocol Pleading a case Defences Interim hearings and trial Settlement & final orders Appeals Limitation Act 1980 Costs</p> <p><u>Clinical Negligence</u> Types of claim Negligence & breach of duty The Bolam test Causation Quantum of damages Evidence Clinical negligence protocol Pleading a case Defences Interim hearings & trial Settlement & final orders Appeals Limitation Act 1980 Costs</p>	<p>Aim: To enable Trainees to develop knowledge, understanding and critical awareness of the law in relation to personal injury and medical negligence and costs in such proceedings to encourage and support their continued legal research and understanding of the subject matter.</p> <p>Outcome: Upon completion of this Module a Trainee will be able to:</p> <ul style="list-style-type: none"> • Explain personal injury law & procedure and medical negligence law & procedure. • Apply the law and practice to presenting legal arguments on costs matters in personal injury and clinical negligence claims. • Present their answers logically and coherently.

Unit 3

<p>Module: COSTS PLEADINGS & OTHER PROCESS DOCUMENTATION 10 Credits</p>	
<p>Minimum Syllabus: Costs pleadings in legal aid Pleadings under prevailing CPR rules Bill of costs Points of dispute Points of reply Written submissions Skeleton arguments Witness statements Requests for further information Further information Costs budgets/statements of costs Applications Interim & final certificates Orders Appellant notices Respondents notices Filing methods Filing timescales</p>	<p>Aim: To enable Trainees to develop knowledge, understanding and critical awareness of what costs are and the pleadings and other process documentation required at each stage of the costs recovery process (legal aid and non-legal aid).</p> <p>Outcome: Upon completion of this Module a Trainee should be able to:</p> <ul style="list-style-type: none"> • Explain the process, required pleadings/documentation and content at all stages in costs matters. • Apply their knowledge to produce accurately drafted costs pleadings & other process documentation. • Present their answers logically and coherently.
<p>Module: SOLICITOR & CLIENT COSTS 10 Credits</p>	
<p>Minimum Syllabus: Solicitors Act 1974 Reserved legal activities Duties and responsibilities of Solicitors Work done by unqualified persons inc. costs practitioners Offences Regulatory framework Different types of costs Non-contentious/contentious business agreement Indemnity basis assessment</p>	<p>Aim: To enable Trainees to develop knowledge, understanding and critical awareness of the law and practice in relation to Solicitor & client costs.</p> <p>Outcome: Upon completion of this Module a Trainee should be able to:</p> <ul style="list-style-type: none"> • Explain the legal and regulatory framework which applies to Solicitor and client costs. • Apply their knowledge in a range of problem based scenarios.

<p>Solicitor/client assessment One fifth rule Estimates Interim on account bills/statute bills Assessment of costs Formalities Liens Charging orders Interest VAT</p>	<ul style="list-style-type: none"> • Present their answer logically and coherently.
<p>Module: COSTS IN SPECIAL COURTS 5 Credits</p>	
<p>Minimum Syllabus: Prevailing law, process, appeals process, enforcement and costs in the following:</p> <ul style="list-style-type: none"> • Arbitration • Tribunal • Court of Protection • Supreme Court • Office of the Public Guardian • Privy Council • European Court of Justice 	<p>Aim: To enable Trainees to develop knowledge, understanding and critical awareness of the law, process, appeals and enforcement process in relation to costs matters in each of the special courts stated.</p> <p>Outcome: Upon completion of this Module a Trainee should be able to:</p> <ul style="list-style-type: none"> • Explain the law, process and appeals process relating to costs in each special court listed. • Apply their knowledge in a range of problem based scenarios • Present their answers logically and coherently.
<p>Module: FUNDING (LEGAL AID & OTHER) 15 Credits</p>	
<p>Minimum Syllabus: Criminal legal aid Civil legal aid Inquests Process Recoupment The Legal Aid Agency (role & powers)</p>	<p>Aim: To enable Trainees to develop knowledge, understanding and critical awareness of all forms of funding arrangements and in respect of legal aid to understand the different process of presenting a Bill of Costs.</p>

<p>Timeframes Appeals Private funding Legal expense insurance Trade union funding Professional body funding Other third party funding Pro bono representation Contingency fees Conditional fee arrangement (CFA) After the event insurance (ATE) Damage based agreements (DBA) Referral fee, fee arrangements & fee sharing Qualified one way costs shifting</p>	<p>Outcome: Upon completion of this Module a Trainee should be able to:</p> <ul style="list-style-type: none"> • Explain the law and practice relating to legal aid funding arrangements. • Explain non-legally aided options for funding legal advice and assistance and the respective implications for the client of these. • Apply their knowledge to a range of client funding scenarios. • Present their answers logically and coherently.
<p>Module: CIVIL PROCEDURE (ADVANCED) 15 Credits</p>	
<p>Minimum syllabus: Professional negligence Clinical negligence Personal injury Foreign claims & jurisdiction issues European Communities (Recognition of Professional Qualifications) Regulations 2007 Injunctions</p>	<p>Aim: To provide Trainees with an insight into aspects of civil procedure required for some specialised claims and specific applications.</p> <p>Outcome: Upon completion of this Module a Trainee will be able to:</p> <ul style="list-style-type: none"> • Explain and apply the appropriate civil procedures and protocols to professional negligence and clinical negligence claims. • Explain the law and procedure relating to injunctions in litigation claims. • Identify claims where jurisdiction issues arise. • Present their answers logically and coherently.
<p>Module: BUSINESS MANAGEMENT 10 Credits</p>	
<p>Minimum Syllabus: Annual business plans & objectives</p>	<p>Aim: To provide Trainees with an understanding of the key elements and</p>

<p>Range of business models</p> <p>Functional areas:</p> <ul style="list-style-type: none"> • Human resource management • Finance • Marketing • Communication • Production <p>Key external elements of the business environment:</p> <ul style="list-style-type: none"> • Political • Economic • Social • Technological • Cultural <p>Employee:</p> <ul style="list-style-type: none"> • Supervision & training • Health & safety • Data Protection • Whistleblowing • Equality • Professional development • Appraisals 	<p>functional areas of the organisation of a business.</p> <p>Outcome: Upon completion of this Module a Trainee should be able to:</p> <ul style="list-style-type: none"> • Explain & compare different business models. • Explain the main functional areas of business management. • Explain and evaluate impact of external elements of the business environment on the business. • Explain legal expectations of an employee. • Present their answers logically and coherently.
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