

# PROFESSIONAL SKILLS COURSE



**DATES:** NOVEMBER 2010  
(see details below)  
**TIMES:** 9.15 – 13.00 / 13.45 – 17.15 hours  
**VENUE:** Honiton East Devon Business Centre

The Devon & Somerset Law Society in conjunction with *Ex-L Professional Skills* are pleased to offer their sixteenth Fast Track PSC programme over 12 days covering all three Core Modules followed by a full suite of Electives. Delegates will enjoy the benefits of training undertaken nearer to the office, reduction in travel and associated expenses resulting in cost-effective training.

The Course Tutors **Trevor Hellawell, Judith Hirst, Andrew Pryce and Lesley Scott** are all fully-trained, professionally qualified and accredited presenters who enjoy a wealth of both practical and teaching experience.

## COMPULSORY CORE MODULES

- 1. Client Care and Professional Standards – 1 and 2 November 2010** (2 days) – on completion of this area, trainees should be able to:
  - ✓ identify and understand the significance of client care, ethical and professional conduct issues and be able to respond in an appropriate way within the training context;
  - ✓ apply appropriate professional standards;
  - ✓ understand and apply business awareness;
  - ✓ understand the need to work effectively with others;
  - ✓ initiate and implement appropriate methods of personal work organisation; and appreciate the importance of and take responsibility for their own personal and professional development.
- 2. Financial and Business Skills – 3/4/5 November 2010** (3 days plus 1½ hours unseen written examination on 8/11/10) – on completion of this area, trainees should:
  - ✓ have developed improved financial awareness;
  - ✓ be able to undertake exempt regulated investment activity; and
  - ✓ be able to apply the rules of professional conduct relating to financial and accounting matters.
- 3. Advocacy and Communication Skills – 10/11/12 November 2010** (3 days) – on completion of this area, trainees should be able to exercise the rights of audience available on admission in the civil and criminal courts.

## SUITE OF ELECTIVES – 4 DAYS (6 HOURS EACH)

The SRA requires that trainees must, in addition to and after completion of the Compulsory Core, undertake a minimum of 24 hours of tuition on Elective courses.

<b>Client &amp; Personal Management Skills –</b>	<b>17 November 2010</b>
<b>Financial &amp; Accounting Skills for Lawyers –</b>	<b>18 November 2010</b>
<b>Matter Management Skills – 2 days</b>	<b>24 &amp; 25 November 2010</b>

## Remarks from Spring 2010 PSC:

- Extremely beneficial and eye opening and interesting.
- Tutors very friendly and informative with good source knowledge.
- Session on undertakings was very practical and served as a useful warning against easy to make mistakes.
- It was good to see the impact of the updated Code of Conduct.
- Very beneficial – it should be completed in the first year of your training contract.
- Very useful and thoroughly enjoyable – really made me think!
- Helpful in updating changes to rules and clarifying how to deal with issues which arise in practice.

COMPULSORY COURSE FOR TRAINEES

# DASLS 2010 PSC Reservation Form

**One form per Trainee - please photocopy if you require more than one form.  
Please book early and prior to 30 September 2010.**

**Trainee – please attach a small photo to this form – thank you.**

Title Mr/Mrs/Miss/Ms	
Surname	
First Name	
SRA Registration No.	
Home Address	
Town/Postcode	
Tel.	Email.
Date Training Contract starts *:	ends:
* on 1 March 2005 the PSC rules changed to the effect that no trainee “commencing a training contract on or after 1 March 2005 will be allowed to complete the Client Care module of the PSC within the first 6 months of the training contract.”	
<b>NOTE</b> - Completion of the module on the Autumn 2010 course will only be achieved on submission of a post-programme research project. This completed project cannot be submitted within the first 6 months of your training contract.	
Special Requirements (e.g. disabled access, food allergies): <i>If yes please confirm your requirement in writing</i>	
Are you entitled to any exemptions by The Solicitors Regulation Authority: <i>if yes written please attach evidence of entitlement</i>	

## Firm

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## Address / DX (preferred)


## Tel.

## Fax.

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## Training Partner/Contact Name

Surname	First Name	Title
<b>Position</b>		
<b>Email</b>		

<b>FEES HELD</b> - include all study materials, refreshments, lunches and examination fees but exclude travel.		
<b>Core Modules Only</b>	<b>Member Firms</b>	<b>£995.00 + VAT (£1,169.13)</b>
	Non Member Firms	£1,075.00 + VAT (£1,263.13)
<b>Core Modules &amp; Electives</b>	<b>Member Firms</b>	<b>£1,400.00 + VAT (£1,645.00)</b>
	Non Member Firms	£1,517.50 + VAT (£1,783.06)
<b>Per Elective (6 hours)</b>	<b>Member Firms</b>	<b>£135.00 + VAT (£158.63)</b>
	Non Member Firms	£147.50 + VAT (£173.31)

We enclose our cheque for £..... payable to Devon & Somerset Law Society.  
A receipted VAT invoice will be issued with confirmation of your booking.

Please return this form with your payment to Miss Monique Bertoni, DASLS Administrator,  
Suite 5, Renslade House, Bonhay Road, Exeter, Devon, EX4 3AY. **DX 8361 EXETER**

Tel 01392 411585 / Fax 01392 431511 / e.mail. [monique@dasls.com](mailto:monique@dasls.com)

<b>Terms &amp; Conditions:</b> The Autumn 2010 Fast-Track Programme is subject to availability and demand. We reserve the right to change or cancel our PSC training sessions and refund accordingly. With 28 clear days notice prior to the course: Full refund subject to an administration charge of £30.00 + VAT. We regret that cancellations received within 28 days of the course will not be eligible for refund.
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## For Office Use Only

CL.	Dat.	VAT Invoice No.	Core / Electives / Both
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