

# PROFESSIONAL SKILLS COURSE PROGRAMME

**BPP in partnership with  
Devon & Somerset Law Society**

**SPRING & AUTUMN 2012**



**BPP**  
LAW  
SCHOOL

# WELCOME

to our PSC brochure exclusively for members of Devon & Somerset Law Society!

BPP is an international organisation and the leading provider of training services in the UK. We pride ourselves on our excellent reputation for training. We strive to provide you with quality training to ensure your successful transition from the LPC. The Devon & Somerset Law Society in conjunction with BPP Professional Education are pleased to offer their Fast Track PSC programme over eight days covering all three Core Modules. Delegates will enjoy the benefits of training undertaken nearer to the office, reducing travel costs and associated expenses, thus resulting in cost-effective training.

In addition to your Core Modules you will also be able to attend your elective courses with BPP. Our elective range is wider than any other provider, with over 170 elective courses. You can attend any of these courses nationwide and there will also be a range of elective courses available in Bristol. The programme will be led by Trevor Hellowell and a team of trainers who are fully-trained, professionally qualified and accredited presenters who enjoy a wealth of both practical and teaching experience.

If you have any queries at any time in relation to booking the PSC Core Modules or the Electives then please contact Devon & Somerset Law Society on [01392 366 333](tel:01392366333) or [Monique@dasls.com](mailto:Monique@dasls.com)

We look forward to welcoming you on our courses soon.  
BPP Professional Education and Devon & Somerset Law Society

## COMPULSORY CORE MODULES

Core Modules Venue: Honiton East Devon Business Centre

### Client Care and Professional Standards

5th – 6th March & 5th – 6th November (2 days)

This is a two-day programme that can be completed at anytime during your training contract; there will be an online module to complete six months into your training contract. On completion of this area, trainees should be able to:

- Identify and deal with client care issues, including identifying, handling and avoiding complaints; communicate effectively with clients and others, and understand and manage client expectations
  - Identify and understand their ethical responsibilities towards clients and others
  - Implement appropriate methods of case file management, identifying and minimising risk, and personal time management
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### FINANCIAL AND BUSINESS SKILLS

7th – 9th March & 7th – 9th November (3 days inc Exam)

These courses last for three days and include the Examination in the afternoon of Day 3.

On completion of this area, trainees should have:

- Developed improved financial awareness;
  - Identified the main investment products, their main features and tax aspects, and their suitability for particular clients
  - Applied the rules of professional conduct in connection with financial dealing, understand what is meant by money laundering
  - An understanding of mortgage fraud and be alert to its possibility
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### ADVOCACY AND COMMUNICATION SKILLS

21st – 23rd March & 12th – 14th November (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. In addition to this they should be able to:

- Identify and act upon the ethical problems that arise in the course of a trial
- Use language appropriate to the client, witness(es) and triers of fact and law
- Speak and question effectively and thereby competently use appropriate presentation skills to open and close a case
- Use a variety of questioning skills to conduct examination in chief, cross examination, and re-examination
- Prepare and present a coherent submission based upon facts, general principles and legal authority in a structured, concise and persuasive manner

## ELECTIVES

All trainees are required to undertake 24 hours of electives in addition to the core modules. We have put on a range of elective courses in **Bristol**, please find further details below. You are also able to attend any of our 170 electives anywhere in the country, please go to [www.bpp.com](http://www.bpp.com) for a full list of dates and locations.

Courses	Spring	Autumn	CPD Hours
<b>Civil Procedure Rules – An Introductory Guide</b>	19/3/12	13/12/12	6
Gain a thorough understanding of the rules and procedures required to run cases effectively and profitably.			
<b>Family Law – The Complete Practice &amp; Procedure</b>	14/4/12	17/11/12	12
The first two-day introductory level course of its kind to offer delegates an in-depth account of the complete practice and procedure for family/ matrimonial law.			
<b>Time Management – An Introduction</b>	17/4/12	22/02/13	6
Improve your productivity and enjoy a less stressful working environment by improving your time management skills.			
<b>Negotiating Skills – An Introduction</b>	24/05/12	07/02/13	6
Everything is negotiable and every negotiation is unique. Learn the basic process of negotiation, theories and techniques.			
<b>Clear Legal Writing</b>	09/05/12	05/02/13	6
Interactive and stimulating course examining the use of plain English in legal correspondence and documentation.			
<b>Introducing Commercial Conveyancing – Including Business Leases</b>	21/05/12	19/02/13	6
Get to grips with the additional areas of knowledge required by the commercial conveyancer, including knowledge of relevant statutory provisions.			
<b>Commercial Contracts – An Introduction</b>	25/04/12	16/01/13	3
Examines the pitfalls and issues surrounding commercial contracts and recommends best practice for drafting clear contracts.			
<b>Effective Boilerplate Clauses</b>	25/04/12	16/01/13	3
A review of the main types of boilerplate clauses looking at when and why they are needed and best practice for drafting them.			

# DASLS 2012 PSC RESERVATION FORM

One form per Trainee – please photocopy if you require more than one form.

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: \_\_\_\_\_

Special Requirements (e.g. disabled access, food allergies):  
*If yes please confirm your requirement in writing*

Are you entitled to any exemptions by The Solicitors Regulation Authority?  
*If yes please attach evidence of entitlement*

Firm \_\_\_\_\_

Address / DX (preferred) \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Training Partner / Contact Name \_\_\_\_\_

Surname \_\_\_\_\_ First Name \_\_\_\_\_ Title \_\_\_\_\_

Position \_\_\_\_\_ Email: \_\_\_\_\_

## Fees

Core & Elective Pack **£1285** + VAT

Core Modules Only **£1075** + VAT

24 hour Elective pack **£580** + VAT

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,  
Aston Court, Pynes Hill, Exeter, EX2 5AZ.

**DX 8361 EXETER** Tel: **01392 366 333** Fax: **01392 366 278** email: [monique@dasls.com](mailto:monique@dasls.com)

Please tick your choice of PSC course

Spring

Autumn

## TERMS & CONDITIONS:

The Spring & Autumn 2012 Fast-Track Programmes are subject to availability and demand. We reserve the right to change or cancel our PSC training sessions and refund accordingly. With 21 clear days notice prior to the course: Full refund subject to an administration charge of £30.00 + VAT. We regret that cancellations received within 21 days of the course will not be eligible for refund. Course delivered by BPP Professional Education Ltd on behalf of BPP Law School.



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