



Moving your Career Forward

Advanced Award in Chambers
Administration for Barristers' Clerks

November 2011 - May 2012

www.barristers-clerks.com



BTEC Advanced Award in Chambers Administration

What is it?

A BTEC qualification designed specifically for chambers' clerks. Developed by Central Law Training in consultation with the Institute of Barristers' Clerks and validated by Edexcel.

Why take it?

The role of a barrister's clerk is extremely important and crucial to the smooth running of chambers. It is therefore essential that clerks are trained to the highest standard to ensure that they are able to work to the best of their ability and to reach their full potential.

Junior clerks undertaking this award will:

- Demonstrate a commitment to personal development
- Enhance their career profile
- Become more proficient and gain confidence
- Provide a better service to clients and members of chambers
- Secure a transferable qualification

Who can take it?

Any barrister's clerk who has up to three years experience in chambers. No formal qualifications are needed to start the qualification. However, clerks will need a senior clerk to mentor them through the programme.

How does it work?

The programme is mostly conducted online via a dedicated website. The qualification consists of four units and for each unit there is a set of materials. For three of the units, there are assignments which must be completed and for the fourth unit, a portfolio must be completed.

Are there any face-to-face lectures?

Yes. There is a half day at the start of the programme to introduce clerks to it and then after six months a second half day on communication skills.

How long does it take?

To complete the qualification takes 12 months. Candidates will have approximately 3 months to complete each unit. A study schedule is available to view online which highlights submission deadlines.

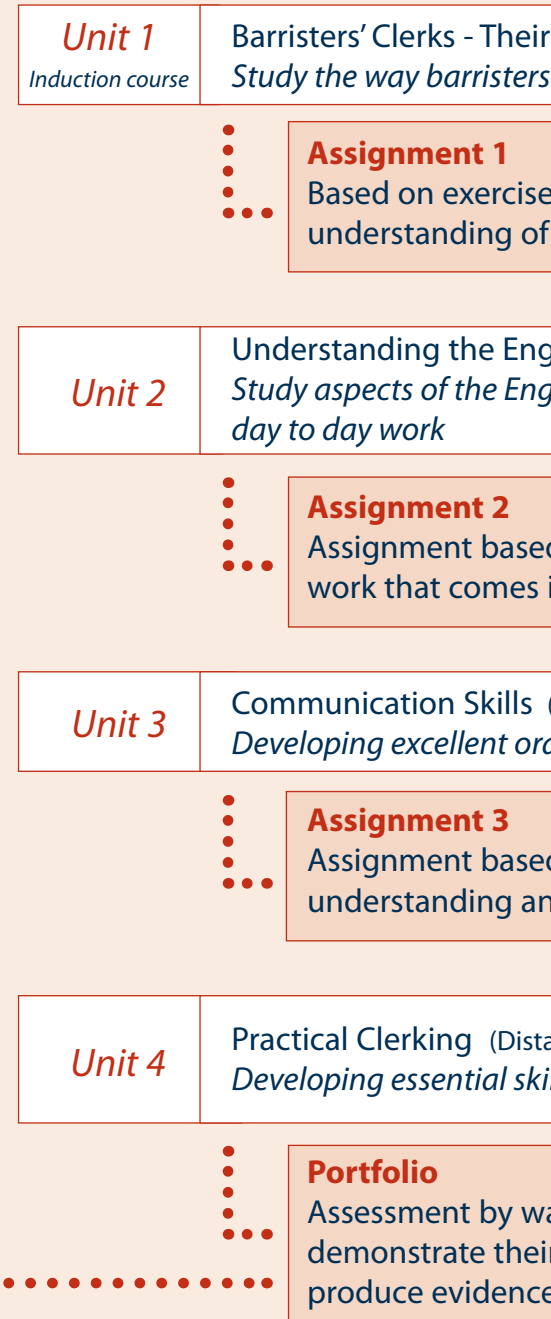
How it is assessed?

Units one, two and three are assessed by written assignments, which are marked by the assessors responsible for each unit.

Unit four is assessed by way of a portfolio which allows clerks to use practical situations in chambers to demonstrate their skills.

Programme Structure

12 Months



CLT

CLT is the UK's leading provider of post qualification training and accreditation for professionals working in the legal sector.

We also provide training and qualifications for corporate, financial, property, human resources and other professional sectors.

Work in Context (½ day course attendance)
and their clerks organise their work

to demonstrate knowledge and
Unit 1

English Legal System (Distance Learning)
English Legal System which will assist clerks in their

and on exercises, many of which draw on the
into chambers

(½ day course attendance)
al and written skills

and on exercises which demonstrate the
and use of communication skills

ance Learning)
skills required of a junior clerk in chambers

ay of portfolio. Students are required to
r competence in a range of tasks and
e of such in a portfolio.

What have other clerks thought of the programme?

"Very beneficial" **Rebecca Cohen, 12 King's Bench Walk**

"Very good" **Daniel McNamara, Chambers of Iain Milligan QC**

"Learnt a lot I didn't know, very interesting" **Gemma Pike, Ropewalk Chambers**

"Very good overall" **Kelly Leppington, Cornwall Street Chambers**

How will this qualification benefit chambers?

On completion of this qualification chambers will have a clerk who:

- Is aware of up to date procedure and practice
- Is a good communicator
- Understands the benefits of and can provide excellent client care

"The BTEC course assists greatly with the development of Junior Clerks. It requires students to understand the structure of the entire legal system and the court procedures that each adhere to, resulting in a broader knowledge than can be taught in a specialist set of chambers. Personal writing skills, basic marketing and basic management techniques are also all dealt with effectively. The benefits to both individuals and clerks rooms are invaluable."

Emma Makepeace, Deputy Senior Clerk, 25 Bedford Row

What qualification will I get?

Provided that all four units are successfully completed, you will get a BTEC Level 3 Advanced Award in chambers Administration and will be issued with a certificate to confirm this.

How do I book?

To book simply complete the registration form overleaf and return it to CLT with payment. If, however, you want to talk to someone before you make your decision please call us on 0121 362 7526.



IBC

Recognising the need for structured training, career development and transferable skills through qualification, the IBC have laid down the foundation for the award programme that will provide clerks with a benchmark for skills and knowledge which in turn will deliver services at the highest level.

BTEC BTEC
from Edexcel

BTEC qualifications from Edexcel are industry recognised flexible skills-based vocational qualifications.

The vocational and practical nature of BTEC qualifications provide this understanding. They offer a transferable qualification and are also recognised by universities allowing progression into higher education.

BTEC Advanced Award in Chambers Administration Registration Form

Your Details

IB93990

Title:	First Name:	Surname:
Date of Birth:	Daytime Telephone N°:	Mobile Telephone N°:
Email Address*:		
Chambers Name:		
Chambers Address:		
Postcode:	DX Number:	
IBC Membership Number**:	Person Responsible for Training:	

* Please note: An email address is a compulsory requirement. Booking forms will not be processed without this information.
 ** AN IBC MEMBERSHIP NUMBER MUST BE SUPPLIED UPON BOOKING, TO BENEFIT FROM THE DISCOUNT

Special Needs:

I have the following disability or special need and I enclose the necessary supporting medical documentation or other evidence.

Mentor Details (Compulsory Requirement)

Title:	First Name:	Surname:
Address:		
Email:	Postcode:	
DX Number:	Telephone Number:	

✉ Please return the registration form to:
 Barristers' Clerks Programme Co-ordinator, Central Law Training, Wrens Court,
 52-54 Victoria Road, Sutton Coldfield, Birmingham, B72 1SX **DX:** 708700 Sutton Coldfield
Tel: 0121 362 7526 **Fax:** 0121 240 1088 **Email:** chambersadmin@centlaw.com

Fees:
 £1395 + VAT
 £1295 + VAT (Members of the IBC)

Payment Details (Full Fees Payable on Enrolment)

By Cheque: I enclose a cheque for £..... (including VAT) made payable to CLT Ltd.

By Card: Please debit my Visa/Access with £..... Security Code:

Cardholder's Name:

Cardholder's Address:

Expiry Date: Credit Card Number:

Signed:

Dates

Round	Taught Course Unit 1 - Barristers' Clerks - Their Work in Context		Taught Course Unit 3 - Personal & Communication Skills	
November 2011 <input type="checkbox"/>	London	15 November 2011 (a.m.) <input type="checkbox"/>	London	01 May 2012 (p.m.) <input type="checkbox"/>

How did you learn about our Chambers Administration Programme?

CLT Main Website	Email Marketing	Direct Mail	Institute of Barristers' Clerks
Search Engine	Other		

Declaration

I the undersigned have read, understood and agree to the rules, terms and conditions as set out on CLT's website - www.barristers-clerks.co.uk (hard copy available on request). I confirm that, to the best of my knowledge and belief the information given on this form is current and complete.



Signed: _____ **Date:** _____