



Qualified Lawyers Transfer Test

for lawyers who wish to practise as a solicitor in England & Wales

Discount Fees for
Combined Test and
Training Bookings

CLT - First Choice for Cost Effective QLTT Training

2009/2010 PROGRAMME



TRAINING AND TESTING BY:

- **TESTS**
- **TEST PREPARATION COURSES**
- **ONLINE DISTANCE
LEARNING MATERIALS**



www.clt.co.uk

ACCREDITED BY THE SOLICITORS
REGULATION AUTHORITY (SRA),
THE REGULATORY ARM OF
THE LAW SOCIETY

The Qualified Lawyers Transfer Test

What is it?

It is the conversion test that allows certain foreign lawyers and barristers in England and Wales (subject to regulatory requirements) to qualify as a solicitor in England and Wales.

The test has four main subject areas (called heads). These are Head I - Property (Conveyancing and Probate); Head II - Litigation (Criminal or Civil); Head III - Professional Conduct, Financial Services, Money Laundering and Accounts and Head IV - Principles of Common Law (an oral test for lawyers whose education has not been conducted in English). For full details of the syllabus for each head visit our website at: www.qltt.co.uk.

Who can take it?

Lawyers qualified in jurisdictions that are recognised by the Solicitors Regulation Authority (SRA). A list of these can be found on the SRA's website: www.sra.org.uk.

Do I have to do anything before I can sit the test?

You have to obtain a Certificate of Eligibility from the SRA. This certificate will tell you which head(s) of the test you have to take. You can download the application form from SRA's website: www.sra.org.uk. Any enquiries about this form or requirements for your jurisdiction should be made to the SRA by emailing info.services@sra.org.uk or by telephoning +44 (0) 1527 504450.

You must have the certificate before you can sit the test and it can take up to 8 weeks to obtain one, so apply early to ensure you can sit the test on your chosen date. You can also benefit from a discount if you book your test at the same time you purchase distance learning materials.

Admission to the Roll of Solicitors

A Criminal Records Bureau check is necessary and valid for three months from the date of issue. Potential candidates need to contact the SRA three months in advance of their anticipated admission date to request a CRB application and an ADI application for admission to the roll. The call centre can be contacted on 0870 606 2555.



“Well pres

Why study with CLT?

Quality

- We have easy to use, comprehensive online distance learning materials, supported with additional online material for each head, which are written by practitioners or academics who are experts in their field.

Flexibility

- **Online distance learning materials** - access your online materials at work, at home or from any PC.
- You choose when to start studying with the distance learning programme.
- Preparation days help you to test if you are ready. For Head III there is a mock test as part of the revision package to test your examination technique.

Value for money

- We offer the best deal for those booking the distance learning and a test at the same time.

ent and well set out, good use of examples”



Preparing for the Test(s)

There is no requirement for you to take any training, although CLT's examination results show that those who undertake a course of study are more likely to pass. For those undertaking exam some form of exam preparation (i.e. online distance learning or preparation courses) there is an 80% pass rate, but those who only take the test and no additional training, the pass rate drops to 40%.*

We recommend the distance learning material supported with a test preparation weekend.

For Head III we offer a unique two and a half-day preparation course which includes a mock test which will be marked and returned to you with individual feedback from our specialist tutors.

Why should I choose the online distance learning option?

When you register for the online distance learning programme, you receive a unique student login number and password which gives you access to an area on the QLTT website for your specific subject area, which includes useful information, including the answers to the sample papers on the QLTT website.

The online materials are specifically written for QLTT. The online manuals highlight the key topics in the syllabus and give you self assessment questions so that you can check your progress. Depending on your level of knowledge you may need to undertake some independent research, using our suggested reading material for more in-depth detail in the areas where you lack expertise. The QLTT website has further information on it and tips on examination techniques.

A sample of the materials is available on the QLTT website at www.qltt.co.uk. You will need access to the internet to use the materials.

For a comprehensive preparation for the test you should also take a preparation course.

Should I take a preparation course?

A course gives candidates an opportunity to have face to face tutor support and to get those tricky questions answered. The courses concentrate on dealing with the type of questions likely to arise in the examination.

Please note that the online distance learning materials are not provided as part of the preparation weekends. Separate material tailored to the preparation days will be provided. For Head III, candidates have found the mock test useful in testing their readiness to tackle the examination.

Is there a reading list?

This is set out in the *Testing and Administration Handbook* and it is available on the QLTT website when you have obtained your student login.

*Data from June 2009, Birmingham and London sitting



Test locations

In London*, Birmingham, Glasgow, New Delhi, Mumbai, New York, and Toronto.

*Ask about our special discounted London accommodation rates when booking with us.

Taking the test

What books can I take in to the test?

It is an open book exam so you can take in any books, documents or other material. The exams are not memory tests. Broad topic areas will be set out on the website 10 days prior to the tests.

What is the pass mark?

The pass mark is 50%. Head III candidates must get 50% in both parts of the paper.

Do you cater for candidates with special needs?

Yes, but you must give us 20 working days notice of your requirements and you must provide supporting medical evidence, which is less than 12 months old.

Do I have to be proficient in English to pass?

You must demonstrate that your English is of the standard needed to practise as a solicitor in England and Wales.

Visit our website at
www.qltt.co.uk



Booking

How do I book?

You can book at any time for the online distance learning programme or the preparation courses. You will require access to the internet to view your materials and important information regarding your test preparation. Please contact CLT if you do not have access to such facilities. We can take a provisional booking for the test, **but it cannot be confirmed until you provide us with a copy of your certificate of eligibility.**

You should complete the registration form at the back of this brochure and return it to the address given.

What is the registration fee?


This is a fee that covers the administrative costs of your registration, and it covers three consecutive sittings. If you are unsuccessful on the third occasion, then the next time you apply to take a test a further registration fee will be payable. Please note that if you pass first time, which we hope you do, none of the fee is refundable.

What if I have any questions?

Then please call us on 0121 362 7526 or email us at qltt@centlaw.com and one of our friendly team will be pleased to help you.

Results

These are available 40 working days after the test and will be sent to you by post. Results cannot be given out over the telephone in any circumstances. Pass results will be published on the login area of our QLTT website.



*Discounts Available
Buy our distance learning materials
and book the test for free -
see overleaf for details*



Preferred testing centre (please tick) London Birmingham (Venues for Head IV test alternate between London and Birmingham for each round).

SECTION I: Discounted Packages for Combined Test and Online Distance Learning Bookings

- **Free Test - save £90:** Book a distance learning programme and sit the test for free!
- **Save up to £70 on Head IV:** Book the distance learning and test together to receive a discount

Head	Next Date	✓	Further Dates	✓	Fee + VAT	£
Test and Distance Learning Materials - Head I Property	3 Nov 2009		2 Mar 2010, 16 Jun 2010, 2 Nov 2010		£249	£
Test and Distance Learning Materials - Head II Civil Litigation	3 Nov 2009		2 Mar 2010, 16 Jun 2010, 2 Nov 2010		£249	£
Test and Distance Learning Materials - Head II Criminal Litigation	3 Nov 2009		2 Mar 2010, 16 Jun 2010, 2 Nov 2010		£249	£
Test and Distance Learning Materials - Head III Professional Conduct and Accounts	4 Nov 2009		3 Mar 2010, 17 Jun 2010, 3 Nov 2010		£249	£
Test and Distance Learning Materials - Head IV Principles of Common Law	9 Nov 2009		8 Mar 2010, 21 Jun 2010, 8 Nov 2010		£399	£

SECTION 2: Separate Test(s) and Online Distance Learning Fees

Test(s)

Head	Next Date	✓	Further Dates	✓	Fee + VAT	£
Test Fee Only Head I - Property	3 Nov 2009		2 Mar 2010, 16 Jun 2010, 2 Nov 2010		£90	£
Test Fee Only Head II - Civil Litigation	3 Nov 2009		2 Mar 2010, 16 Jun 2010, 2 Nov 2010		£90	£
Test Fee Only Head II - Criminal Litigation	3 Nov 2009		2 Mar 2010, 16 Jun 2010, 2 Nov 2010		£90	£
Test Fee Only Head III - Professional Conduct and Accounts	4 Nov 2009		3 Mar 2010, 17 Jun 2010, 3 Nov 2010		£90	£
Test Fee Only Head IV - Principles of Common Law	9 Nov 2009		8 Mar 2010, 21 Jun 2010, 8 Nov 2010		£220	£

Online Distance Learning

Head	Fee + VAT	✓	£
Distance Learning Materials Only Head I - Property	£249		£
Distance Learning Materials Only Head II - Civil Litigation	£249		£
Distance Learning Materials Only Head II - Criminal Litigation	£249		£
Distance Learning Materials Only Head III - Professional Conduct and Accounts	£249		£
Distance Learning Materials Only Head IV - Principles of Common Law	£249		£

SECTION 3: Preparation Courses

All courses take place in Central London

Head	Next Date	✓	Further Dates	✓	Fee + VAT	✓	£
Head I Property Preparation Day	3 Oct 2009		6 Feb 2010, 15 May 2010, 2 Oct 2010		£220 (subscribers)		£
					£330 (non subscribers)		£
Head II Civil Litigation Preparation Day	10 Oct 2009		13 Feb 2010, 22 May 2010, 9 Oct 2010		£220 (subscribers)		£
					£330 (non subscribers)		£
3 Day Preparation Course Head III; Day 1 - Accounts, Day 2 - Professional Conduct, Financial Services and Money Laundering, Day 3 - Mock Test	16-18 Oct 2009		19 - 21 Feb 2010, 28 - 30 May 2010, 15 - 17 Oct 2010		£520 (subscribers)		£
					£650 (non subscribers)		£
Preparation Course Head III - Day 1 Only (includes Mock Test)	16 Oct 2009		19 Feb 2010, 28 May 2010, 15 Oct 2010		£300 (subscribers)		£
					£340 (non subscribers)		£
Preparation Course Head III - Day 2 Only (includes Mock Test)	17 Oct 2009		20 Feb 2010, 29 May 2010, 16 Oct 2010		£300 (subscribers)		£
					£340 (non subscribers)		£
Preparation Course Head III - Day 3 Only (Mock Test)	18 Oct 2009		21 Feb 2010, 30 May 2010, 17 Oct 2010		£100 (subscribers)		£
					£120 (non subscribers)		£

SECTION 4: Registration Fee

Registration Fee (valid for 3 consecutive sittings)*	£245 + VAT	✓
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Registration Fee* The registration fee allows candidates to sit the examinations over three consecutive sittings. Thereafter a further registration fee is payable. A separate test fee is payable for each test the candidate sits. **Please note the registration fee is non-refundable.**

Subscriber rates: Please note subscriber rates only apply to courses.

Total: £

Personal Details

(PLEASE COMPLETE IN BLOCK CAPITALS)

Mr/Mrs/Miss/Ms Surname:	Employer's name:
First name(s):	Employer's address:
Home address:	
	Postcode/Zipcode:
Postcode/Zipcode:	DX:
Evening telephone number:	Daytime telephone number:
Mobile telephone number:	
Email address: (Please complete, booking confirmation details will be sent by email)	

Ethnic Origin

The following data is used solely to provide statistical information to the SRA about the accessibility of the scheme (and for no other reason: it is not used in the assessment process). Please answer the following questions:

Date of Birth					
White	British	Irish	Other		
Mixed	White & Black Caribbean	White & Black African	White and Asian	Other	
Black or British	Caribbean	African	Other		
Asian or Asian British	Indian	Pakistani	Bangladeshi	Other	
Chinese	Chinese	Other (please specify)			

Disability

Are you registered disabled?	Yes	No	Do you have any special needs requirements?	Yes	No
Have you attached supporting medical evidence?	Yes	No			

Payment Details

An application to register for a test(s) must be accompanied by your certificate of eligibility. This is not a requirement for course enrolment.	
Full test and/or course fees must be enclosed with your application.	
A Cheque/Bankers Draft/Money Order (drawn on a branch of a UK bank) enclosed made payable to:	
Central Law Training for £	
Please debit £ from my credit/debit card	
Card Type:	Issuing Bank:
Card Number:	
Security Code: (7 digit code on signature strip)	
Valid from:	Expiry date:
	Issue number: (switch card)
Cardholder's name:	
Card billing address (as it appears on your statement):	

How did you learn about our QLTT Programme?

CLT Main Website	Email Marketing	Direct Mail	Counsel Magazine
SRA Website	Search Engine	Other	

Declaration

I the undersigned have read, understood and agree to the rules, terms and conditions set out below and in the *Testing and Administration Handbook*. I confirm that, to the best of my knowledge and belief the information given on this form is current and complete.

Signature:

Date:

Please send your payment made payable to Central Law Training to:
**Professional Qualifications Division, Central Law Training, Wrens Court, 52-54 Victoria Road,
 Sutton Coldfield, Birmingham B72 1SX, UK**
DX: 708700 Sutton Coldfield **Tel: +44 (0)121 362 7526** **Fax: +44 (0)121 240 1088**
Email: qltt@centlaw.com **Website: www.qltt.co.uk**

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Terms and conditions: 1. CLT reserves the right to vary or cancel a course or test where the occasion necessitates, reserving the right to change speaker, course materials and venue. CLT will endeavour to run courses where possible, however in the unlikely event of a cancellation, candidates will be notified in advance and offered new dates. Alternatively, candidates can request a reimbursement of course fees. 2. CLT accept no liability if, for whatever reason a course or test does not take place. 3. Prices may be subject to change. 4. Full fees are payable prior to attendance at a course or the sitting of a test. Bookings will not be processed until full fees have been received. 5. Candidates are subject to CLT's Test Assessment Regulations that are set out in the *Testing and Administration Handbook*. 6. **Cancellations and Transfers - Tests:** tests may be cancelled or deferred to the following sitting (and can only be deferred once) provided we receive written notification no later than 28 working days prior to the date of the test(s). If a candidate notifies us after that date or does not attend the test(s), full fees will be forfeited. 7. **Preparation Courses - Cancellations and Transfers:** Course fees may be cancelled or deferred to the following sitting (and can only be deferred once) provided we receive written notification no later than 10 working days prior to the course commencing. If a candidate notifies us after that date or does not attend a course, full fees will be forfeited. 8. All revision courses will be held in a Central London venue (*discounted accommodation available*). Lunch and refreshments are included on one day courses. 9. On passing the exams (regardless of whether you have access to hardcopy and/or online materials) delegates logins will expire. In any event online logins will expire after 12 months. 10. Candidates will need to have access to the internet. Any substantial updates in law are published on our QLTT website. 11. **Online Distance Learning Programme:** The distance learning materials are non refundable. 12. Any legal proceedings, whether in contract or otherwise arising out of, or in connection with this application to sit the test shall be subject to the exclusive jurisdiction of the Courts of England. 13. Copyright: The copyright of all course materials remains that of CLT. Such materials may not be reproduced whether in whole or in part, by any method whatsoever, without prior permission having been given in writing by CLT. Once supplied course materials become the personal property of the candidate to whom they are issued and may **not** be used by any other person. 14. You must **not** share your login details with any third party. 15. This booking form constitutes a legally binding contract. 16. The delegate and (it paying) the firm are jointly and severally liable for payment of all the fees due to CLT. 17. Should it be found that you have shared the materials or log in with any third party your login will be removed with immediate effect. Data Protection: Central Law Training may periodically contact you with details of programmes and services that may be of interest to you and may pass your details to other companies within the CLT Group and selected clients. Please write to the Membership Manager if you do not wish to be included in this activity. 18. It is the candidate's responsibility to check the QLTT website for updates to material and the publication of advance information, CLT accepts no liability where candidates fail to do this.