

Compliance with CPD Regulations
“A Fool’s Guide to CPD”

CPD Definition

CPD is work undertaken over and above the normal commitments of barristers with a view to such work developing their skills, knowledge and professional standards in areas relevant to their present or proposed area of practice, and in order to keep themselves up to date and maintain the highest standards of professional practice.

ACCREDITED HOURS – Accredited hours can be obtained through attendance/speaking at courses, conferences, lectures or seminars that have been approved by the Continuing Education Office at the Bar Standards Board, and been awarded CPD hours.

NB: A Law Society accredited course is not automatically accredited by the Bar Standards Board.

Attendance at Accredited CPD Courses

- 1) Barristers must sign the registration document supplied by the provider at the end of the course to claim CPD hours.
- 2) Only courses registered with the CPD Office are considered as accredited
- 3) Applications for accreditation must be sent to the Bar Standards Board *at least two weeks* in advance of the course being held.

Attending University Courses

- 1) To claim hours for attending a university course, including LLMs, the barrister must obtain from the university a letter confirming the number of hours that they have attended as part of the course. This calculation can include lectures, seminars and examinations.
- 2) If it is not a law course, it must be a course directly relevant to practice as a barrister

Lectures

- 1) Barristers may claim CPD hours for preparing and delivering a lecture. To claim accredited CPD hours for a lecture, details of the talk and any notes or handouts that have been produced must be sent to the CPD Officer.
- 2) If a one-hour lecture is presented, the lecturer is able to claim a further hour to account for preparation. If a two hour lecture is given, a further two hours to account for the preparation.
- 3) A person cannot claim for repeat delivery of a lecture in any one calendar year.
- 4) A person is unable to claim for preparing a lecture if they do not present the lecture.
- 5) A person is eligible to claim hours for preparation for delivering the lecture, even if they did not produce the material themselves.

Online Courses

- 1) There are a number of online course providers, a list of which is available from the CPD Office.
- 2) An online test must be completed before the provider allocates CPD hours.
- 3) To claim these hours you must attach the completed certification form produced at the end of the course to your record card.

DVD's, Videos and CD'Roms

- 1) The video must be obtained from a Bar Standards Board approved producer of legal programmes or an accredited CPD provider who video their events.
- 2) Please add details of the video(s) watched to your CPD Record card. You must include the length of the video, the title and the provider.

Other Accredited Activities

- 1) Attending accredited courses directly relevant to practice as a barrister, including the BVC, any compulsory pupillage courses and New Practitioner courses.
- 2) Courses run by the Crown Prosecution Service, the Judicial Studies Board and the Department for Constitutional Affairs are automatically accredited by the Bar Standards Board, subject to the rules which govern CPD for the Bar of England & Wales.
- 3) The DCA Judicial Work Shadowing scheme and the ELA Employment Tribunal Shadowing Scheme are accredited with 2 CPD hours.
- 4) Pupil supervisor training up to 2 CPD hours
- 5) Personal/time management courses up to 4 CPD hours
- 6) Practitioners can claim 1 CPD hour per active month of service as a Judicial Assistant *
- 7) Carter seminars can be accredited for CPD. Initially the rule allowed Carter seminars to count within 6 months from final report date – 13 July 2006. The decision was reviewed and extended by the Chair of the CPD Sub-Committee to 13 July 2007.

NB: * Active month of service is considered to be anything that exceeds ½ a month in the event that less than 1 month is completed.

UNACCREDITED – Unaccredited hours can be obtained by attending any course, lecture, conference or seminar, which has not been registered with the CPD Office but is directly relevant to the barrister's area of practice or intended area of practice. Unaccredited hours are designed to give increased flexibility to the CPD that a barrister can undertake and need only be added to a person's record card for the claim to be made.

NB: Those subject to the New Practitioners Programme cannot claim CPD hours for attendance at unaccredited events, or completion of unaccredited activities, but may be able to apply for one-off accreditation. Please see below.

Those subject to the Established Practitioners Programme are able to claim a maximum of 8 unaccredited CPD hours in one calendar year.

Presenting an unaccredited lecture

- 1) The rules are the same as for accredited lectures; with the distinction that the hours claimed will be unaccredited.

Teaching on University Courses

- 1) A Barrister is able to claim CPD hours for teaching on LLBs, LLMs, the CPE, BVC, LPC or Diplomas in Law.
- 2) Barristers are able to claim hours for teaching law on degree courses, which are not wholly about law if it is relevant to their practice and provided that the level is at least equivalent to an undergraduate law degree.
- 3) To receive accredited hours for this work a barrister must obtain from the university a letter confirming the number of hours that they teach and ensure this is attached to their record card when sending it in to the Education & Training Department.

Moots, Mock Trials and Tribunals

- 1) The above can count for up to a maximum of two CPD hours a year.
- 2) School moots, mock trials or tribunals do not count.

Writing

- 1) Legal writing or editing can count for a maximum of 4 unaccredited CPD hours per calendar year.
- 2) Writing or editing the following can count for these hours: law books, law articles, practice notes for publication, consultation papers, examination question papers, law update papers, legal dissertations and legal reports.
- 3) A person is able to claim the hours it takes to write the article/book etc. up to this maximum.
- 4) The hours must be claimed in the year of publication.
- 5) Papers for moots can only count for 2 hours.
- 6) Reviewing legal books does not attract CPD hours.

NB: Those subject to the New Practitioners Programme cannot claim CPD hours for the writing of legal articles.

Other Activities

- 1) Attending unaccredited courses directly relevant to practice as a barrister.
- 2) This can include lectures and seminars given by Solicitors' firms and organisations not accredited by the Bar Standards Board to provide CPD hours.

HOW TO CALCULATE CPD HOURS

- 1) CPD hours, either accredited or unaccredited, are the hours spent in either seminars or lectures, added up and rounded down to the nearest half an hour.
- 2) Registration, breaks and lunchtime must not be included in this calculation.
- 3) After dinner speeches, tours, receptions and court visits cannot be included in the calculation of CPD hours.

OTHER RULES

- 1) Barristers working part time, if they hold a practising certificate, are subject to the same rules as those working on a full time basis.
- 2) Barristers practising abroad, if they hold a practising certificate, are subject to the same rules as those practising in England and Wales.
- 3) Practitioners subject to the Established Practitioners Programme are not able to carry CPD hours over from one year to the next.

CANNOT COUNT FOR CPD HOURS

Personal Development Courses

- Scholarship interviewing for the Inns
- Personal stress management
- Presentation skills
- Voice Coaching
- Mentoring or appraisal schemes
- Listening to radio programmes
- Subscription to periodicals
- Reading
- Networking skills
- Marketing skills

Other

- Acting as an External Examiner
- Shadowing a Judge (other than the DCA Shadowing Scheme)
- Pro-bono work
- Work at a Citizen's Advice Bureau
- Bar in the community scheme
- Working as a member of a review panel
- Acting as a Pupil Master (mini-pupillages included)
- Sitting as a Recorder
- Sitting as a Justice of the Peace
- Marking work for University courses, including the BVC
- Working as the Chairman of a Tribunal
- The 'Speakers for Schools' programme
- Annual General Meetings
- Careers Talks
- Attendance at a launch for any form of legal materials
- Teaching on BTECs or ILEX level 1-3 courses

ONE-OFF ACCREDITATION

- 1) If a barrister wishes to attend an event that has not been accredited by the Bar Standards Board, they can apply for one-off accreditation.
- 2) To do so they must send details of the event including the date(s) on which the event will take place, any itinerary or programme, subject matters to be covered and the contact details of the event organiser(s).
- 3) This should be sent to Elizabeth Prats at the Bar Standards Board, Education & Training Department at least two weeks in advance of the event taking place.

What to do if you work for a Solicitors Firm

- 1) Please obtain from your employer a copy of your electronic CPD record card (most solicitors firms keep these) and attach this to your CPD record card when you send it in during January.
- 2) If your firm does not keep such a record for you, you must complete the standard form.

What to do if you are not going to practice for the whole year

- 1) If you are going on maternity or paternity leave, taking a career break or have other personal circumstances that will prevent you from completing your CPD requirement you apply for a waiver. The forms for this can be obtained from Pauline Smith, the Training Regulations Officer.

Frequently Asked Questions

I've found a course I would like to attend? How can I find out if it has been accredited?

Contact the CPD office at the Bar Standards Board and they can confirm whether or not a course has been accredited. You can do this by telephone or via email.

Where can I find details of accredited courses?

Thousands of courses are advertised on our website www.BarStandardsBoard.org.uk These can be found by clicking the courses database option on the 'CPD' menu. Please note; this list is not exhaustive, as some approved providers do not advertise online.

I've lost my Record Card? How do I get another one?

Record cards can be downloaded from our website www.BarStandardsBoard.org.uk These can be found by clicking on the 'file downloads' option on the 'CPD' menu.

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March 2007