

UNIT 1: All Compulsory

The syllabus lists what the Course must cover as a minimum, it is not set out in any order of importance, weight or otherwise. The course must always remain current, relevant and proportionate to the profession of the Costs Lawyer.

Module 1(a) ENGLISH LEGAL SYSTEM, LEGAL METHOD & LEGAL SKILLS 10 Credits	
<p>Minimum syllabus: Legislation Legislative interpretation Legislative bodies The legal profession Rules of construction Precedent Court hierarchy The judiciary and the magistracy Trial by jury Tribunals Criminal litigation/trial process Civil litigation process Legal research</p>	<p>Aim: To enable Trainees to develop knowledge, understanding and critical awareness of the English legal system and introduce them to a range of legal resources available electronically and paper based to encourage and support their legal research and understanding.</p> <p>Outcome: Upon completion of this Module a Trainee should be able to:</p> <ul style="list-style-type: none"> • Explain different forms of legislation and legislative bodies in England & Wales. • Explain the key characteristics that define the legal professions of England & Wales. • Independently research topics concerning the English legal system.
Module 1(b) PROFESSIONAL ETHICS 10 Credits	
<p>Minimum Syllabus: Professional ethics Professional standards The practice of a Costs Lawyer Reserved legal activities Statement of rights Costs Lawyer complaints procedure Role of the regulator (CLSB) Role of the representative body (ACL) Role of the Legal Services Board (LSB) Role of the Legal Ombudsman (LeO) The Legal Services Act 2007</p>	<p>Aim: To enable Trainees to develop knowledge, understanding and critical awareness of the expected professional standards and ethics of a Costs Lawyer and other regulated legal professionals.</p> <p>Outcome: Upon completion of this Module a Trainee should be able to:</p> <ul style="list-style-type: none"> • Explain the requirements imposed on a Costs Lawyer by the Code of Conduct and other regulatory documents.

<p>Regulatory documents & guidance notes Other legal regulators Accredited Costs Lawyers Advocacy</p>	<ul style="list-style-type: none"> • Apply that knowledge to a number of problem based scenarios to demonstrate an ability to act in accordance with the core duties of professional conduct & ethics. • Present their answers logically and coherently.
<p>Module 1(c) COSTS PLEADINGS & OTHER PROCESS DOCUMENTATION 10 Credits</p>	
<p>Minimum Syllabus: Costs pleadings in legal aid Pleadings under prevailing CPR rules Bill of costs Points of dispute Points of reply Written submissions Skeleton arguments Witness statements Requests for further information Further information Costs budgets/statements of costs Applications Interim & final certificates Orders Appellant notices Respondents notices Filing methods Filing timescales</p>	<p>Aim: To enable Trainees to develop knowledge, understanding and critical awareness of what costs are and the pleadings and other process documentation required at each stage of the costs recovery process (legal aid and non-legal aid).</p> <p>Outcome: Upon completion of this Module a Trainee should be able to:</p> <ul style="list-style-type: none"> • Explain the process, required pleadings/documentation and content at all stages in costs matters. • Apply their knowledge to produce accurately drafted costs pleadings & other process documentation. • Present their answers logically and coherently.
<p>Module 1(d) ADVOCACY & NEGOTIATION 10 Credits</p>	
<p>Minimum syllabus: <u>Advocacy</u> Oral advocacy in court Advocacy on detailed assessment Court etiquette Preparation, strategy & objectives Applying law to the facts Never mislead the court Questioning/ leading questions When to challenge/ cross examination Witness handling Submissions Summation</p>	<p>Aim: To enable Trainees to know and apply the skills and etiquette requirements of competent advocates and negotiators to ensure best outcome for a client in practice.</p> <p>Outcome: Upon completion of this Module a Trainee should be able to:</p> <ul style="list-style-type: none"> • Demonstrate understanding of competency expectations in court etiquette. • Demonstrate understanding of competency in basic negotiation skills.

<p>Contempt of court Alternative dispute resolution (ADR) <u>Negotiations</u> Oral advocacy in negotiation Preparation, objectives & strategy Agenda Location & method (meeting/phone) Collaborative/ adversarial Apply law to the facts Open & position effectively Questioning & listening Bargaining using rational Persuasive argument When to concede</p>	<ul style="list-style-type: none"> • Present their answers logically and coherently.
<p>Module 1(e) CIVIL PROCEDURE (FOUNDATION) 10 Credits</p>	
<p>Minimum syllabus: Overview of Civil Procedure Rules (CPR) Pre-action considerations Parties Commencing procedures Pleadings Service Case management Allocation of tracks Ending claims without trial Interim applications and payments Part 36 offers Disclosure Disclosure at detailed assessment Evidence Trails and hearings Pro bono representation Judgements & orders Enforcement Fixed costs Summary assessment of costs Detailed assessment of costs Detailed assessment procedure Appeals</p>	<p>Aim: To enable Trainees to develop foundation level knowledge, understanding and critical awareness of the civil procedure to ensure best outcome for a client in practice.</p> <p>Outcome: Upon completion of this Module a Trainee should be able to demonstrate knowledge and understanding of the following and present their answers logically and coherently.</p> <ul style="list-style-type: none"> • Civil Procedure Rules. • Conduct of a civil court action from start to finish. • Risks and milestones during a civil court action. • Key costs issues.
<p>Module 1(f) PROFESSIONAL DEVELOPMENT PLANNING (Foundation) 10 Credits</p>	
<p>Minimum Syllabus:</p>	<p>Aim: To provide a structured and supported</p>

<p>Learning styles & preferences Keeping a progress file or learning log Understanding & responding to feedback Time management Career planning CV writing</p>	<p>process to enable a Trainee to reflect upon their own learning, performance and/or achievement and to plan for their personal, educational and career development.</p> <p>Outcome: On successful completion of this Module a Trainee should be able to:</p> <ul style="list-style-type: none">• Recognise, value and evidence their own learning in academic and work-based contexts.• Evaluate and recognise their own strengths and weaknesses and identify ways in which perceived weaknesses might be improved and make best use of strengths.• Learn from things that did not go according to plan and respond to feedback.• Utilise personal records and evidence of learning to demonstrate to others what they know and can do.• Manage time/competing demands to achieve desired objectives and meet deadlines.• Monitor and review progress towards the achievement of goals. <p>Written Assessment</p> <ol style="list-style-type: none">(1) 50%: A critical reflection of a Trainees learning in Unit 1 including how this shaped or informed work practices of careers plans.(2) 50%: A learning log/diary.
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