

ANNEX D

COSTS LAWYER CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) RULES

Regulator: Costs Lawyer Standards Board

Effective date: XX

These rules relate to the continuous professional development (CPD) of a Costs Lawyer authorised and regulated by the Costs Lawyer Standards Board (CLSB) and replace all other CPD rules previously issued by the CLSB. A Costs Lawyer is required to continuously develop their knowledge and practical skills to ensure they operate to the standard expected of them in the Costs Lawyer Code of Conduct.

Identifying CPD needs

Costs Lawyers are encouraged to plan their annual CPD activities based on an objective assessment of their personal training and development needs in relation to their work and business practice. A Costs Lawyer should determine for themselves (bearing in mind their existing skills and the nature of their practice) the most appropriate subjects where they should undertake CPD, taking account of their responsibilities. When considering whether a type of training or activity would be appropriate it is suggested a Costs Lawyer asks the question “*what is the value of this training in providing legal services to my clients?*”

1. Achieving CPD

- 1.1 The CPD year is a calendar year (1 January to 31 December).
- 1.2 A minimum of 12 CPD points must be achieved in a CPD year from the activity table under rule 4 save in the event of application of rule 1.4.
- 1.3 Each CPD activity should be at an appropriate level and contribute to the general professional skills and knowledge of the Costs Lawyer.
- 1.4 In the following event(s) a Costs Lawyer will be required to achieve 1 CPD point for each full month worked during that CPD year. A Costs Lawyer:
 - (a) Qualifies part way through that CPD year.
 - (b) Is reinstated part way through that CPD year.
 - (c) Takes long term leave during that CPD year e.g. maternity, sick leave, career break.
- 1.5 In accordance with Costs Lawyer Practising Rules, the CLSB may refuse to renew a practising certificate or may issue the practising certificate subject to conditions where a Costs Lawyer has failed to comply with CPD requirements.
- 1.6 A Costs Lawyer is required to co-operate fully with the CLSB in the annual CPD audit process undertaken by the CLSB.

2. CPD providers

2.1 A Costs Lawyer can apply to the CLSB under prevailing Accredited Costs Lawyer Rules to be accredited for the purposes of providing CPD.

2.2 The CLSB will recognise CPD provided by any of the following:

- CLSB Accredited Costs Lawyer (register on CLSB website www.clsb.info)
- CLSB Accredited Study Provider (register on CLSB website www.clsb.info)
- Solicitor
- Barrister
- C.ILEX
- A representative body of a legal profession e.g. The Association of Costs Lawyers, The Law Society, Bar Council, ILEX
- An approved regulator of a legal profession e.g. Solicitors Regulation Authority, Bar Standards Board, ILEX Professional Standards
- Training company (legal or business skills)

3. Maintaining records

A Costs Lawyer is required to:

- 3.1 Keep a written record of CPD undertaken during a CPD year. A CPD record sheet can be accessed on the CLSB website at www.clsb.info
- 3.2 Submit their signed CPD record to the CLSB upon request.
- 3.3 Keep evidence of CPD achieved for 2 years from the end of the CPD year.

4. CPD table

4.1 Certain activities carry a point cap, being the maximum that can be claimed for that activity in a CPD year.

Activity		CPD points achievable	Point cap
1	Attending a costs law conference or other law conference	6 points for one day; or 4 points for half day; or 1 point per hour attended <i>(excluding breaks)</i>	10 points
2	Attending training (in-house or external) on: <ul style="list-style-type: none">• costs law and practice; or• a legal subject matter of relevance to practice	1 point per hour attended <i>(excluding breaks)</i>	6 points
3	Undertaking training via internet (e-learning) e.g. webinar, podcast on: <ul style="list-style-type: none">• costs law and practice; or	As attributable by provider	6 points

	<ul style="list-style-type: none"> a legal subject matter of relevance to practice 		
4	An Accredited Costs Lawyer preparing and delivering training on costs law & practice	1 point for preparation 1 point per hour of delivery	4 points
5	ACL membership	2 points	2 points
6	Published written work on costs law e.g. article or law report (minimum 400 words per article)	3 points per published article	6 points
7	Acting as an examination marker for an Accredited Study Provider	4 points	4 points
8	Delivering a seminar on legal costs to a client	1 point per hour of delivery	2 points
9	Supervising a Trainee Costs Lawyer undertaking the Costs Lawyer qualification	1 point per hour	4 points
10	Receiving or delivering training in relation to practice management e.g. business, leadership, personnel management, accounts management	1 point per hour of delivery; or 1 point per hour attended	3 points

END