

BAR  
STANDARDS  
BOARD

REGULATING BARRISTERS

# Continuing Professional Development

Information Pack



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## **Introduction**

On completion of the academic and vocational stages of training, barristers will have acquired at least the minimum of knowledge and skills to enable them to supply legal services to clients at a competent and professional level. However, the education and training that are undertaken prior to qualification cannot supply all the relevant knowledge and skills that are needed throughout a career at the Bar.

In order to maintain and enhance the quality of legal services that they offer, barristers need to update and develop specialist areas of knowledge and improve their skills. Furthermore, in the face of increasing competition in the market for legal services, barristers must have sufficient flexibility to adapt to the changing demands of clients, the profession and their own careers.

The Bar Standards Board is committed to ensuring that the profession continues to offer legal services of the very highest quality, therefore all practising barristers are required to complete compulsory continuing professional development (CPD). Whilst attending courses alone will not guarantee that appropriate standards are maintained, we consider mandatory compliance with a programme of continuing professional development essential if barristers are to maintain and improve their skills.

The Bar Standards Board accredits and monitors the provision of courses to ensure that all practitioners can benefit from relevant, worthwhile and affordable continuing professional development. This information pack answers the following questions:

- To whom do the regulations apply and what are the requirements?
- How is CPD administered?
- How do I choose appropriate courses or activities?
- How will the Bar Standards Board monitor compliance?
- What happens if I do not complete the minimum requirements?

It also contains a copy of a CPD record card that needs to be completed and returned to the Bar Standards Board each year. If you require further information or advice please contact, Bar Standards Board, 289–293 High Holborn, London, WC1V 7HZ Tel: 020 7611 1444, Fax: 020 7831 9217, Email: [cpd@barstandardsboard.org.uk](mailto:cpd@barstandardsboard.org.uk).

## **Meeting your needs**

We can provide our literature in different formats, such as Braille, large print or on audio tape or compact disc. If you would like this form in a different format please contact us on 020 7611 1444

**Bar Standards Board**  
**February 2012**

## **To whom do the regulations apply?**

All practising members of the Bar are subject to the continuing professional development regulations. Compliance is an obligation of the Code of Conduct (para. 202(b)). In the first three years' of practice, newly qualified practitioners are required to complete 45 hours of continuing professional development (CPD), including at least 9 hours of advocacy training and 3 hours of ethics (the 'New Practitioners' Programme'). After the first three years of practice, barristers are required to undertake 12 hours of CPD each calendar year (the 'Established Practitioners' Programme').

## **New practitioners' programme (NPP)**

Newly qualified barristers are required to complete a minimum of 45 hours of accredited continuing professional development (CPD), including at least nine hours of advocacy training and three hours of ethics in the first three years of practice.

### Advocacy training

Providers of advocacy training must conform to the requirements set out in the 'Guidelines for Course Providers'. All the Inns and Circuits offer accredited advocacy training programmes, and the Crown Prosecution Service and the National Institute of Trial Advocacy (UK) are also accredited providers. It is strongly recommended that the advocacy training requirements are completed as early as possible in the three year period.

The object of the advocacy training element of the programme is to develop and advance skills appropriate to the demands made on practitioners in the early years of practice. In order to achieve this, it is expected that providers of approved advocacy courses provide a mixture of group practical training by approved trainers and instruction (lectures, seminars, master classes or the like).

### Ethics

The objective of this component is to enable the new practitioner to identify those situations which raise ethical problems, to understand the principles that govern professional conduct and to apply these principles to given situations. Courses should incorporate discussions of the three basic duties in the Code of Conduct: the overriding duty to the court, the duty to act in the client's best interests and duties to third parties. Courses may also deal with aspects relating to client care and the cab-rank rule. The Inns and Circuits offer accredited ethics programmes.

### Other accredited courses

The remaining balance of the new practitioners' programme (33 hours) must be met through attendance at any course accredited by the Bar Standards Board for CPD hours. Many accredited courses are listed on the Bar Standards Board website at <http://www.barstandardsboard.org.uk/regulatory-requirements/for-barristers/continuing-professional-development/cpd-courses/>

## Forensic accountancy

Practitioners are required to complete a course in forensic accounting during their pupillage or by the end of their first three years of practice. This is in addition to the minimum 45 hours required by the new practitioners' programme. We have validated BPP as the sole provider of the course in London and on Circuit. Please refer to the website at <http://www.barstandardsboard.org.uk/regulatory-requirements/for-barristers/continuing-professional-development/> for the latest booking form.<sup>3</sup>

## **Established practitioners' programme (EPP)**

Those subject to the EPP must complete 12 CPD hours every calendar year, 4 of which must have been accredited by the Bar Standards Board.

For details on activities which are considered accredited or unaccredited please see 'A General Guide to CPD' at Annex D.

## **How is CPD administered?**

### New practitioners' programme (NPP)

On completion of your pupillage, you are required by the Code of Conduct to provide the Records Office with details of the current address(es) and telephone number(s) of the Chambers or office from which you are supplying legal services. We will register all practitioners in the first three years of practice as a new practitioner and maintain a record of your attendance at advocacy and ethics courses.

The new practitioners programme officially commences from the 1 January in the year following commencement of practice. However you are able to accrue CPD hours from the date you commenced practice following the issue of your Full Qualification Certificate. You are required to keep your own record of attendance at other CPD accredited courses, whilst ensuring that you sign the provided registration document at all events.

A copy of this record must be sent to us by 31 January of the year following the date that you commence practice as a barrister, and every year thereafter.

At the end of the first three years of practice and completion of the new practitioners' programme, you will be required to complete the established practitioners programme, which consists of a minimum of 12 hours of continuing professional development in each calendar year in which you hold a practising certificate.

### Established practitioners' programme (EPP)

Those subject to EPP must also submit their record cards by 31 January of the year following the one in which they start the programme and every year thereafter. You are also required to sign the registration document at any accredited events, which you attend.

If you hold a practising certificate for less than twelve months in any year (through illness or sabbatical etc), you must complete one hour of continuing professional development (CPD) for each month or part month of practice. At least one third of the requirement must be satisfied through accredited activities.

## Reduction / waiver of CPD hours

The Qualifications Committee has the power, in relation to any individual barrister, to waive any or all of the CPD requirements or to extend the time within which they must be completed. Application forms for waivers and extensions can be found at <http://www.barstandardsboard.org.uk/regulatory-requirements/for-barristers/continuing-professional-development/extensions-and-waivers/> and should be returned to Pauline Smith, the Training Regulations Officer at the Bar Standards Board, setting out all mitigating circumstances and supported by all relevant documentary evidence. Applications should be made as soon as a practitioner feels they may be unable to comply with the CPD requirements.

## **How do I choose appropriate courses or activities?**

Given the diversity of practice at the Bar, there are at present no set courses (other than advocacy training and ethics in the first three years of practice under the NPP) which barristers are required to undertake. Although we can provide advice, barristers have the responsibility of choosing appropriate professional development activities that contribute to their individual personal or professional development and are relevant to their proposed or present area(s) of practice.

You will benefit most from the continuing professional development activities, if you plan what training and development you need. A simple method is to: (a) identify skills and knowledge that you already have, (b) consider how you want your practice to develop (in consultation, where appropriate, with your senior clerk, practice manager, head of Chambers or line manager), (c) identify gaps in your skills and experience and (d) plan how to address this gap through courses and other CPD activities available.

We maintain an online list of courses which have been accredited for CPD purposes on our website at <http://www.barstandardsboard.org.uk/regulatory-requirements/for-barristers/continuing-professional-development/cpd-courses/> (please note that this is not a complete list of all accredited courses, only a list of courses approved providers have chosen to advertise).

The Bar Standards Board recognises that not all worthwhile courses will have been submitted to the BSB for accreditation. There could be a number of reasons for this, not least because the organisation providing the course is not a recognised approved CPD provider for the Bar. As such, practitioners may apply to the Bar Standards Board for 'one-off CPD accreditation'. There is an application fee of £45 per event for consideration. Applications may also include individual lectures delivered by practitioners. To apply for one-off accreditation or for more information, please contact the Continuing Education Officer.

## Cost

We are aware that practitioners may be on a restricted income in their first few years of practice and make every effort to ensure that there are sufficient courses available at reasonable rates. Many of the specialist bar associations and Circuits offer discounted fees for new practitioners and some external providers may also give discounts on request. Additionally all Chambers are automatically approved to provide CPD courses, subject to compliance with our guidelines, and many now offer in-house training to their members. Organisations and firms can apply for accreditation of their training programmes by contacting the Continuing Education Officer at the Bar Standards Board.

## Location

There are now over 850 approved providers of CPD courses. These providers are based all over England and Wales and a number are based overseas. There is also a vast number of CPD courses that can be completed online, details of these can be obtained from the Bar Standards Board.

## **How will the Bar Standards Board monitor compliance?**

Accredited course providers will provide a registration document at the end of the course, which you are required to sign to confirm that you have attended. The Bar Standards Board audits a percentage of new (NPP) and established (EPP) practitioners programme records each year. You must enter the relevant details on your annual CPD record (which is enclosed) as you will be required to complete and return the card to us by the end of January following the year in question.

## **What happens if I do not complete the minimum requirements?**

If you do not complete the minimum number of hours of continuing professional development, you may be referred to the Complaints Committee for breach of the Code of Conduct. Under para 901.1 of the Code of Conduct, the Complaints Committee may impose certain penalties for failure to comply with the CPD requirements, on a strict liability basis and without any further warning. If you anticipate that you will be unable to complete the requirements in the given period, you may apply for an extension of time. The Qualifications Committee will consider your case, and if appropriate, will grant an extension of time. Forms for an extension are available from the website at <http://www.barstandardsboard.org.uk/regulatory-requirements/for-barristers/continuing-professional-development/extensions-and-waivers/> and should be returned to Pauline Smith, the Training Regulations Officer at the Bar Standards Board, Email: [psmith@barstandardsboard.org.uk](mailto:psmith@barstandardsboard.org.uk)

## **Major review of Continuing Professional Development**

In 2009, we established a working group to review Continuing Professional Development (CPD) for the Bar. The yearlong review commenced in January 2010 and is the third major review of Education in as many years. The CPD Review Working Group, chaired by Derek Wood QC, included both barrister (employed and self-employed) and lay membership. There has been extensive face to face consultation with the Inns of Courts, COIC, Specialist Bar Associations, Circuits, Barristers Chambers, various Bar Committees and CPD Providers. Comparisons have also been drawn from other leading professions. The Review Group has now reported to the Board and conducted a formal consultation which has now concluded. A preliminary analysis of the results is underway and a full report will be presented to the Board in February 2012. Any revised CPD system will not take effect until **January 2013**, at the earliest.

## ANNEX A

### ANNEXE C

#### THE CONTINUING PROFESSIONAL DEVELOPMENT REGULATIONS

##### Application

1. These Regulations apply:
  - (a) to all barristers who have commenced practice on or after 1 October 1997;
  - (b) from 1 January 2003, to all barristers who were called to the Bar in or after 1990;
  - (c) from 1 January 2004, to all barristers who were called to the Bar between 1980 and 1989; and
  - (d) from 1 January 2005, to all barristers who were called to the Bar before 1980.

##### The Mandatory Continuing Professional Development Requirements

2. For the purpose of these Regulations
  - (a) “calendar year” means a period of one year commencing on 1 January in the year in question;
  - (b) the “mandatory requirements” are those set out in paragraphs 3 to 7 below.
  - (c) a “pupillage year” is any calendar year in which a barrister is at any time a pupil.<sup>1</sup>
3. Any barrister to whom these Regulations apply and who as at 1 October 2001 had commenced but not completed the period of three years referred to in the Continuing Education Scheme Rules at Annex Q to the Sixth Edition of the Code of Conduct must complete a minimum of 42 hours of continuing professional development during that period.
4. Any barrister to whom these Regulations apply who commences practice on or after 1 October 2001 must during the first three calendar years in which the barrister holds a practising certificate after any pupillage year complete a minimum of 45 hours of continuing professional development.<sup>1</sup>
5. Any barrister to whom these Regulations apply:
  - (a) must, if he holds a practising certificate or certificates throughout the whole of any calendar year, complete a minimum of 12 hours of continuing professional development during that period; and
  - (b) must, if he holds a practising certificate or certificate for part only of a calendar year, complete one hour of continuing professional development during that calendar year for each month for which he holds a practising certificate.

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<sup>1</sup>Amended 22<sup>nd</sup> April 2010

6. Regulation 5 does not apply:
  - (a) in the case of a barrister to whom regulation 3 applies, to any calendar year forming or containing part of the period of 3 years referred to in regulation 3; or
  - (b) in the case of a barrister to whom regulation 4 applies, during any pupillage year or during<sup>2</sup> the first three calendar years in which the barrister holds a practising certificate.
7. Any barrister to whom these Regulations apply must submit details of the continuing professional development he has undertaken to the Bar Council in the form prescribed, and at the time specified, by the Bar Council.
8. The Bar Council may, by resolution, specify the nature, content and format of courses and other activities which may be undertaken by barristers (or any category of barristers) in order to satisfy the mandatory requirements.
9. The Bar Council may, by resolution and following consultation with the Inns, Circuits and other providers as appropriate, increase the minimum number of hours of continuing professional development which must be completed in order to satisfy any of the mandatory requirements.

## **Waivers**

10. The Bar Council shall have the power in relation to any barrister to waive any or all of the mandatory requirements in whole or in part or to extend the time within which the barrister must complete any of the mandatory requirements.
11. Any application by a barrister to the Bar Council for a waiver of any of the mandatory requirements or to extend the time within which to complete any of the mandatory requirements must be made in writing, setting out all mitigating circumstances relied on and supported by all relevant documentary evidence.

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<sup>2</sup>Amended 22<sup>nd</sup> April 2010

**NEW PRACTITIONERS' PROGRAMME**  
CPD RECORD

<b>Name:</b>		<b>For Year Ending 31 December:</b>	
<b>Address:</b>		<b>Area of Practice:</b>	
		<b>Email (if available):</b>	

DATE	COURSE PROVIDER	COURSE TITLE	NUMBER OF HOURS	NOTES

I certify that I have completed the courses listed above and that they are accredited and relevant to my present or proposed area of practice.

Signed.....

Date.....

PLEASE RETURN TO: CPD COMPLIANCE SECTION, BAR STANDARDS BOARD, 289-293 HIGH HOLBORN, LONDON, WC1V 7HZ,  
DX 240 LDE, TEL: 020 7611 1444, FAX 020 7831 9217 OR EMAIL A SIGNED PDF TO: [cpdrecords@barstandardsboard.org.uk](mailto:cpdrecords@barstandardsboard.org.uk)

NO LATER THAN 31 JANUARY

### **New practitioners' programme**

- Must be completed within the first three years of practice
- The three years runs from the date of commencement of tenancy, squatting, "third six" or a position as an employed barrister
- Consists of 45 hours CPD of which at least 9 hours must be advocacy training and at least 3 hours must be ethics
- All CPD requirements for the new practitioners' programme must be satisfied through accredited activities
- CPD hours are the hours spent in either seminars or lectures, added up and rounded down to the nearest half an hour
- The forensic accountancy course is an additional requirement of the new practitioners' programme for those who did not complete it during pupillage

### **Accredited activities**

- Undertaking courses, lectures, seminars or conferences accredited by the Bar Standards Board for CPD purposes
- Delivering a course, lecture or seminar accredited by the Bar Standards Board for CPD purposes. This can include legal courses such as diplomas, MA's, the BVC, LLB's and LLM's.
- Credit cannot be obtained for a repeat delivery of an event in the same calendar year

### **Administration**

- Barristers subject to the CPD regulations are required to submit their CPD record by the end of January of each year
- Barristers not complying with minimum requirements will be referred to the Complaints Committee
- Applications for waivers, extensions of time are dealt with by the Qualifications Committee

### **Further Information and Guidance**

- The Bar Standards Board will be maintaining an online list of courses which have been accredited for CPD purposes on the website at [www.barstandardsboard.org.uk](http://www.barstandardsboard.org.uk).
- Rachel Reeves, Training Compliance Officer, ([rreeves@barstandardsboard.org.uk](mailto:rreeves@barstandardsboard.org.uk)) can assist with queries relating to individuals' CPD requirements
- Liz Prats, Continuing Education Officer, ([lprats@barstandardsboard.org.uk](mailto:lprats@barstandardsboard.org.uk)) can assist with queries relating to courses and accreditation
- Both Rachel and Liz are based at the Bar Standards Board, 289-293 High Holborn, London, WC1V 7HZ, Tel: 020 7611 1444; Fax: 020 7831 9217
- Please return a signed PDF version of your record card by email to: [cpdrecords@barstandardsboard.org.uk](mailto:cpdrecords@barstandardsboard.org.uk)

## ESTABLISHED PRACTITIONERS' PROGRAMME

### CPD RECORD

<b>Name:</b>	<b>For Year Ended:</b>
<b>Address:</b>	<b>Area of Practice:</b>
<b>(In full)</b>	<b>Email (if available):</b>

DATE	DETAILS OF CPD ACTIVITY UNDERTAKEN AND OF THE ORGANISERS OF THE ACTIVITY	NUMBER OF HOURS (accredited/non-accredited)	ANY COMMENTS ON THIS ACTIVITY *

I certify that I have completed no fewer than 12 hours of Continuing Professional Development (CPD), at least 4 hours of which are accredited activities. Further that these hours are relevant to my present or proposed area of practice.

Signed.....

Date.....

PLEASE RETURN TO: CPD COMPLIANCE SECTION, BAR STANDARDS BOARD, 289-293 HIGH HOLBORN, LONDON, WC1V 7HZ,  
DX 240 LDE. TEL: 020 7611 1444, FAX: 020 7831 9217 OR EMAIL A SIGNED PDF TO: [cpdrecords@barstandardsboard.org.uk](mailto:cpdrecords@barstandardsboard.org.uk)

NO LATER THAN 31 JANUARY

\* This section can be used to let us know your opinion on any courses that you have attended. All feedback will be treated with the utmost confidence.

### **Guidance on filling in the form**

- Please include in the notes if the event has been one-off accredited by the Bar Standards Board, ie: you made an application for accreditation.
- Incomplete dates will not be accepted. The full date e.g. 10 October 2011 is necessary
- The details of the organisers of each CPD event that you attend are essential. Incomplete data will not be accepted. Law Society reference numbers are also not acceptable.
- If you are claiming hours for delivering a lecture please make it clear how long the lecture lasted for. Please note you can only claim the length of the lecture again to account for preparation.
- 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
- If you require more space than the form permits, please photocopy this sheet or contact the Bar Standards Board for a further copy

### **Established practitioners' programme**

- Consists of 12 hours CPD per CPD year
- The CPD year is the same as the calendar year (ie 1 January to 31 December)
- A barrister who is subject to the established practitioners' programme for less than a whole year must complete 1 CPD hour for each month or part month that they hold a practising certificate
- At least 4 hours CPD in each year must be satisfied through accredited activities

### **Accredited activities**

- Undertaking courses, lectures, seminars or conferences accredited by the Bar Standards Board for CPD purposes
- Delivering a course, lecture or seminar accredited by the Bar Standards Board for CPD purposes. This can include legal courses such as diplomas, MA's, the BVC, LLB's and LLM's
- Credit cannot be obtained for a repeat delivery / attendance of an event in the same calendar year
- If claiming CPD hours for the completion of online courses the confirmation printout from the provider must be attached to the completed record card.

### **Other CPD activities (unaccredited)**

- Attending or contributing to unaccredited courses directly relevant to practice as a barrister, this can include lectures and seminars given by solicitors firms and organisations not accredited by the Bar Standards Board to provide CPD
- Writing law books, articles or practice notes for publication (up to a maximum of 4 CPD hours per calendar year). CPD hours must be claimed in the year of publication.
- Moots up to a maximum of 2 hours a year
- Other activities approved in advance by the Bar Standards Board
- Please see 'A General Guide to CPD' for more information

### **Administration**

- Barristers subject to the CPD regulations are required to submit their CPD record by the end of January of each year
- Barristers not complying with minimum requirements will be referred to the Complaints Committee
- Applications for waivers and extensions of time to be dealt with by the Qualifications Committee
- If you would like a receipt to confirm that we have received your record card please note this on the form or a covering letter and supply your email address overleaf

### **Further information and guidance**

- The Bar Standards Board maintains an online list of courses which have been accredited for CPD purposes on the website at [www.barstandardsboard.org.uk](http://www.barstandardsboard.org.uk)
- Rachel Reeves, Training Compliance Officer, ([rreeves@barstandardsboard.org.uk](mailto:rreeves@barstandardsboard.org.uk)) can assist with queries relating to individuals' CPD requirements
- Liz Prats, Continuing Education Officer, ([lprats@barstandardsboard.org.uk](mailto:lprats@barstandardsboard.org.uk)) can assist with queries relating to courses and accreditation
- Both Rachel and Liz are based at the Bar Standards Board, 289-293 High Holborn, London, WC1V 7HZ; Tel: 020 7611 1444; Fax: 020 7831 9217
- Please return a signed PDF version of your record card by email to: [cpdrecords@barstandardsboard.org.uk](mailto:cpdrecords@barstandardsboard.org.uk)



REGULATING BARRISTERS

**Compliance with CPD Regulations  
“A General Guide to CPD”**

May 2011

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## 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 CPD Office at the Bar Standards Board, and been awarded CPD hours.

NB: An SRA/Law Society accredited course is not automatically accredited by the Bar Standards Board.

## Attendance at accredited CPD courses

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

## Undertaking university courses

- To claim hours for undertaking a university course, including LLMs, the barrister must obtain from the university a letter confirming (i) the nature and content of the course, (ii) the number of hours that the barrister has undertaken as part of the course, and (iii) that the barrister has complied with all the course requirements to date.
- If it is not a law course, it must be a course directly relevant to the barrister's present or proposed area of practice.

## Training events

- 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 Continuing Education Officer. **There is an application fee of £45 per event for one-off applications for accreditation. Payment must be made by cheque, cheques must be made payable to 'The Bar Standards Board'.**
- 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.

- A person cannot claim for repeat delivery of a lecture in any one calendar year.
- A person is unable to claim for preparing a lecture if they do not present the lecture.
- A person is eligible to claim hours for preparation for delivering the lecture, even if they did not produce the material themselves.
- The current calculation for preparation for speakers is either; a) where there are no more than 2 speakers –the length of the actual lecture is awarded for preparation to each speaker or b) where there are 3 or more speakers –the length of the lecture is divided by the number of speakers and rounded down to the nearest half an hour for each speaker.

### **Repeat courses or training events**

- Unless they have good reasons for doing so, barristers cannot claim hours for attending or undertaking a course or training event with the same or substantially the same content as another course or training event in respect of which CPD hours are claimed in the same calendar year or have been claimed in the previous calendar year.

### **Online courses/Podcasts**

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

### **DVDs, Videos and CD Roms**

- DVDs and CD Roms etc must be obtained from a Bar Standards Board approved producer of legal programmes or an accredited CPD provider who record their events.
- Please add details of the above to your CPD Record card. You must include the number of CPD hours (length), the title and the provider.

### **Other accredited activities**

- Attending accredited courses directly relevant to practice as a barrister, including the BPTC, any compulsory pupillage courses and New Practitioner courses.
- Courses run by the Crown Prosecution Service, the Judicial Studies Board and the Ministry of Justice are automatically accredited by the Bar Standards Board, subject to the rules which govern CPD for the Bar of England & Wales.
- Pupil supervisor training up to 3 CPD hours

- Practitioners can claim 1 CPD hour per active month of service as a Judicial Assistant \*
- Procureco seminars have been approved by the CPD Sub-Committee to qualify for CPD for up to a period of no more than one calendar year (from July 2010)

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 refer to the 'One-off accreditation' section of this document (pg 6) for more information.

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**

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

## **Teaching on university courses**

- A Barrister is able to claim CPD hours for teaching on LLBs, LLMs, the CPE, BPTC, LPC or Diplomas in Law.
- 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.
- 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 Training Compliance Assistant.

## **Advocacy training, mock trials and moot**

- In relation to advocacy training (including at mock trials), barristers can claim the following hours: (a) the time they spend providing the advocacy training, and (b) additional preparation time as follows: (i) for those providing the advocacy training, up to a third of the time they spend providing the advocacy training (e.g.

up to an hour for a 3 hour exercise), or (ii) for those acting as judges and/or witnesses in relation to such exercises, up to a quarter of the time they spend providing the advocacy training (e.g. up to an hour for a 4 hour exercise).

- Moots can count for up to a maximum of 2 CPD hours a year.
- School moots, mock trials or tribunals do not count.

## **Writing**

- Legal writing or editing can count for a maximum of 4 unaccredited CPD hours per calendar year.
- 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.
- A person is able to claim the hours it takes to write the article/book etc. up to this maximum.
- The hours must be claimed in the year of publication.
- Papers for moots can only count for 2 hours.
- 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**

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

## **One-off accreditation**

- 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.
- To do so they must send details of the event including the specific date(s) on which the event will take place, any itinerary or programme, subject matters to be covered, specific title of events, name(s) of speaker(s) and the contact details of the event organiser(s).
- This should be sent to Elizabeth Prats at the Bar Standards Board, Education Standards Department at least two weeks in advance of the event taking place.
- There is an application fee of £45 per event for consideration. Organisations which are not accredited by the Bar Standards Board are limited to 1 application for one-off accreditation per annum. There is no restriction on the number of

applications a practitioner can submit to the Bar Standards Board. Payment can be satisfied by cheque, bank transfer (BACS) or debit/credit card. Cheques should be made payable to 'The Bar Standards Board'. There is a 2.5% handling fee for all card payments.

## How to calculate your CPD hours

- 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. ***CPD courses, seminars, lectures or any other form of training event are treated as separate events. The hours for each event are rounded down to the nearest half an hour individually; practitioners are unable to add all courses together with a view to rounding the total down.***
- Registration and/or refreshment breaks and lunchtime must not be included in this calculation.
- After dinner speeches, tours, receptions and court visits cannot be included in the calculation of CPD hours.

## Other rules

- Barristers working part time, if they hold a practising certificate, are subject to the same rules as those working on a full time basis.
- Barristers practising abroad, if they hold a practising certificate, are subject to the same rules as those practising in England and Wales.
- 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

- Personal stress management
- Personal/time management courses
- Personal presentation skills
- Voice coaching
- Mentoring or appraisal schemes
- Listening to radio programmes
- Subscription to periodicals
- Reading
- Networking skills
- Marketing skills
- Life coaching skills
- Career development courses

### Other

- Acting as an External Examiner
- Shadowing a Judge

- 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 BPTC
- Sitting on a Tribunal or other part time Judicial office
- 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

### **What to do if you work for a solicitor's firm**

- 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.
- 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 practise for the whole year**

- If you are going on maternity/paternity leave, taking a career break or having a break in practice for any other reason which will prevent you from completing your CPD requirements then you might wish to consider suspending your practising certificate, which would, in turn, suspend your CPD requirements. If you do not suspend your practising certificate then you must apply for a waiver from the CPD requirements. The application form can be obtained from Pauline Smith, the Training Regulations Officer.
- If you have not completed your CPD requirements by the deadline stipulated by the Bar Standards Board or you are aware that you will not complete your hours in the required time, you must apply for an extension of time. The application form can be obtained from Pauline Smith, the Training Regulations Officer.

Both forms can be downloaded from the Bar Standards Board website.

### **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?*

A number of courses are advertised on our website at:  
<http://www.barstandardsboard.org.uk/regulatory-requirements/for-barristers/continuing-professional-development/cpd-courses/> Please note; this list is not comprehensive, 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 at:  
<http://www.barstandardsboard.org.uk/regulatory-requirements/for-barristers/continuing-professional-development/>

## **CPD Departments at the Bar Standards Board/Contacts**

### **CPD Compliance**

Rachel Reeves – Training Compliance Officer

Karen Bayley – Compliance Administration Assistant

### **CPD Accreditation**

Elizabeth Prats – Continuing Education Officer

Ruth Swinden – Continuing Education Assistant

### **CPD Waivers/Extensions of Time**

Pauline Smith – Training Regulations Officer

Saima Mahmood – Administration Assistant

Elizabeth Prats  
Continuing Education Officer  
[cpd@BarStandardsBoard.org.uk](mailto:cpd@BarStandardsBoard.org.uk)  
Education Standards  
May 2011

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