

Established Practitioner Programme

Compliant CPD Record Examples

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Compliant Example 1 - General

BSB CPD ESTABLISHED PRACTITIONER PROGRAMME

Name	Joe Bloggs	For year ended	2017
Address	Example 1 Chambers Example Road	Area(s) of practice	Crime, Civil litigation.
Email (if available)	JoeBloggs@Example1Chambers.co.uk		

Planning statement

Type of practice Eg self-employed, employed, dual capacity, sole practitioner	Dual capacity. Member of chambers and also owner of a single person entity authorised by the BSB
Role in practice and seniority Eg member of chambers, head of chambers, management responsibilities	I am a member of chambers. I am on the management committee. I am 10 years call. I recently become the owner and sole director of a single person entity that operates within chambers.

Learning objectives		Learning objective rationale	Type and nature of CPD activities
1	Legal Knowledge and Skills To deepen my understanding of the international law aspect of my practice, in particular the rules of evidence in the International Criminal Court.	I will understand the principles relating to the use of evidence in the International Criminal Court in which I intend to develop my practice.	<ul style="list-style-type: none"> • Attending lectures and seminars on the ICC, particularly those given by international or academic institutions. • Reading relevant articles in leading journals as they are published
2	Advocacy Refresh my advocacy skills with current best practice advocacy techniques.	So that I am confident in representing clients in particularly complex cases in the highest courts	<ul style="list-style-type: none"> • Seminars. • Lectures. • Reading.
3	Practice Management To gain a greater level of knowledge of the practical application of the regulations in relation to practising in chambers within a limited company,	I want to be able to provide a cost effective service to clients and if possible reduce costs to become more competitive and provide better access to justice.	<ul style="list-style-type: none"> • Workshops.
4	Working with clients and others Complete approved public access training.	I will be able to provide a greater scope of practice and access to justice, particularly through my entity.	<ul style="list-style-type: none"> • BSB approved public access training

5	<p>Ethics, Professionalism and Judgement</p> <p>Deepen my knowledge and understanding of the BSB Handbook regulations as they apply to owners of entities.</p>	<p>In particular as I am now conducting more civil litigation through my entity I want to gain a better understanding of how to identify risk indicators with regard to Money Laundering.</p>	<ul style="list-style-type: none"> • Providing ethics seminars to new practitioners and pupils • Supplementary reading
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Record of Activity

Title of CPD activity	Date	CPD provider	CPD type	Learning objective(s) this activity relates to	Did this activity help meet the learning objective? Y/N	Do you consider this learning objective is now complete? Y/N/Partially	Can this activity be evidenced if you are spot checked? Y/N	Hours spent on this activity*
Practice Advice on European Cross Border Investigations-Guidance.	12/05/2017	National Policing Improvement Agency	Reading	Learning Objective 1	Y	N	N (Though I have made notes of the reading)	2
Requests for Legal Assistance in Criminal Matters; A Practical Application.	10/07/2017	Illustrative Chambers	Seminar	Learning Objective 1	Y	N	Y	2
Fighting crime post Brexit; Evidence and the European Arrest Warrant	27/07/2017	CPD Provider	Workshop	Learning Objective 1	Y	Partially	Y	1
Cybercrime and cross border investigations;	13/08/2017	University of Law	Lecture	Learning Objective 1	Y	Y	Y	1
Post call advocacy training; Best Practice.	21/09/2017	Inn	Seminar	Learning Objective 2	Y	Partially	Y	2

Advocacy and ethical standards.	07/10/2017	University of Law	Lecture	Learning Objective 2	Y	Y	Y	1.5
I presented a workshop reviewing entity regulations with other members also in single person entities.	17/10/2017	Example chambers event	Workshop	Learning Objective 3	N	N	Y	1
Public Access Training	28-29/10/2017	Bar Council	Training course	Learning Objective 4	Y	Y	Y	13.5
Legal ethics in practice: an Introduction.	16/11/2017	Example Chambers, presented by myself. Particularly focused on NPP barristers.	Seminar	Learning Objective 5	Y	Partially	Y	1
Anti-Money Laundering (AML) Training	26/11/2017	CPD Provider	Online Course	Learning Objective 5	Y	Partially	Y	1.5

*NB There is no minimum number of hours. However this is useful indicative information for the BSB.

Reflection

Did you need to vary your learning objectives during the year? This includes adding removing or amending learning objectives. If so please provide details.
I did not need to vary my learning objectives. I was confident that the learning objectives remained relevant through the year.
Which learning objectives have been met, either fully or partially? Evaluate how your activities have contributed to your chosen areas for development.
<p>Learning objectives 1, 2 and 4 were fully met. I was able to find relevant courses that aligned with the learning objective outcomes, including the rationale. I found combining supplementary preparatory reading with seminars to be a very useful learning technique.</p> <p>Learning objective 5 was only partially met. While the activities completed provided a lot of useful information, particularly refresher information, I don't think these activities went into the depth of technical knowledge that I wanted to consider this learning objective to be fully completed.</p>
Which learning objectives have not been met? Provide an evaluation of why this was the case.
Learning objective 3 was not met. I did present a relevant CPD activity. However I do not believe it fully met the learning objective because I do not believe that through my research or the session that I completed this activity with an appreciable greater understanding of how the practical application of entity regulations can be used to provide more cost effective legal services. I may not currently have the experience of running a single person entity to be able to meet this objective just through activities that I research and present myself.
Which relevant learning objectives are outstanding? How do you intend to complete these learning objectives in the future?
<p>Learning objective 3 is still outstanding. I intend to look for activities provided by more experienced practitioners or formal CPD providers to meet this learning objective.</p> <p>Learning objective 5 is only partially completed. In order to address this I intend to find some advanced activities that go into more technical detail about identification of indicators of money laundering.</p>

Did the type and nature of the CPD activities undertaken help you complete your learning objectives? Would other types of CPD activities be more useful?

The type and nature of the activities was useful. In particular varying the types of activities was useful. In the future I will consider completing preparatory activities such as reading or podcasts before a main seminar or lecture activity.

Consideration of future learning objectives

You should use this section to make an initial assessment of what learning objectives may be required in the future and how they could be completed. Some things you could consider are:

- Whether your process for identifying your learning objectives was effective;
- Whether certain types of activity were particularly effective, and/or
- Whether you have identified new areas for development/improvement.

- The process for identifying learning objectives was effective. I considered the guidance fully, looked at my area of practice and my role in practice and then considered what areas I wanted to improve in by the end of the year.
- I intend to complete the same types of activities however I think I will consider trying to find preparatory activities for every learning objective.
- I have not fully identified all my learning objectives for next year. However I definitely want to develop is about money laundering, in particular risk indicators and an in-depth knowledge of the duties a barrister has when the possibility of money laundering is identified.

Compliant Example 2 - General

BSB CPD ESTABLISHED PRACTITIONER PROGRAMME

Name	Rashid Jones	For year ended	2017
Address	123 Main Street London	Area(s) of practice	Commercial Chancery
Email (if available)	RJbarrister@outlook.cm		

Planning statement

Type of practice Eg self-employed, employed, dual capacity, sole practitioner	Self-employed
Role in practice and seniority Eg member of chambers, head of chambers, management responsibilities	Member of chambers, called in 2010

Learning objectives		Learning objective rationale	Type and nature of CPD activities
1	<p>Legal Knowledge and Skills Keeping up to date of developments in my practice areas, in particular:</p> <ul style="list-style-type: none"> A. of any changes in relation to the impending Brexit; B. to improve my knowledge of the core areas of commercial law and practice; C. to keep abreast of recent developments in commercial law and practice in the Commercial Court or in commercial arbitration; D. to understand and appreciate differences between commercial law and practice in England and Wales and other international jurisdictions; E. to improve my knowledge and understanding of current trends and important developments in Chancery law and the High Court. <p>These should, in particular, go towards CD2 and CD7.</p>	<ul style="list-style-type: none"> A. Offering the best available and up to date service. B. To enable me to maintain and further develop my competence and performance in my core areas of practice (BSB Handbook oC10, oC11, oC15). C. To ensure that my general knowledge of commercial law and practice is kept up-to-date, regardless of the specific areas of law that I will be examining as part of my everyday practice (BSB Handbook oC10, oC11, oC15). D. To ensure that I can provide the Court with relevant comparative law materials, and to enable me to better understand the needs or expectations of my international clients (BSB Handbook oC10, oC11, oC13, oC15). <p>To enable me to maintain and further develop my competence and performance in my core area of practice (BSB Handbook oC10, oC11, oC15).</p>	Conferences, seminars, workshops and possibly reading.

2	Advocacy Develop advocacy skill, particularly in the area of cross-examination	Better knowledge of different approaches to cross-examination.	Workshops or Seminars.
3	Ethics, Professionalism and Judgment Develop my knowledge of the BSB Handbook and approaches to ethical issues.	Develop my knowledge of possible ethical problems, including conflicts of interest. Understand better issues of equality and diversity in chambers.	Workshops, Seminars and Reading.

Record of Activity

Title of CPD activity	Date	CPD provider	CPD type	Learning objective(s) this activity relates to	Did this activity help meet the learning objective? Y/N	Do you consider this learning objective is now complete? Y/N/Partially	Can this activity be evidenced if you are spot checked? Y/N	Hours spent on this activity*
<p>Chancery Bar Conference</p> <p>Workshop on Company Law</p> <p>Workshop on Interim Remedies, in particular the usefulness of Notification Injunctions, it was concluded that they probably would defeat their purpose as a relevant party would be alerted to your intentions.</p> <p>Ethics Panel – in particular also questions in relation to jury duty, where the CoC is applicable insofar as the public</p>	20/21 January 2017	ChBA	Lectures Workshops Panels Reading	1A 1E 3	Y Y Y	Partially Partially Partially	Y Y Y	13 hours

perception of the Bar may be harmed.								
Lawtel Summaries of recent judgments.	Daily	Lawtel	Reading	1A 1B 1C	Y Y Y	Partially Partially Partially	N	Approx. 15 minutes daily
COMBAR - Lecture Prof Briggs QC - Secession from the EU and Private International Law: The Cloud with a Silver Lining Focus on Rome I and II And Brussels I and the Lugano Convention and their applicability post-Brexit. Concluding that we should simply keep Rome I and II, that Insolvency legislation will be more difficult, but that we may in fact not want to retain Brussels I and the Lugano Convention, and that this would be unlikely to harm England as a centre of litigation.	25+26 January 2017	COMBAR	Reading (I did not attend the lecture)	1A	Y	Partially	Y	Approx. 2 hours.
Lecture at Bird & Bird solicitors on 'Loss of a	1 February 2017	N/A	Lecturing	1A 2	Y Y	Partially Partially	Y	Approximately 2 days including

Chance' given with Jonathan Brettler								lecture prep and 1h lecture (1 full day prep, and the rest spread over several days, 1h lecture).
ChBA Lecture – Construction of Contracts Seminar Provided an understanding of current trends in the interpretation of contracts. This could enable me to better advise clients on the interpretation of contracts, and possible approach of the Court.	20 February 2017 / 23 February 2017	ChBA	Lecture	1B 1C 1E	Y Y Y	Partially Partially Partially	Y	1h Lecture 30 min Reflection on notes
COMBAR Lecture – Illegality after Patel This lecture focussed on the recent decision in Patel v Mirza on illegality in civil cases. The law remains unsettled (the Court was divided), but Nicholas Strauss QC's suggestion that the	21 February 2017 / 6 and 8 March 2017	COMBAR	Lecture	1B 1C	Y Y	Partially Partially	Y	1h Lecture 2h Reflection

unenforceability of contracts tainted by illegality stands as a main principle is helpful.								
Reading on IVAs (practice and procedure)	22 February 2017 / 6 March 2017		Reading	1B	Y	Partially	Y	5h Reading and reflection
Article: The Third Parties (Rights against Insurers) Act 2010 in Journal of Personal Injury Law (2017) Providing an update and overview of the changes in the law.	13 March 2017	-	Reading	1C 1E	Y Y	Partially Partially	Y	1h Reading
Developments in Tracing Updates on the law of tracing/following and considering where the case law is heading.	14 March 2017	ChBA	Lecture	1E	Y	Partially	Y	1.5h
Injunctions and Interlocutory relief ChBA and COMBAR lecture With James Mather and Andrew Hunter QC	23 May 2017	ChBA	Lecture	1B 1C 1E	Y	Partially Partially Partially	Y	2.5h Lecture and reflection on the basis of lecture notes.

Attribution and Agency COMBAR lecture Ms Worthington made a (what I found to be) very useful distinction between direct claims and parasitic claims. In my opinion that is a very clarifying way of thinking about the different claims and what is required	30 October 2017	COMBAR	Lecture	1B 1C 1E	Y	Partially Partially Partially	Y	1.5h Lecture and reflection on the basis of lecture notes.
ChBA Ethics workshop (NPP)	28 November 2017	ChBA	Workshop	3	Y	Partially	Y	Approx. 1.5h workshop.

*NB There is no minimum number of hours. However this is useful indicative information for the BSB.

Reflection

Did you need to vary your learning objectives during the year? This includes adding removing or amending learning objectives. If so please provide details.
I do not believe I have varied my learning objectives (from best recollection).
Which learning objectives have been met, either fully or partially? Evaluate how your activities have contributed to your chosen areas for development.
<p>Learning objectives 1A, 1B, 1C, and 1E have all been fulfilled, although they are also continuing objectives, as of course a need to keep abreast of the current/latest developments never ends.</p> <p>Learning objective 2 has partially been fulfilled. On various occasions I have been able to practice my advocacy skills out of Court.</p> <p>Learning objective 3 has been fulfilled, although in my opinion this is also a continuing objective as it remains important to always hold oneself to high ethical standards.</p>
Which learning objectives have not been met? Provide an evaluation of why this was the case.
<p>I would have liked to do more work on learning objective 1D. In my opinion there appears to be a lack of lectures offered by ChBA/COMBAR on this topic. I intend to carry forward this learning objective and to meet it in 2018 by looking at the following publications in particular:</p> <ul style="list-style-type: none"> - Bickley, Bermuda, BVI and Cayman Islands company law, 2013; and - Ho, Cross-border insolvency: a commentary on the UNCITRAL model law, 2017 <p>I would also like to take part in a cross-examination and/or expert witness workshop offered by COMBAR/ChBA. I will keep a particular eye out for this to further enhance my work on learning objective 2.</p>
Which relevant learning objectives are outstanding? How do you intend to complete these learning objectives in the future?
Learning objective 1D in particular. (See my comments directly above.)
Did the type and nature of the CPD activities undertaken help you complete your learning objectives? Would other types of CPD activities be more useful?

Generally my learning professional bodies (ChBA and COMBAR) provide a good variety of lectures in order to meet my learning objectives. However, see my comments directly above in respect of a lack of 'comparative law' lectures. As a result, and in order to increase my knowledge of offshore law and cross-border application of insolvency law, and therewith hopefully make myself more attractive to clients, I intend to engage in self-study in 2018.

Consideration of future learning objectives

You should use this section to make an initial assessment of what learning objectives may be required in the future and how they could be completed. Some things you could consider are:

- Whether your process for identifying your learning objectives was effective;
- Whether certain types of activity were particularly effective, and/or
- Whether you have identified new areas for development/improvement.

I intend to carry the same learning objective forward, because I consider that they are useful for my practice. Although learning objective 1A may need to be recast when Brexit is 'implemented'. I will, furthermore, not be hesitant to add further objectiveness if and when their usefulness or necessity becomes obvious to me.

Compliant Example 3 – Illness/absence from practice

BSB CPD ESTABLISHED PRACTITIONER PROGRAMME

Name	Jane Smith	For year ended	2018
Address	Example 2 Chambers Example Square	Area(s) of practice	Clinical Negligence, Employment, Personal Injury
Email (if available)	JS@Example2Chambers.com		

Planning statement

Type of practice Eg self-employed, employed, dual capacity, sole practitioner	Self-employed
Role in practice and seniority Eg member of chambers, head of chambers, management responsibilities	Member of chambers

Learning objectives		Learning objective rationale	Type and nature of CPD activities
1	Keep abreast of employment and discrimination changes.	This is an area of law that is constantly changing.	<ul style="list-style-type: none"> • Produce my own talks and/or attend seminars • Read regular email updates
2	To become more confident in compiling schedules of loss.	As my PI and CN practice develops, I anticipate the schedules of loss becoming more complex. I need to revisit the principles to refresh my understanding of this area	<ul style="list-style-type: none"> • Attend a seminar, ideally, so that I can ask questions if necessary • Do further reading
3	To become equipped to undertake inquests.	Inquests are an area for PI and CN lawyers to work in. There are different rules of procedure and evidence which I need to be confident in.	<ul style="list-style-type: none"> • I have booked onto a course in March
4			

Record of Activity

Title of CPD activity	Date	CPD provider	CPD type	Learning objective(s) this activity relates to	Did this activity help meet the learning objective? Y/N	Do you consider this learning objective is now complete? Y/N/Partially	Can this activity be evidenced if you are spot checked? Y/N	Hours spent on this activity*
Inquests & the Coroners Court - Procedure, Preparation & Presentation	07/03/2018	MBL	Course	Learning Objective 3	Y	Y	Y	6

*NB There is no minimum number of hours. However this is useful indicative information for the BSB.

Reflection

Did you need to vary your learning objectives during the year? This includes adding removing or amending learning objectives. If so please provide details.
I did not need to vary my learning objectives during the year, but I was unable to complete activities relating to some of my learning activities as I was on extended sick leave from the middle of March until late November, after which I was only able to return to chambers part-time.
Which learning objectives have been met, either fully or partially? Evaluate how your activities have contributed to your chosen areas for development.
<p>I believe that learning objective 3 was met. The Inquest course covered off my concerns about accepting instructions for Inquests. I spoke with the lecturer one-on-one about examining witnesses and followed that up with discussions with members of my own chambers.</p> <p>Unfortunately, apart from some reading of update emails here and there I have not been able to do much activity relating to the other learning objectives.</p>
Which learning objectives have not been met? Provide an evaluation of why this was the case.
As stated above, I was not able to meet learning objectives 1 and 2 as I was not working for much of the year so was unable to complete any CPD activity. I kept in touch with colleagues in chambers as much as I could to keep abreast of any major changes, but I was very limited in what I was able to do while I was off sick.
Which relevant learning objectives are outstanding? How do you intend to complete these learning objectives in the future?
Learning objectives 1 and 2 remain outstanding and ongoing. Now I am back in chambers full time I expect to be able to complete activities which would help meet these objectives, including attendance at a seminar on schedules of loss.
Did the type and nature of the CPD activities undertaken help you complete your learning objectives? Would other types of CPD activities be more useful?

The course I attended was very useful as it allowed me to talk to the lecturer and clarify my understanding in that area. I also continued to do some reading before and after I was off sick

Consideration of future learning objectives

You should use this section to make an initial assessment of what learning objectives may be required in the future and how they could be completed. Some things you could consider are:

- Whether your process for identifying your learning objectives was effective;
- Whether certain types of activity were particularly effective, and/or
- Whether you have identified new areas for development/improvement.

Things to consider for the future:

- Seminars/courses are an effective activity for me because I can ask questions, more so than podcasts etc. – I should focus my activities around seminars and lectures and supplement them with reading/podcasts if necessary
- I still feel less confident about compiling schedules of loss and so will focus a learning objective on this next year. I need to develop my proficiency at schedules and I would like to become intuitive with CPR. I will investigate the provision of podcast and videos for that as well as seminars.
- I will continue to keep abreast of employment and discrimination changes.