

# BAR STANDARDS BOARD

REGULATING BARRISTERS

## **Continuing Professional Development (CPD) for barristers Guidance for Heads of Chambers and Chambers administrators**

This document provides guidance for Heads of Chambers and chambers administrators to assist you in helping the barristers in your chambers to comply with their individual CPD requirements.

### **Why you should be overseeing your barristers' CPD activities**

Reviewing, recording, reflecting and reporting CPD activity in accordance with the BSB's CPD schemes are an individual barrister's responsibility. We do not have any prescribed rules that specifically oblige you to oversee CPD activities undertaken by the barristers within your chambers. However, we do consider it as best practice that you take reasonable steps to ensure that they have all complied with their CPD requirements.

In addition, you should be aware of your general, overriding responsibility within the BSB Handbook to take reasonable steps to ensure that your practice and chambers are administered in a proper, competent and efficient manner. Having appropriate processes in place to ensure that your barristers are complying with their CPD requirements is one of a number of factors that we will consider when looking at the governance and administration of your chambers. Having an effective method of overseeing CPD compliance is one way that you can influence the overall "risk rating" that our supervisory team will apply to the way in which your chambers is managed.

### **About barristers' CPD requirements**

As you know, there are two different CPD schemes for barristers. These are:

- The CPD scheme for newly qualified practitioners who have held a practising certificate for less than three years; and
- The CPD scheme for established practitioners with three or more years of experience.

You can find out more about [both schemes on our website](#).

The scheme for established practitioners will change significantly on 1 January 2017.

Our approach to supervision means that monitoring CPD compliance falls under the work that we do supervising individual barristers rather than chambers.

In practice, this means that:

- In the first instance, individual barristers, rather than chambers, will be contacted for CPD spot checks;
- Non-compliance with the CPD requirements will be supervised on an individual basis. This means that it is unlikely that you would be notified of an assessment of non-compliance by one of the barristers in your chambers, or that you will be informed about the subsequent corrective action that we might request the barrister to complete;
- You would not face any sanction for the non-compliance with their CPD requirements of an individual member of chambers.

### **What you can do to help barristers in your chambers comply**

We do not mandate particular processes that you should have in place to ensure general CPD compliance by your barristers. The processes that will be reasonable and appropriate for your chambers will depend on the size, structure and resources of your own sets. We think that you, rather than us, are best placed to determine what these processes would look like in your chambers.

However, it may be helpful for you to consider the following points to ensure that the CPD compliance processes that you put in place are effective:

- Setting benchmark dates by which barristers should have completed their CPD plans;
- Internal peer review of learning objectives and reflections;
- Regular review of learning and development plans and progress discussed during practice review meetings;
- Reviewing a sample of the CPD plans and reflections completed by barristers in your chambers;
- Centralised collection and monitoring of CPD records at the end of the year;
- Oversight by your management committee.

If you would like any further help or assistance, please do not hesitate to get in touch with us at [cpdrecords@barstandardsboard.or.uk](mailto:cpdrecords@barstandardsboard.or.uk).