

Trainee CPD for PEAT2 - 2022



Royal Faculty of Procurators in Glasgow
&
Scottish Law Agents Society



Complete TCPD Programme (beginning Jan. 2022)

Course Fee - £950 (including all materials)

Trainee Continuing Professional Development (TCPD) has been prescribed by the Law Society of Scotland as a requirement for the professional qualification of trainee solicitors. The RFGP and SLAS have drawn up a programme which meets all the requirements of the Law Society. As far as possible the programme will be part of the traineeship rather than additional to it and will provide, through a team of experienced solicitors an excellent grounding in each of the main areas of legal practice and incorporate topics requisitioned by the training firm.

Spaced over six months, the course helps trainees to develop essential skills including analysis, argument, communication and pleading, while providing an invaluable opportunity for trainees from different parts of the country and different practice areas to meet and network.

This course has been running for 11 years and will provide training and support for the trainee with the minimum of disturbance to the main training vehicle - the traineeship itself. It is designed to limit the intrusion into the traineeship by providing a flexible online timetable and by including supervised independent study exercises which may be completed outwith business hours.

In order to maintain the quality of the delivery the numbers on the programme will be **limited to 25** (early applications are required to ensure a place on the course). If regulations surrounding Covid-19 permit we will offer face-to-face meetings.

The aim of the course is to provide experiential practice in individual examples of each of these topics, as drawn from specific, practical case studies. The objective is to put the trainee, as far as possible, into the position of having practical experience in each of these topics in a joined up programme presented by a body of experienced, current practitioners. As required by Law Society design the course will be underpinned by a focus on -

- Professional Ethics and Standards;
- Professionalism;
- Professional communication;
- Business, financial, commercial and practice awareness;
- Substantive and relevant legal knowledge

For further information –

jmckenzie@rfpg.org

0141 332 3596

www.rfpg.org/trainee-cpd.html

RFGP, 12 Nelson Mandela Pl., Glasgow G2 1BT

DX: GW 197

Draft Timetable (Jan. 2022 – June 2021)

F/Z Face-to-face or Zoom (dependant on Covid-19 developments and restrictions). Face-to-face meetings will probably be held in the Faculty Hall at 12 Nelson Mandela Place, Glasgow, but provision will be made for trainees who wish to attend by Zoom.

Pod Podcast. Viewing of a recorded podcast (to be followed up by supervised independent study).

SIS Supervised Independent Study. Work undertaken outwith contact hours which will be credited on submission of satisfactory written evidence of the work carried out.

28.1.22	Registration (9am-10am) F/Z Personal Organisation and Time Management (10.30am-12.30pm) F/Z Executy Practice (2pm-5pm) F/Z
Wk. beg. 31.1.22	Governance of Legal Profession (1.5 hours) Pod Governance of Legal Profession (1 hour) SIS
Wk. beg. 7.2.22	Legal Writing (2 hours) Pod Legal Writing (3 hours) SIS
25.2.22	Client Care Workshop (9.30-11am) F/Z Client Care Workshop (0.5 hours) SIS Criminal Litigation (11.15am-1.15pm) F/Z Criminal Litigation (0.5 hours) SIS LawCare (2.15pm-3.15pm) F/Z LawCare (0.5 hours) SIS Legal Aid Presentation (3.30pm-4.30pm) F/Z Legal Aid Presentation (0.5 hours) SIS
Wk. beg. 14.3.22	Covid Conveyancing (1 hour) Pod Covid Conveyancing (1 hour) SIS
25.3.22	Scottish Legal Complaints Commission (10am-11am) F/Z SLCC (0.5 hours) SIS Professional Regulation (11.15am-12.15pm) F/Z Professional Regulation (0.5 hours) SIS Financial and Commercial Awareness (2pm-4pm) F/Z Financial and Commercial Awareness (0.5 hours) SIS
Wk. beg. 28.3.22	Work related training project (3-5 hours)
22.4.22	Preparation for Sheriff Court Presentations (2 hours) F/Z Preparation for Sheriff Court Presentations (4pm-6pm) F/Z
Wk. beg. 25.4.22	Practical Conveyancing (2 hours) Pod Practical Conveyancing (4 hours) SIS
6.5.22	Mandatory Ethics (9.30am-1.30pm) F/Z Mandatory Ethics preparatory reading (1 hour) Mandatory Ethics write up (1 hour) Interviewing Module (2.30pm-5.30pm) F/Z Interviewing Module (1 hour) SIS
Wk. beg. 10.5.22	Commercial Transactions (2 hours) Pod Commercial Transactions (4 hours) SIS
20.5.21	Civil Litigation (9.30am-3.30pm) F/Z Civil Litigation (1 hour) SIS
4.6.22	Write up for plenary discussion of programme (1 hour) Plenary Discussion (9.30am-11.30am) F/Z

**Royal Faculty of Procurators in Glasgow
&
Scottish Law Agents Society**

TCPD Application Form 2022 – Course Fee £950

I wish to apply for enrolment in the above Trainee Continuing Professional Development (TCPD) Course subject to conditions including the following –

1. I understand that my application will only be considered when my remittance for a deposit of £100 has been received. Detailed course conditions will then be issued to me for acceptance and confirmation of my place on the programme.
2. If I wish to cancel my application after making payment of the deposit of £100 I shall receive a refund of £50 if cancellation is intimated more than one month before the start of the course, and no refund if my application is cancelled within one month of the start of the course.
3. The total course fee of £950 shall be paid at least one week before the start of the course and shall otherwise be subject to an administrative surcharge of 10%.

Name	
Email address	
Tel. no.	
Firm	
Address/DX	
Name of Training Partner	
Email address of Training Partner	
Faculty or Society (if applicable)	
Legal qualifications to date	
Date Traineeship commenced	
Any other comments	

Account details for payment of deposit –

A/c name: Sheridans TCPD Account Sort code: 80-54-01 Account number: 00810263

The reference should be 'TCPD22' plus the initials of the participating trainee