

Trainee CPD for PEAT2



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



Joint TCPD Programme

Complete TCPD Programme (beginning Jan. 2019)

Trainee Continuing Professional Development (TCPD) has been prescribed by the Law Society of Scotland as a requirement for the professional qualification of trainee solicitors. Trainees are required, over the course of their two year traineeship, to undertake a minimum of 60 hours (of which 40 hours must be from a licensed provider and include at least 4 hours on ethics).

A team from the Scottish Law Agents Society (SLAS) and the Royal Faculty of Procurators in Glasgow (RFPG) has drawn up a joint programme. This will provide a complete programme providing over 60 hours of training, covering all the elements of TCPD required by the Law Society. The cost of the programme (including all materials) will be £900.

The programme is intended as a comprehensive course which will ensure that trainees are as prepared as possible to meet the demands of working in the legal profession. It is aimed at supporting trainees, with the minimum of disturbance to the traineeship itself and will be delivered over a six month period, meeting all the PEAT2 requirements. It will also be supported by a helpline provision during the six months following the programme.

The SLAS/RFPG programme will provide, through a team of experienced solicitors, an excellent training in each of the main areas of legal practice and ensure that trainees undertaking the course achieve their PEAT2 outcomes in –

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

The programme will ensure that all trainees taking the course shall

1. Under the guidance of an experienced solicitor, study the construction and content of a typical solicitor's client file.
2. Make representations in the Sheriff Court in a contested matter.
3. Analyse a model set of domestic residential missives and deal with a specific drafting difficulty.
4. Analyse the pleadings contained in a genuine Closed Record and engage in legal argument thereon
5. Analyse the terms of a standard private client's Will and adjust a variation further to a specific instruction.
6. Draw a petition for the appointment for an executor dative in specific circumstances and ascertain and complete the forms necessary for the confirmation of an executor in an inheritance tax liable estate.
7. Analyse a common form of offer for the purchase of commercial premises, including the business operated therein and distinguish this from a share transfer proposal.
8. Listen to a senior expert practitioner describe the criminal process at Sheriff Court level.
9. Meet senior officials from the Scottish Legal Aid Board and discuss the legal aid process and use of IT in that process.
10. Meet a senior official from the Law Society of Scotland and discuss the complaints issue with particular reference to the new Scottish Legal Complaints Commission.
11. Meet an experienced practitioner for an analysis of the fee charging process and the dangers and difficulties that can arise.
12. Engage in negotiation for the settlement of an action raised in the context of nuisance, based on a genuine closed record.
13. Meet a technical legal issue in an interview context with expert guidance with participation in approx. 12 scenarios.
14. Rehearse a scripted summary trial and respond, individually, without script, to particular issues arising.
15. Engage in discussion of client care with an experienced solicitor using relevant and up to date materials.
16. Review the use IT facilities which are available to the legal profession as outlined by an experienced solicitor / IT practitioner.
17. Examine critically, along with an experienced solicitor, various examples of written documents required in day to day legal practice.
18. Review, in discussion with an experienced practitioner, the importance of diary, personal organisation, time and risk management issues.
19. Engage in a series of meetings with an acknowledged expert in professional ethics to review ethical issues in the practice of law and make presentations in relation to specific case studies.
20. Analyse a common form of commercial lease and draw an amendment thereto in terms of a given correspondence.
21. Listen to a distinguished, senior solemn trial expert describe the preparation process in detail.
22. Meet a Chartered Accountant and review examples of company account, executry accounts and consider financial aspects of legal practice.
23. Take away a DVD recording of his / her own performance in specific parts of the course.

Draft Timetable (Jan. 2019 – June 2019)

Friday 25.1.19	Registration and introduction (9-10am)	Legal writing (10am-1pm)	Negotiation (2pm-4pm)		Independent Study A
Friday 1.2.19	MANDATORY ETHICS (9am-1pm)				Independent study H
Friday 8.2.19	Personal organisation and time management (9.30am-12pm)	Executry Practice (1pm-4pm)			Independent Study B
Friday 22.2.19	IT and the legal office (9.30am-12pm)	Elective discussion (12pm-1pm)	Civil litigation (2pm-4pm)		Independent Study C
Friday 8.3.19	Civil litigation (9.30am-12pm)	Conveyancing (2pm-4pm)			Independent Study D
Friday 22.3.19	Client care work-shop (9am-11am)	Criminal litigation (11am-12pm)	Commercial leases (12pm-1pm)	Civil litigation (2pm-4pm)	Independent Study E
Friday 12.4.19	Legal Aid Provision (9am-11am)	Professional conduct (11am-12pm)	Registers of Scotland (12pm-1pm)	Mediation (2pm-4pm)	Independent Study F
Friday 3.5.19	Financial and commercial awareness (9am-12pm)	Law Care seminar (12pm-1pm)	Jury preparation (2pm-4pm)		Independent Study G
Thursday 16.5.19	MANDATORY ETHICS (9am-1pm)	Civil litigation (1pm-2pm)	Presentations at Sheriff Court (2pm-6pm)		Independent Study H
Friday 7.6.19	Interviews (9.30am-12.30pm)	Plenary discussion and sandwich lunch (12.30pm-4pm)			Independent Study I
10 June19 – 1 Dec.19 – telephone/email helpline and completion of returns to Law Society of Scotland and close of programme.					
Please note that this time-table is indicative only, and may be amended according to the business interests of trainers and/or trainees. There may be some alterations to subject matter and/or training personnel. However, every effort will be made to maintain the diary commitments shown above.					

For further information –



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