

Trainee CPD for PEAT2



Royal Faculty of Procurators in Glasgow
&
Scottish Law Agents Society



Joint TCPD Programme

Complete TCPD Programme (beginning Jan. 2021)

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 (in association with SLAS) has 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.

This course 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 to be completed outwith business hours. The programme has developed in the ten years it has been running and now includes a large number of Zoom meetings and, in order to maintain the quality of the delivery the numbers on the programme will be limited to 22 (early applications are required to ensure a place on the course). If regulations surrounding Covid-19 permit we will offer (but not compel the inclusion of real face-to-face meetings).

The list of modules to be included are as follows (subject to course development changes) -

- Organisation & Time Management;
- Executry Practice;
- Regulation of Solicitors;
- Legal Writing;
- Negotiation;
- Conveyancing;
- Civil Litigation;
- Client Care Criminal Litigation;
- Ethics;
- Law Care;
- Interviewing;
- Commercial Awareness;
- Professional Regulation;
- Commercial Leases;...

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 nody 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

The cost of the programme is £950 and an invoice will be issued once a place on the programme has been confirmed.

Contact John McKenzie – jmckenzie@rfgp.org - to find out more or to register an interest in the programme.

Draft Timetable (Jan. 2021 – May 2021)

Fri. 22.1.21	Registration and Introduction (10am-11am by Zoom)	Personal Organisation and Time Management (11am-1pm by Zoom)	Executry Practice (2pm-5pm by Zoom)
From Sat. 23.1.21	Governance of Legal Profession (1 hour – podcast to be completed by 29 Jan.)	Legal Writing (2 hours – podcast to be completed by 5 Feb.)	Conveyancing (2 hours – podcast to be completed by 19 Feb.)
Fri. 26.2.21	Civil Litigation (10am-1pm by Zoom)	Civil Litigation (2pm-5pm by Zoom)	
Sat. 27.2.21	Client Care Workshop (9am-10.30am by Zoom)	Criminal Litigation (10.30am-12.30pm by Zoom)	
Fri. 11.3.21	Plenary Discussion: the course so far and issues arising (3pm-4pm by Zoom)		
Fri. 26.3.21	Practical Ethics (Mandatory) (9.30am-1.30pm by Zoom)	Scottish Legal Complaints Commission: the complaints regime (2.30pm-3.30pm by Zoom)	
Fri. 16.4.21	Legal Aid Provision (10am-11am by Zoom)	Professional conduct (11.30am-12.30pm by Zoom)	Sheriff Court Presentation (2pm-6pm by Zoom)
Mon. 19.4.21	Law Care (3pm-4pm by Zoom)	Commercial Conveyancing (2 hours – podcast to be completed by 14 May)	
Fri. 14.5.21	Financial and Commercial Awareness (9am-11am by Zoom)	Financial and Commercial Awareness (11am-1pm by Zoom)	
Sat. 15.5.21	Interview Scenarios and Wind-up Programme (10am-1pm by Zoom)		
Fri. 21.5.20	Practical Ethics (Mandatory) (9.30am-1.30pm by Zoom)		

Personal attendance at the Zoom meetings and Podcasts scheduled above is essential for these hours to be included in your TCPD record. Each Podcast session must be taken in one continuous session within the dates allotted above and as evidence by the email returns specified within the Podcast. In the absence of that evidence, no TCPD credit shall be given. In order to achieve the full 60 hours required by the Law Society regulations participants are also required to carry out also certain assignments (Supervised Independent Study) which will be issued in the course of the Zoom meetings and Podcasts identified above.

For further information –



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www.rfpg.org/trainee-cpd.html



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