

Becoming an external CPD provider

Application for authorisation

Education & Training Unit
Version 1

1. Organisation** (firm, company, institution name)

Address

Contact name

DX address

Telephone number

Fax number

E-mail address

**If you are a university applying for authorisation for a masters degree/diploma/certificate course, please complete Questions 2, 3, 11a, 11i, 12 and 13 only.

Please provide details of one course as an example with this application form (this must be a course you are due to hold). All documentation must relate to the course shown at Questions 2 and 3 – see also Question 11.

If you are holding a conference, please refer to the guidance notes and include a covering explanatory letter with the application.

If you wish to offer a programme of coaching and mentoring, materials including aims and objectives should be submitted to the Solicitors Regulation Authority (SRA) with your application. It is recognised that the training might be provided to an individual(s) in a slightly different way, perhaps by telephone or by email rather than face-to-face training. The training would be offered according to an individual's need and only when the training was complete and the outcome(s) reached could CPD be claimed. The overall training must exceed one hour in total and be accredited for the purposes of CPD.

2. Course title

3. Course date

Please note: Accreditation only applies to future courses being offered and approval of the application being granted prior to the course taking place (i.e. if the full six weeks' notice is given).

4. What method(s) of presentation will be used?

Lecture

Group discussion

Workshop eg group exercise, role plays

Coaching and mentoring

Conference

5. Will the coursework be assessed?

Yes

No

If yes, by what method

Examination

Delegate assignments

Project

Multiple choice questions

Other _____

6. What evaluation systems will you use? (Please give details on a separate sheet if necessary.)

7. How long will the course last? (tuition time only, excluding breaks)

8. At whom is the course aimed?

Solicitors only

Solicitors/other professionals

Other _____

9. Maximum number of delegates for the course

For small groups (if applicable)

10. At what level is the course aimed?

Introductory

Intermediate

Advanced

Update

11. Please attach the following:

Please note: The application will not be processed until all the relevant information is received

- a) University only - definitive course document

Please note: The materials must be from a course you are due to hold. Retrospective authorisation is not permitted. All documentation submitted under Questions 11b – 11h must relate to the same course, the title and date of which must be shown at Questions 2 and 3.

- b) A list of the course aims and intended learning outcomes

- c) A copy of the course programme (giving start and end time, amount of time spent on each section/part)

- d) Details of speakers' names, relevant qualifications and experience and part of course on which each will speak
- e) Set of course materials including, as applicable, case studies, lecture notes, exercises, delegate handouts
- f) If the course is to be assessed, details of the assessor('s) name(s) and qualifications and sample assessments
- g) If workshops, ie active delegate participation, give details of how this will be organised, total number of participants per group
- h) Sample course quality evaluation form
- i) Application fee £350.00 (excluding local Law Societies, Young Solicitors Groups, recognised Law Society Groups, who should support the application with a cheque of £25.00 in respect of the first course)

12. Applications from universities

Applications from other providers please proceed to Question 13.

Please submit a copy of the definitive course document for the course stated in Question 2.

The definitive course document should cover the following information:

- a) Method of presentation
- b) Method of assessment
- c) System for evaluating course quality
- d) Length of course and mode of study, eg part-time, attendance required, etc
- e) Course aims and objectives
- f) CVs of lecturers
- g) Course programme
- h) Sample of course materials for one module
- i) Details of pastoral care arrangements
- j) Who the course is aimed at and any exemptions available for solicitors
- k) Prerequisites for entry to the course

Please send the completed application together with a cheque for £350.00 made payable to "The Law Society" to

The Finance Department
The Solicitors Regulation Authority
Ipsley Court, Berrington Close,
Redditch, Worcestershire B98 0TD

DX 19114 Redditch

13. Please indicate, by ticking the box below that you have read, understood and agree to comply with the terms and conditions of authorisation.

Failure to tick the box will result in your application being returned to you and a delay in processing your application.

Signature

Job title

Date

FOR OFFICE USE ONLY

Recommendation _____

Conditions _____

Validation & Monitoring Officer

Date _____ Signature _____

Manager Validation & Monitoring

Date _____ Signature _____