

### **Guidance on Filling in the Form**

- Please include in the notes if the event has been one-off accredited by the Bar Council, i.e.: you made the application for accreditation.
- Incomplete dates will not be accepted. The full date e.g. 10<sup>th</sup> October 2004 is necessary
- The details of the organisers of each CPD event that you attend are essential. Incomplete data will not be accepted. Law Society reference numbers are also not acceptable.
- If you are claiming hours for delivering a lecture please make it clear how long the lecture lasted for. Please note you can only claim the length of the lecture again to account for preparation.
- If you require more space than the form permits, please photocopy this sheet or ring the Education, Training & Records Department for another copy.

### **Established Practitioners Programme**

- Consists of 12 hours CPD per CPD year
- The CPD year is the same as the calendar year (i.e. 1st January to 31st December)
- A barrister who is subject to the Established Practitioners' Programme for less than a whole year must complete 1 CPD hour for each month that they hold a practising certificate
- At least 4 hours CPD in each year must be satisfied through accredited activities

### **Accredited Activities**

- Undertaking courses, lectures, seminars or conferences accredited by the Bar Council for CPD purposes
- Delivering a course, lecture or seminar accredited by the Bar Council for CPD purposes. This can include legal courses such as diplomas, MA's, the BVC, LLB's and LLM's
- Credit cannot be obtained for a repeat delivery / attendance of an event in the same calendar year
- If claiming CPD hours for the completion of online courses the confirmation printout from the provider must be attached to the completed record card.

### **Other CPD Activities (Unaccredited)**

- Attending or contributing to unaccredited courses directly relevant to practice as a barrister, this can include lectures and seminars given by Solicitors firms and organisations not accredited by the Bar Council to provide CPD
- Writing law books, articles or practice notes for publication (up to a maximum of 4 CPD hours per calendar year)
- Moots, Mock Trials and Mock Tribunals (undergraduate level or above) up to a maximum of 2 hours a year
- Other activities approved in advance by the Education, Training & Records Department
- Please see 'A Fool's Guide to CPD' for more information

### **Administration**

- Barristers subject to the CPD regulations are required to submit their CPD record by the end of January of each year
- Barristers not complying with minimum requirements will be referred to the Conduct Committee
- Applications for waivers and extensions of time are to be dealt with by the Qualifications Committee
- If you would like a receipt to confirm that we have received your record card please note this on the form or a covering letter and supply your email address overleaf

### **Further Information and Guidance**

- The Education, Training & Records Department maintains an online list of courses which have been accredited for CPD purposes on the website at [www.legaleducation.org.uk](http://www.legaleducation.org.uk). Selected courses are also advertised in Bar News, Counsel Magazine and other publications.
- Dawn Elvy, the Training Compliance Officer, ([DawnElvy@barcouncil.org.uk](mailto:DawnElvy@barcouncil.org.uk)) can assist with queries relating to individuals' CPD requirements
- Cordelia Lean, Continuing Education Officer, ([CordeliaLean@barcouncil.org.uk](mailto:CordeliaLean@barcouncil.org.uk)) can assist with queries relating to courses and accreditation
- Both Dawn and Cordelia are based at the Education, Training & Records Department of the General Council of the Bar, 289-293 High Holborn, London, WC1V 7HZ; Tel: 020 7242 0082; Fax: 020 7831 9217