



**Costs Lawyer Qualification
Aims and Outcomes
Effective date: XXX 2013**

Definitions herein:

The Course	The 3 year Costs Lawyer qualification as set out in the overview
Supervised Practice	3 year's work based experience in costs law & practice
Trainee	A Trainee Costs Lawyer

1 Introduction

To become a qualified Costs Lawyer a Trainee must successfully complete both the Course and Supervised Practice. This document sets out the aims and outcomes for both requirements.

The Course provides a coherent programme of study for a Trainee. Supervised Practice allows a Trainee to apply that learned during the Course as well as developing and implementing additional key practical skills. Both the Course and Supervised Practice provides a framework which integrates legal knowledge and analysis, practical skills, professional skills and attitudes which are expected of Costs Lawyers.

On successful completion of the Course and Supervised Practice a Trainee will have met the education and training requirements for a Costs Lawyer. The Trainee will then be able to apply to the CLSB for a Costs Lawyer practising certificate, under which they will be afforded the rights to conduct the following Reserved Legal Activities under the Legal Services Act 2007:

- The exercise of a right of audience
- The conduct of litigation
- The administration of oaths

2 Aims of the Course

The aim of the Course is to prepare Trainees during their work-based qualifying experience to provide a general foundation for practice as a Costs Lawyer. Aims and objectives are set out in the Training & CPD Rules as follows:

- (a) Obtain general knowledge of each area of law studied.
- (b) Achieve detailed knowledge of the law and procedures relating to the costs subject studied.
- (c) Develop skills of legal analysis particularly in relation to costs law and practice.
- (d) Reach the level of competency and performance required of a Costs Lawyer.
- (e) Learn valuable transferable skills.

3 Outcomes of the Course

On successful completion of the Course a Trainee should be competent to undertake all the following:

- Research, explain and apply knowledge of the law and costs law practice accurately and effectively.
- Perform the tasks necessary to practice as a competent Costs Lawyer.
- Understand the key ethical requirements contained in the Costs Lawyer Code of Conduct, know where these may impact and be able to apply them in context.
- Demonstrate their knowledge, understanding and skills in the areas of law set out in the compulsory sections of the Course.
- Demonstrate their knowledge, understanding and skills in three areas of specialism in the options section of Unit 3 of the Course.
- Reflect on their learning, identify their further and future learning needs and plan for their development as a costs law practitioner.

4 The Three Units of the Course

The Course is as set out in the overview and comprises of three units of a year each (“Unit”). Each Unit is then broken down into modules (“Module”) with minimum syllabus, aims and objectives set out. All Modules in Unit 1 & 2 are compulsory. Unit 3 is divided into compulsory/specialist option Modules. The Course may not be completed in less than 3 years.

5 Course Structure and Credit Values

The Course adopts the credit tariff recognised by the Qualifications and Credit Framework (‘QCF’). Each of the Modules in a Unit has a credit value. The total credit value for the Course is 180 credits, made up of 60 credits for each Unit.

The credit value provides an indication of the estimated length of time required for successful completion of each Module in a Unit. One credit equates to 10 hours. This is merely an indication of hours and the actual time spent will vary according to the Trainee's experience or prior knowledge and will include time spent preparing for any formal sessions, private study, engaging in relevant work-based learning and preparation for formative assessments.

6 Course Assessment and Levels

Each Unit must be assessed by way of an unseen examination/s or some other form of supervised assessment which must assess knowledge, application, skills and professional conduct outcomes ('Unit Examination'). The provider of the Course must produce an assessment strategy which demonstrates overall coverage of the course and meets the requirements for Unit Examination.

The pass mark for all Unit Examinations is 50%:

49% (inclusive) and below:	Fail
50% (inclusive) to 59% (inclusive):	Pass
60% (inclusive) to 69% (inclusive):	Pass with merit
70% (inclusive) and over:	Pass with distinction

7. Aims of Supervised Practice

The aim of Supervised Practice is to ensure a Trainee reaches an expected level of competency and performance. During Supervised Practice a Trainee will:

- Apply knowledge acquired by them under the Course.
- Learn and apply key practical skills of a Costs Lawyer.
- Learn and apply the professional standard of a Costs Lawyer.

8. Outcomes of Supervised Practice

During Supervised Practice a Trainee should have acquired, developed, applied and evidenced skills and knowledge of the following to ensure competency of performance:

- (i) The practical application of costs law expertise (including legal research, drafting, advocacy and negotiation)
- (ii) Professional conduct
- (iii) Communication
- (iv) Client relations
- (v) Workload management
- (vi) Business awareness
- (vii) Self-awareness and development
- (viii) Working with others

9. Assessment of Supervised Practice

The employer of the Trainee at the time the Trainee applies for their Costs Lawyer qualification having successfully completed the Course, will be required to sign to the fact that the Trainee has:

- completed the required 3 year's work based experience in costs law & practice; and
- that the Trainee has achieved the eight Supervised Practice outcomes set out above to a satisfactory standard i.e. that expected of a Costs Lawyer.

Continuation documents attached

- Overview of Course
- Unit 1
- Unit 2
- Unit 3