

BAR  
STANDARDS  
BOARD

REGULATING BARRISTERS

# Continuing Professional Development

Information Pack



# Contents

Introduction.....	5
Meeting your needs.....	5
To whom do the regulations apply?.....	6
New PractitionersqProgramme (NPP).....	7
Advocacy training.....	7
Ethics.....	7
Other accredited courses.....	7
Forensic accountancy.....	7
Established practitionersqprogramme (EPP).....	8
How is CPD administered?.....	8
General rules of CPD administration for both NPP and EPP.....	8
New practitionersqprogramme (NPP).....	8
Established practitionersqprogramme (EPP).....	8
How do I choose appropriate courses or activities?.....	9
Cost.....	9
Reduction / waiver of CPD hours and extension of time to complete CPD.....	10
Location.....	10
How will the bar standards board monitor compliance?.....	10
ANNEX A.....	12
C.    The CPD rules.....	12
ESTABLISHED PRACTITIONERSqPROGRAMME.....	14
Guidance on filling in the form.....	16
Established PractitionersqProgramme.....	16
**Accredited Activities.....	16
Other CPD Activities (unaccredited).....	17
Administration.....	17
Further Information and Guidance.....	17
NEW PRACTITIONERSqPROGRAMME (45 HOUR PROGRAMME).....	18
New PractitionersqProgramme.....	20
Accredited Activities.....	20

Administration.....	21
Further Information and Guidance .....	21
Compliance with CPD Regulations      % General Guide to CPD+.....	1
CPD requirements .....	3
CPD definition .....	3
How to calculate CPD hours.....	3
Accredited Hours .....	3
Attendance at accredited CPD courses.....	3
Undertaking university courses .....	4
Training events .....	4
Calculation of CPD hours.....	4
Repeat courses or training events .....	6
Online courses/podcasts.....	6
DVDs, Videos and CD-ROMS .....	6
Other accredited activities.....	6
Unaccredited .....	6
Presenting an unaccredited lecture.....	7
Teaching on university courses.....	7
Advocacy training, mock trials and moots .....	7
Writing.....	7
Other activities .....	8
One-off Accreditation.....	8
Other rules.....	8
Cannot count for CPD hours.....	9
Personal Development.....	9
Other .....	9
What to do if you work for a solicitor's firm.....	9
What to do if you are not going to practise for the whole year .....	10
Frequently asked questions.....	10
(Q) <i>I'VE FOUND A COURSE I WOULD LIKE TO ATTEND? HOW CAN I FIND OUT IF IT HAS BEEN ACCREDITED?</i> .....	10

(Q) *WHERE CAN I FIND DETAILS OF ACCREDITED COURSES?*..... 10

(Q) *I'VE LOST MY RECORD CARD. HOW DO I GET ANOTHER ONE?* ..... 10

(Q) *DO I NEED TO RETURN A SIGNED, COMPLETED CPD RECORD CARD TO THE BAR STANDARDS BOARD?*..... 10

CPD Departments at the Bar Standards Board/Contacts ..... 11

## Introduction

On completion of the academic and vocational stages of training, barristers will have acquired at least the minimum of knowledge and skills to enable them to supply legal services to clients at a competent and professional level. However, the education and training that are undertaken prior to qualification cannot supply all the relevant knowledge and skills that are needed throughout a career at the Bar.

In order to maintain and enhance the quality of legal services that they offer, barristers need to update and develop specialist areas of knowledge and improve their skills. Furthermore, in the face of increasing competition in the market for legal services, barristers must have sufficient flexibility to adapt to the changing demands of clients, the profession and their own careers.

The Bar Standards Board is committed to ensuring that the profession continues to offer legal services of the very highest quality, therefore all practising barristers are required to complete compulsory continuing professional development (CPD). Whilst attending courses alone will not guarantee that appropriate standards are maintained, we consider mandatory compliance with a programme of continuing professional development essential if barristers are to maintain and improve their skills.

The Bar Standards Board accredits and monitors the provision of courses to ensure that all practitioners can benefit from relevant, worthwhile and affordable continuing professional development. This information pack answers the following questions:

- To whom do the regulations apply and what are the requirements?
- How is CPD administered?
- How do I choose appropriate courses or activities?
- How will the Bar Standards Board monitor compliance?
- What happens if I do not complete the minimum requirements?

It also contains a copy of a CPD record card that needs to be completed and returned to the Bar Standards Board each year. If you require further information or advice regarding CPD requirements please contact [cpdrecords@barstandardsboard.org.uk](mailto:cpdrecords@barstandardsboard.org.uk).

If you require further information or advice regarding accreditation or rules of CPD please contact [cpd@barstandardsboard.org.uk](mailto:cpd@barstandardsboard.org.uk).

### Meeting your needs

We can provide our literature in different formats, such as Braille, large print or on audio tape or compact disc. If you would like this form in a different format please contact us on 020 7611 1444.

**Bar Standards Board**

**February 2015**

## **To whom do the regulations apply?**

All practising members of the Bar are subject to the continuing professional development regulations. Compliance is an obligation of the Handbook rQ131, rQ132 or rQ133 as appropriate. In the first three years of practice, newly qualified practitioners are required to complete the New Practitioners Programme (NPP) which consists of 45 hours of continuing professional development (CPD), including at least 9 hours of advocacy training and 3 hours of ethics . After the first three years of practice, barristers are automatically considered to be on the Established Practitioners Programme (EPP) and are required to undertake 12 hours of CPD each calendar year.

## **New Practitioners' Programme (NPP)**

Newly qualified barristers are required to complete a minimum of 45 hours of accredited continuing professional development (CPD), including at least 9 hours of advocacy training and 3 hours of ethics in the first three years of practice. The remaining 33 hours of CPD must be relevant accredited courses chosen at their discretion. Practitioners are also required to complete the Forensic Accounting Course during their pupillage or by the end of their first three years of practice.

### Advocacy training

All the Inns and Circuits offer accredited NPP advocacy training programmes, and the Crown Prosecution Service and the National Institute of Trial Advocacy (UK) are also accredited providers. It is strongly recommended that the advocacy training requirements are completed as early as possible in the three year period.

The object of the advocacy training element of the programme is to develop and advance skills appropriate to the demands made on practitioners in the early years of practice. In order to achieve this, it is expected that providers of approved advocacy courses provide a mixture of group practical training by approved trainers and instruction (lectures, seminars, master classes or the like).

### Ethics

The objective of this component is to enable the new practitioner to identify those situations which raise ethical problems, to understand the principles that govern professional conduct and to apply these principles to given situations. Courses should incorporate discussions of the Core Duties found in the Handbook the overriding duty to the court, the duty to act in the client's best interests and duties to third parties. Courses may also deal with aspects relating to client care and the cab-rank rule. The Inns and Circuits offer accredited NPP ethics programmes.

### Other accredited courses

The remaining balance of the new practitioners programme (33 hours) must be met through attendance at any accredited course provided by an accredited CPD Provider. Many accredited courses are listed on the Bar Standards Board website at <http://www.barstandardsboard.org.uk/regulatory-requirements/for-barristers/continuing-professional-development/cpd-courses/>.

However this is not an exhaustive list of all accredited CPD activities available. Barristers are encouraged to conduct their own research on relevant training areas.

### Forensic accountancy

Practitioners are required to complete a course in forensic accounting during their pupillage or by the end of their first three years of practice. This is in addition to the minimum 45 hours required by the new practitioners programme. We have validated BPP as the sole provider of the course in London and on Circuit. Please refer to the website at <http://www.barstandardsboard.org.uk/regulatory-requirements/for-barristers/continuing-professional-development/> for the latest booking form.

## **Established practitioners' programme (EPP)**

Those subject to the EPP must complete 12 CPD hours every calendar year, 4 of which must have been accredited by the Bar Standards Board.

If you hold a practising certificate for less than twelve months in any year (through illness or sabbatical etc), you must complete one hour of continuing professional development (CPD) for each month or part month of practice. At least one third of the requirement must be satisfied through accredited activities.

## **How is CPD administered?**

### General rules of CPD administration for both NPP and EPP

Barristers should keep a copy of their CPD activities. Barristers are not required to send in their CPD record card at the end of the year or at the end of their CPD programme. Barristers should retain a copy of their CPD activities and only submit these to the BSB if called to do so as part of a spot check.

CPD record cards submitted in other circumstances will not be administered or recorded and a barrister will be required to resubmit their record card if asked to do so as part of a spot check.

If a barrister is asked to submit their record card as part of a spot check then the BSB will check accreditation of CPD providers and courses and their attendance at particular events. Barristers are therefore encouraged to retain evidence of CPD completion with their record card. However this is not a regulatory requirement and the BSB is able to make its own enquiries concerning completion of CPD activities.

### New practitioners programme (NPP)

Those subject to NPP should retain their NPP record cards for six years following the end of the NPP.

On completion of your pupillage, you are required by the to provide the Records Office with details of the current address(es) and telephone number(s) of the Chambers or office from which you are supplying legal services. We will register all practitioners in the first three years of practice as a new practitioner and maintain a record of your attendance at advocacy and ethics courses.

The new practitioners programme officially commences from the 1 January in the year following commencement of practice. However you are able to accrue CPD hours from the date you commenced practice following the issue of your Full Qualification Certificate. You are required to keep your own record of attendance at other CPD accredited courses, whilst ensuring that you sign the provided registration document at all events and record the CPD Provider ID number following attendance.

At the completion of the new practitioners programme you do not need to send this to the BSB. Instead you should retain your CPD record card. You may be required to submit your record card as part of a CPD spot check.

### Established practitioners programme (EPP)

At the end of the first three years of practice and completion of the new practitioners programme, you will be required to complete the established practitioners programme,



which consists of a minimum of 12 hours of continuing professional development in each calendar year in which you hold a practising certificate.

Those subject to EPP should retain their record card for six years following the end of a CPD year. You are also required to sign the registration document at any accredited events, which you attend.

As with the NPP you do not need to routinely send your annual EPP record cards to the BSB. Instead you should retain your CPD record card. You may be required to submit your record card as part of a CPD spot check.

If you hold a practising certificate for less than twelve months in any year (through illness or sabbatical etc.), you must complete one hour of continuing professional development (CPD) for each month or part month of practice. At least one third of the requirement must be satisfied through accredited activities.

## How do I choose appropriate courses or activities?

Given the diversity of practice at the Bar, there are at present no set courses (other than advocacy training and ethics in the first three years of practice under the NPP) which barristers are required to undertake. Although we can provide limited advice with regard to whether particular courses meet the CPD requirements, barristers have the responsibility of choosing appropriate professional development activities that contribute to their individual professional development and are relevant to their proposed or present area(s) of practice.

You will benefit most from the continuing professional development activities, if you plan what training and development you need. A simple method is to: (a) identify skills and knowledge that you already have, (b) consider how you want your practice to develop (in consultation, where appropriate, with your senior clerk, practice manager, head of Chambers or line manager), (c) identify gaps in your skills and experience and (d) plan how to address this gap through courses and other CPD activities available.

We maintain an online list of courses which are delivered by accredited CPD providers on our website at <http://www.barstandardsboard.org.uk/regulatory-requirements-for-barristers/continuing-professional-development/cpd-courses/>.

- **Please note** that this is not a complete list of all accredited courses, only a list of courses approved providers have chosen to advertise.

The Bar Standards Board recognises that not all worthwhile courses will have been submitted to the BSB for accreditation. There could be a number of reasons for this, not least because the organisation providing the course is not an accredited CPD provider for the Bar. As such, practitioners may apply to the Bar Standards Board for one-off CPD accreditation. There is an application fee of £45 per event for consideration. Applications may also include individual lectures delivered by practitioners. To apply for one-off accreditation or for more information, please contact email [CPDAccreditation@BarStandardsBoard.org.uk](mailto:CPDAccreditation@BarStandardsBoard.org.uk).

### Cost

We are aware that practitioners may be on a restricted income in their first few years of practice and make every effort to ensure that there is a broad range of accredited CPD providers. Many of the specialist bar associations and Circuits offer discounted fees for new practitioners and some external providers may also give discounts on request. Additionally many sets of barristers' chambers are accredited to provide CPD courses, subject to compliance with the CPD Provider Accreditation Policy & Guidance, and many

now offer accredited in-house training to their members.

### Reduction / waiver of CPD hours and extension of time to complete CPD

The Qualifications Committee has the power, in relation to any individual barrister, to waive any or all of the CPD requirements or to extend the time within which they must be completed. Application forms for waivers and extensions can be found at <http://www.barstandardsboard.org.uk/regulatory-requirements/for-barristers/continuing-professional-development/extensions-and-waivers/> and should be returned to Pauline Smith, the Training Regulations Officer at the Bar Standards Board, setting out all mitigating circumstances and supported by all relevant documentary evidence. Applications should be made as soon as a practitioner feels they may be unable to comply with the CPD requirements.

### Location

There are many accredited CPD providers. These providers are based all over England and Wales and a number are based overseas. There is also a vast number of CPD courses that can be completed online, details of some online courses can be found at <https://www.barstandardsboard.org.uk/regulatory-requirements/for-barristers/continuing-professional-development/cpd-courses/>.

## **How will the bar standards board monitor compliance?**

Accredited CPD providers will provide a registration document at the end of the course, which you are required to sign to confirm that you have attended and you will be issued with the CPD Provider ID number for you to add to your CPD record card, together with all other details relating to the CPD course/activity. The Bar Standards Board audits a percentage of new (NPP) and established (EPP) practitioners programme records each year. These barristers will be asked to submit their record cards as part of a CPD spot check.

## **What happens if I do not complete the minimum requirements?**

If you do not complete the minimum number of hours of continuing professional development, you may be asked to complete Corrective Action to regularise your CPD position. In practice this will likely mean completing the outstanding hours or in other cases undertaking to complete the requirements in future years. Non-compliance with the requirements will be recorded even where Corrective Action is completed and will likely lead to a further spot check in future years. Where Corrective Action is not completed (or for repeated non-compliance) a barrister may be referred to the Professional Conduct Department or breach of the Handbook.

If you anticipate that you will be unable to complete the requirements in the given period, you may apply for an extension of time. The Qualifications Committee will consider your case, and if appropriate, will grant an extension of time. Forms for an extension are available from the website at <http://www.barstandardsboard.org.uk/regulatory-requirements/for-barristers/continuingprofessional-development/extensions-and-waivers/> and should be returned to Pauline Smith, the Training Regulations Officer at the Bar Standards Board, Email:

- [psmith@barstandardsboard.org.uk](mailto:psmith@barstandardsboard.org.uk)

These applications should be made before you are selected for a spot check as the

Qualifications Committee are unlikely to consider retrospective extensions of time or waivers once you are engaged in the spot check process.

## ANNEX A

### C. The CPD rules

The mandatory continuing professional development requirements.

**rQ130** For the purpose of this Section 4.C:

1. a **calendar year** means a period of one year starting on 1 January in the year in question;
2. the **mandatory requirements** are those in Rules Q131 to Q136 below.
3. a **pupillage year** is any calendar year in which a barrister is at any time a pupil.

**rQ131** Any practising barrister who, as at 1 October 2001, had started but not completed the period of three years referred to in the Continuing Education Scheme Rules at Annex Q to the Sixth Edition of the Code of Conduct must complete a minimum of 42 hours of continuing professional development during his first three years of practice.

Guidance

Guidance on Rules Q131

**gQ1** Rule Q131 is intended to apply only in those limited circumstances where a barrister started practice before 1 October 2001 but after the New Practitioners Programme (NPP) first came into force, left practice before completing the NPP, but has since returned. Rule Q131 requires them to finish their NPP during whatever is left of their first three years of practice.

**rQ132** Any practising barrister who starts practice on or after 1 October 2001 must during the first three calendar years in which the barrister holds a practising certificate after any pupillage year complete a minimum of 45 hours of continuing professional development.

**rQ133** Subject to Rule Q134, any barrister:

1. must, if he holds a practising certificate or certificates throughout the whole of any calendar year, complete a minimum of 12 hours of continuing professional development during that period; and
2. must, if he holds a practising certificate or certificate for part only of a calendar year, complete one hour of continuing professional development during that calendar year for each month for which he holds a practising certificate.

**rQ134** Rule Q133 does not apply:

1. in the case of a barrister to whom Rule Q131 applies, to any calendar year forming or containing part of the period of 3 years referred to in Rule Q131; or
2. in the case of a barrister to whom Rule Q132 applies, during any pupillage year or during the first three calendar years in which the barrister holds a practising certificate.

**rQ135** Any practising barrister must submit details of the continuing professional development he has done to the Bar Standards Board in the form prescribed, and at

the time specified, by the Bar Standards Board.

**rQ136** The Bar Standards Board may, by resolution, specify the nature, content and format of courses and other activities which may be done by barristers (or by any category of barristers) in order to satisfy the mandatory requirements.

**rQ137** The Bar Standards Board may, by resolution and after consultation with the Inns, Circuits and other providers as appropriate, increase the minimum number of hours of continuing professional development which must be completed in order to satisfy any of the mandatory requirements.

**ESTABLISHED PRACTITIONERS' PROGRAMME  
CPD RECORD**

<b>Name:</b>		<b>For Year Ended:</b>	
<b>Address</b> :		<b>Area of Practice:</b>	
<b>(In full)</b>		<b>Email (if available):</b>	

<b>SPECIFIC DATE</b>	<b>DETAILS OF CPD ACTIVITY UNDERTAKEN AND PROVIDER OF THE ACTIVITY</b>	<b>NUMBER OF HOURS</b>	<b>ACCREDITED (YES/NO)</b>	<b>BSB CPD PROVIDER ID NUMBER (3 / 4 DIGIT NUMBER)</b>	<b>INDICATE IF YOU PROVIDED THE TRAINING (AS A SPEAKER ETC - CONFIRM LENGTH)</b>	<b>ADDITIONAL COMMENTS / FEEDBACK*</b>


**I certify that I have completed no fewer than 12 hours of Continuing Professional Development (CPD), at least 4 hours of which are accredited activities\*\*. Further that these hours are relevant to my present or proposed area of practice.**

Signed.....

Date.....

**BARRISTERS ARE OBLIGATED TO COMPLETE, SIGN AND RETAIN A COPY OF THEIR CPD RECORD CARD**

**Please retain a copy of your record card for six subsequent years so that if, in future, you are chosen to be spot checked you can then supply us with the information we need.**

\* This section can be used to let us know your opinion on any courses that you have attended. All feedback will be treated with the utmost confidence.

**Guidance on filling in the form**

- Please include in the comments column if the event has been one-off accredited by the Bar Standards Board, ie: you made an application for accreditation.
- Incomplete dates will not be accepted. The full date e.g. 10 June 2012 is necessary.
- The details of the CPD Providers of each CPD event that you attend are essential. Incomplete data will not be accepted. For all accredited CPD courses/activities, you must state the CPD Provider ID number (the CPD Provider's accreditation authorisation number issued by the BSB). CPD Providers will confirm their Provider ID number at all accredited activities.
- If you are claiming hours for delivering a lecture please make it clear how long the lecture lasted for.
- CPD hours, either accredited or unaccredited, are the hours spent in either seminars or lectures, added up and rounded down to the nearest half an hour.
- If you require more space than the form permits, please photocopy this sheet or download a record card at [www.barstandardsboard.org.uk](http://www.barstandardsboard.org.uk)

**Established Practitioners' Programme**

- A minimum of 12 CPD hours CPD year.
- The CPD year is the same as the calendar year (ie 1 January to 31 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 or part month that they hold a practising certificate.
- At least 4 hours CPD in each CPD year must be satisfied through accredited activities.

**\*\*Accredited Activities**

- Undertaking courses, lectures, seminars or conferences delivered by accredited CPD Providers. CPD Providers must be accredited by the Bar Standards Board for CPD purposes.
- Delivering a course, lecture or seminar accredited by the Bar Standards Board as one-off accreditation for CPD purposes.
- Legal courses such as diplomas, MA's, the BVC, LLB's and LLM's are recognised as accredited CPD, subject the relevant rules as specified in the General Guide to CPD
- Credit cannot be obtained for a repeat delivery of an event in the same calendar year.



- Barristers cannot claim hours for attending/undertaking a course or training event with the same content as another course or training event where CPD hours are claimed in the same calendar year or have been claimed in the previous 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 delivered by organisations which are not accredited by the Bar Standards Board.
- Writing law books, articles or practice notes for publication (up to a maximum of 4 CPD hours per calendar year). CPD hours must be claimed in the year of publication.
- Moots up to a maximum of 2 hours a year.
- Other activities approved in advance by the Bar Standards Board.
- Please see [A General Guide to CPD](#) for more information.

#### **Administration**

- Barristers subject to the CPD regulations are required to retain their CPD record card for six subsequent calendar years, should the BSB request to review it as part of its Supervision CPD spot checking.
- Barristers not complying with minimum requirements will be referred to the Complaints Committee.
- Applications for waivers and extensions of time are dealt with by the Qualifications Committee.

#### **Further Information and Guidance**

- Accredited CPD Providers may list their accredited courses online via the BSB's website at <https://www.barstandardsboard.org.uk/regulatory-requirements/for-barristers/continuing-professional-development/cpd-courses/>
- The Supervision Department ([cpdrecords@barstandardsboard.org.uk](mailto:cpdrecords@barstandardsboard.org.uk)) can assist with queries relating to individuals' CPD requirements.
- The CPD Accreditation Department ([cpdaccrreditation@barstandardsboard.org.uk](mailto:cpdaccrreditation@barstandardsboard.org.uk)) can assist with queries relating CPD accreditation.
- Both the Supervision and the CPD Accreditation departments are based at the Bar Standards Board, 289-293 High Holborn, London, WC1V 7HZ. DX 240 LDE. Tel: 020 7611 1444; Fax: 020 7831 9217.

**NEW PRACTITIONERS' PROGRAMME (45 HOUR PROGRAMME)**

CPD RECORD

<b>Name:</b>		<b>For Year Ended:</b>	
<b>Address</b> :		<b>Area of Practice:</b>	
<b>(In full)</b>		<b>Email (if available):</b>	

<b>SPECIFIC DATE</b>	<b>DETAILS OF CPD ACTIVITY UNDERTAKEN AND PROVIDER OF THE ACTIVITY</b>	<b>NUMBER OF HOURS</b>	<b>BSB CPD PROVIDER ID NUMBER (3 / 4 DIGIT NUMBER)</b>	<b>INDICATE IF YOU PROVIDED THE TRAINING (AS A SPEAKER ETC - CONFIRM LENGTH)</b>	<b>ADDITIONAL COMMENTS / FEEDBACK*</b>


**I certify that all above CPD activities are accredited for the purposes of the Bar's CPD scheme and that the courses/activities are relevant to my present or proposed area of practice.**

Signed.....

Date.....

**BARRISTERS ARE OBLIGATED TO COMPLETE, SIGN AND RETAIN A COPY OF THEIR CPD RECORD CARD**

Please retain a copy of your record card for six subsequent years so that if, in future, you are chosen to be spot checked you can then supply us with the information we need.

**New Practitioners' Programme**

- Must usually be completed within the first three years of practice.
- The three-year period is treated as beginning from the 1 January following commencement of practice (either third six or squatting, tenancy or a position as an employed barrister).
- Barristers are able to accrue accredited CPD hours from the date they commenced practice.
- Consists of 45 hours CPD of which at least 9 hours must be approved NPP Advocacy training and at least 3 hours must be approved NPP Ethics training.
- All CPD for the New Practitioners Programme must be satisfied through accredited activities.
- CPD hours are rounded down to the nearest half an hour.
- The Forensic Accountancy Course is an additional 20 hour requirement of the New Practitioners Programme for those who did not complete it during pupillage.

**Accredited Activities**

- Undertaking courses, lectures, seminars or conferences delivered by accredited CPD Providers. CPD Providers must be accredited by the Bar Standards Board for CPD purposes.
- Delivering a course, lecture or seminar accredited by the Bar Standards Board as one-off accreditation for CPD purposes.
- Legal courses such as diplomas, MA's, the BVC, LLB's and LLM's are recognised as accredited CPD, subject the relevant rules as specified in the General Guide to CPD
- Credit cannot be obtained for a repeat delivery of an event in the same calendar year.
- Barristers cannot claim hours for attending/undertaking a course or training event with the same content as another course or training event where CPD hours are claimed in the same calendar year or have been claimed in the previous 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.

## **Administration**

- Barristers subject to the CPD regulations are required to retain their CPD record card for six subsequent calendar years, should the BSB request to review it as part of its Supervision CPD spot checking.
- Barristers not complying with minimum requirements will be referred to the Complaints Committee.
- Applications for waivers and extensions of time are dealt with by the Qualifications Committee.

## **Further Information and Guidance**

- Accredited CPD Providers may list their accredited courses online via the BSB's website at <https://www.barstandardsboard.org.uk/regulatory-requirements/for-barristers/continuing-professional-development/cpd-courses/>
- The Supervision Department ([cpdrecords@barstandardsboard.org.uk](mailto:cpdrecords@barstandardsboard.org.uk)) can assist with queries relating to individuals' CPD requirements.
- The CPD Accreditation Department ([cpdaccreditation@barstandardsboard.org.uk](mailto:cpdaccreditation@barstandardsboard.org.uk)) can assist with queries relating CPD accreditation.
- Both the Supervision and the CPD Accreditation departments are based at the Bar Standards Board, 289-293 High Holborn, London, WC1V 7HZ. DX 240 LDE. Tel: 020 7611 1444; Fax: 020 7831 9217.

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REGULATING BARRISTERS

Compliance with CPD Regulations  
**“A General Guide to CPD”**

January 2015–

## Contents

CPD requirements	3
CPD definition	3
How to calculate CPD hours	3
Accredited hours	3
Attendance at accredited CPD courses	3
Undertaking university courses	4
Training events	4
Calculation of CPD hours	4
Repeat courses or training events	6
Online Courses/Podcasts	6
DVDs, Videos and CD-ROMS	6
Other accredited activities	6
Unaccredited	6
Presenting an unaccredited lecture	7
Teaching on university courses	7
Advocacy training, mock trials and moots	7
Writing	7
Other activities	8
One-off accreditation	8
Other rules	8
Cannot count for CPD hours	9
What to do if you work for a solicitor's firm	9
What to do if you are not going to practice for the whole year	10
Frequently asked questions	10
<i>CPD departments at the Bar Standards Board/contacts</i>	<i>11</i>

## CPD requirements

All practising members of the Bar are subject to the continuing professional development (CPD) regulations. Compliance is an obligation of the Bar Handbook (Part 4, section C, The CPD Rules).

In the first three years of practice, newly qualified practitioners are required to complete 45 hours of continuing professional development (CPD), including at least nine hours of advocacy training and three hours of ethics training (the ~~£~~New PractitionersqProgrammeq). All hours must be accredited by the Bar Standards Board.

Following completion of the ~~£~~NPPq barristers are required to undertake a minimum of 12 hours of CPD each calendar year (the ~~£~~Established PractitionersqProgrammeq). A minimum four of the required 12 hours must be activities which have been accredited by the Bar Standards Board; accreditation awarded by other professional bodies or institutions will not be accepted as accredited CPD by the Bar Standards Board.

**The Bar's CPD regime is run on a calendar year basis.**

## CPD definition

CPD is work undertaken over and above the normal commitments of barristers with a view to such work developing their skills, knowledge and professional standards in areas relevant to their present or proposed area of practice, and in order to keep themselves up to date and maintain the highest standards of professional practice.

## How to calculate CPD hours

- CPD hours, either accredited or unaccredited, are the hours spent in either seminars or lectures, added up and rounded down to the nearest half an hour. ***CPD courses, seminars, lectures or any other form of training event are treated as separate events. The hours for each event are rounded down to the nearest half an hour individually; practitioners are unable to add all courses together with a view to rounding the total down.***
- Registration and/or refreshment breaks and lunchtime must not be included in this calculation.

### Accredited Hours

Accredited hours can be accrued by undertaking attendance-based or online courses, conferences, lectures or seminars which are delivered by CPD Providers that have been accredited by the Bar Standards Board.

## Attendance at accredited CPD courses

- It is a barristersq responsibility to check if a CPD Provider has been accredited by the Bar Standards Board. Where there is doubt, a barrister is able to check with the Bar Standards Boardsq CPD Accreditation department. The Bar Standards Board accredits CPD Providers; individual CPD Providers self-accredit CPD courses/activities for barristers in line with the ~~£~~CPD Accreditation Policy and Guidanceq



- Barristers must sign the registration document supplied by the provider at the end of the course to claim CPD hours.
- When undertaking an attendance-based or online accredited CPD course/activity, barristers are required to state the CPD Provider ID Number (a three or four digit number unique to each accredited CPD Provider) on their CPD record card. This will enable seamless identification of accreditation.

## **Undertaking university courses**

- To claim hours for undertaking a university course, including LLMs, the barrister must obtain from the university a letter confirming (i) the nature and content of the course, (ii) the number of hours that the barrister has undertaken as part of the course, and (iii) that the barrister has complied with all the course requirements to date.
- If it is not a law course, it must be a course directly relevant to the barrister's present or proposed area of practice.

## **Training events**

- Barristers may claim CPD hours for preparing and delivering a training event. Barristers may apply for one-off CPD accreditation . refer to page eight.
- A person is unable to claim for preparing a training event if they do not present it.
- A person who presented a training event, but did not produce the training material/speaker notes themselves, is eligible to claim hours for their own preparation.

## **Calculation of CPD hours**

***The rules for calculating CPD for presenting and preparing for a training event are, as follows:***

- Barristers may claim CPD hours for preparing and delivering a training event, which may be accredited or unaccredited. Barristers may apply for one-off CPD accreditation . refer to page eight. Time spent attending the remaining part of a training event given by a co-presenter may be claimed in the normal way.
- The basic principle is that the number of CPD hours that may be claimed is the sum of (a) the duration of the presentation actually given by the barrister, and (b) an equal time that is deemed for the preparation of that event.
- It is acknowledged that the deemed preparation time is likely to undervalue the actual time taken. To mitigate this adverse consequence somewhat, the number of CPD hours that may be claimed should be the sum of the presentation and deemed

preparation timings, and then rounded down to the nearest ½ hour unit, save that the minimum total shall not be less than ½ hour.

- A barrister cannot claim for repeat delivery of a training event in any one CPD year.
- A barrister who prepares a training event for another may claim only the deemed preparation time in the CPD year in which the training event was actually given. If the event was never given, then no preparation time may be claimed.
- A barrister who presents a training event prepared by another may still claim both the presentation and the deemed preparation timings.

**Examples:**

- a) A barrister leads a one hour training event. Two CPD hours may be claimed: one for the presentation, and one for the deemed preparation.
- b) Two barristers equally lead a one hour training event. Each barrister may claim 1½ CPD hours: ½ hour for the presentation and ½ hour for the deemed preparation and ½ hour for attending the other barristers presentation.
- c) Three barristers equally lead a 1½ hour training event. Each barrister may claim two CPD hours: ½ hour for the presentation and ½ hour for the deemed preparation and one hour for attending the other barristers presentations.
- d) Four barristers equally lead a 1½ hour training event. Each may claim 1½ CPD hours: 22½ minutes for the presentation and 22½ minutes for the deemed preparation (which after addition to give 45 minutes is then rounded down to give ½ hour) and 67½ minutes for attending the other barristers presentations (which is then rounded down to one hour).
- e) Four barristers equally lead a four hours training event. Each may claim five CPD hours: one hour for the presentation and one hour for the deemed preparation and three hours for attending the other barristers presentations.
- f) Four barristers equally lead a one hour training event. Each may claim one CPD hour: 15 minutes for the presentation and 15 minutes for the deemed preparation (which after addition to give 30 minutes results in ½ hour) and 45 minutes for attending the other barristers presentations (which is then rounded down to ½ hour).
- g) Six barristers equally lead a one hour training event. Each may claim one CPD hour: ten minutes for the presentation and ten minutes for the deemed preparation (which after addition to give 20 minutes is then deemed by the saving provision still to merit ½ hour) and 50 minutes for attending the other barristers presentations (which is then rounded down to ½ hour).

## Repeat courses or training events

- Unless they have good reasons for doing so, barristers cannot claim hours for attending or undertaking a course or training event with the same or substantially the same content as another course or training event in respect of which CPD hours are claimed in the same calendar year or have been claimed in the previous calendar year.

## Online courses/podcasts

- There are a number of online course/podcast providers, a list of which is available from the CPD Office.
- An online test must be completed before the provider allocates CPD hours.
- To claim these hours you must attach the completed certification form produced at the end of the course to your record card.

## DVDs, Videos and CD-ROMS

- DVDs and CD-ROMS etc. must be obtained from a Bar Standards Board approved producer of legal programmes or an accredited CPD provider who record their events.
- Please add details of the above to your CPD Record card. You must include the number of CPD hours (length), the title and the provider.

## Other accredited activities

- Pupil supervisor training up to three CPD hours.
- Practitioners can claim one CPD hour per active month of service as a Judicial Assistant\*.

**\*NB:** Active month of service is considered to be anything that exceeds ½ a month in the event that less than one month is completed.

### Unaccredited

Unaccredited hours can be obtained by attending any course, lecture, conference or seminar with a CPD provider which has not been accredited by the bar standards board. Unaccredited courses/activities must be directly relevant to the barrister's area of practice or intended area of practice. Unaccredited hours are designed to give increased flexibility to the CPD that a barrister can undertake and need only be added to a person's record card for the claim to be made.

**NB:** those subject to the new practitioners programme cannot claim CPD hours for attendance at unaccredited events, or completion of unaccredited activities, but may be able to apply for one-off accreditation. Please refer to the one-off accreditation section of this document for more information.

Those subject to the Established Practitioners Programme are able to claim a maximum of eight unaccredited CPD hours in one calendar year.

## **Presenting an unaccredited lecture**

- The rules are the same as for accredited lectures; with the distinction that the hours claimed will be unaccredited.

## **Teaching on university courses**

- A Barrister is able to claim CPD hours for teaching on LLBs, LLMs, the Common Professional Examination, Bar Professional Training Course (BPTC), Legal Practice Course or Diplomas in Law.
- Barristers are able to claim hours for teaching law on degree courses, which are not wholly about law if it is relevant to their practice and provided that the level is at least equivalent to an undergraduate law degree.
- To receive accredited hours for this work a barrister must obtain from the university a letter confirming the number of hours that they teach. The letter must be kept together with the completed CPD record card.

## **Advocacy training, mock trials and moots**

- In relation to advocacy training (including at mock trials), delegates can claim the following: (a) the time spent attending advocacy training, and (b) additional preparation time as follows: up to a third of the length of the course.
- Advocacy Trainers can claim the following: (a) the time they spend providing the advocacy training, and (b) in relation to preparation, up to a third of the time they spend providing the advocacy training (e.g. up to an hour for a 3 hour exercise).
- Those acting as judges or witnesses in relation to advocacy training can claim the following: (a) the time they spend acting as judges or witnesses, and (b) in relation to preparation, up to a quarter of the time they spend acting as judges or witnesses (e.g. up to an hour for a four hour exercise).
- Preparation of advocacy training cannot be claimed if a person does not deliver the training.
- Moots can count for up to a maximum of two CPD hours a year.
- School moots, mock trials or tribunals do not count.

## **Writing**

- Legal writing or editing can count for a maximum of four unaccredited CPD hours per calendar year.

- Writing or editing the following can count for these hours: law books, law articles, practice notes for publication, consultation papers, examination question papers, law update papers, legal dissertations and legal reports.
- A person is able to claim the hours it takes to write the article/book etc. up to this maximum.
- The hours must be claimed in the year of publication.
- Papers for moots can only count for two hours.
- Reviewing legal books does not attract CPD hours.

**NB:** Those subject to the New Practitioners Programme cannot claim CPD hours for the writing of legal articles.

## Other activities

- Attending 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 Standards Board to provide CPD hours.

## One-off Accreditation

- If a barrister wishes to attend an event offered by an organisation which is not an accredited CPD Provider for the Bar, they can apply for one-off accreditation.
- To do so they must send details of the event including the specific date(s) on which the event will take place, any itinerary or programme, subject matters to be covered, specific title of events, name(s) of speaker(s) and the contact details of the event organiser(s).
- This should be sent to Elizabeth Prats at the Bar Standards Board, Education & Training Department at least two weeks in advance of the event taking place.
- There is an application fee of £45 per event for consideration. Organisations which are not accredited by the Bar Standards Board are limited to one application for one-off accreditation per annum. There is no restriction on the number of applications a practitioner can submit to the Bar Standards Board. Payment can be satisfied by cheque, bank transfer (BACS) or debit/credit card. Cheques should be made payable to The Bar Standards Board. There is a 2.5% handling fee for all card payments.

## Other rules

- Barristers working part time, if they hold a practising certificate, are subject to the same rules as those working on a full time basis.
- Barristers practising abroad, if they hold a practising certificate, are subject to the same rules as those practising in England and Wales.

- Practitioners subject to the Established Practitioners Programme are not able to carry CPD hours over from one year to the next.

## Cannot count for CPD hours

### Personal Development

- Personal stress management
- Personal/time management courses
- Personal presentation skills
- Voice coaching
- Mentoring or appraisal schemes
- Listening to radio programmes
- Subscription to periodicals
- Reading
- Networking skills
- Marketing skills
- Life coaching skills
- Career development courses
- Leadership/general management skills

### OTHER

- Practice management courses
- Acting as an External Examiner
- Shadowing a Judge
- *Pro-bono* work
- Work at a Citizens Advice Bureau
- Bar in the community scheme
- Working as a member of a review panel
- Acting as a Pupil Master (mini-pupillages included)
- Sitting as a Recorder
- Sitting as a Justice of the Peace
- Marking work for University courses, including the Bar Professional Training Course
- Sitting on a Tribunal or other part time Judicial office
- The Speakers for Schools programme
- Annual General Meetings
- Careers Talks
- Attendance at a launch for any form of legal materials
- Teaching on BTECs or ILEX level one-three courses
- After-dinner speeches, tours, receptions and court visits

## What to do if you work for a solicitor's firm

- Please obtain from your employer a copy of your electronic CPD record card (most solicitors firms keep these) and attach this to your CPD record card for record keeping.
- If your firm does not keep such a record for you, you must complete the standard form.

## What to do if you are not going to practise for the whole year

- If you are going on maternity/paternity leave, taking a career break or having a break in practice for any other reason which will prevent you from completing your CPD requirements then you might wish to consider suspending your practising certificate, which would, in turn, suspend your CPD requirements. If you do not suspend your practising certificate then you must apply for a waiver from the CPD requirements. The application form can be obtained from the Qualifications department.
- If you have not completed your CPD requirements by the deadline stipulated by the Bar Standards Board or you are aware that you will not complete your hours in the required time, you must apply for an extension of time. The application form can be obtained from the Qualifications department.
- It may be of benefit to download and read the Bar Standards Board's guidance on CPD requirements when taking parental leave.
- Extension/waiver forms can also be downloaded from the Bar Standards Board website.

## Frequently asked questions

**(Q)** *I'VE FOUND A COURSE I WOULD LIKE TO ATTEND? HOW CAN I FIND OUT IF IT HAS BEEN ACCREDITED?*

**(A)** Contact the Bar Standards Board's CPD Accreditation department if you are unsure if the CPD Provider is accredited by the Bar Standards Board. However, the Bar Standards Board cannot confirm whether a specific course/activity has been accredited; please contact the CPD Provider directly for queries relating to accreditation of a course.

**(Q)** *WHERE CAN I FIND DETAILS OF ACCREDITED COURSES?*

**(A)** A number of courses are listed on our website, <http://www.barstandardsboard.org.uk/regulatory-requirements/for-barristers/continuing-professional-development/cpd-courses/>.

**Please note; this list is not comprehensive, as some approved providers do not advertise online.**

**(Q)** *I'VE LOST MY RECORD CARD. HOW DO I GET ANOTHER ONE?*

**(A)** <http://www.barstandardsboard.org.uk/regulatory-requirements/for-barristers/continuing-professional-development/>.

**(Q)** *DO I NEED TO RETURN A SIGNED, COMPLETED CPD RECORD CARD TO THE BAR STANDARDS BOARD?*

**(A)** No. As of January 2014, practising barristers are not required to return a signed CPD record card to the Bar Standards Board. Instead, barristers are required to retain a comprehensive CPD record, including any documents which verify completion of

training, for 6 years, should they be selected for monitoring as part of the BSB's wider supervision strategy. This policy change relates to barristers' 2013 CPD requirement and all future CPD requirements.

### **CPD Departments at the Bar Standards Board/Contacts**

<b>Department</b>	<b>Name</b>	<b>Job Title</b>
Supervision of CPD	Bernard McGregor	Supervision Officer (CPD)
CPD Accreditation	Elizabeth Prats	Continuing Education Officer
Qualifications	Pauline Smith	Training Regulations Officer
Qualifications	Raxa Tailor	Administration Assistant



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