### 1. Legal basis
- The Faculty of Advocates Continuing Professional Development Regulations 2010
- Entry into force: 12/02/2010

### 2. Training

#### 2.1. Basic information

| Extent | - Min. 10 hours annually  
|        | - Min. 5 hours annually (if practice commences/restarts after 30 June in any year) | Exemptions | - Motivated reasons (e.g. maternity or paternity leave, career break and other personal circumstances)  
|        |                                                                                   |            | - £125.00 administration fee (does apply for maternity or paternity leave)  
|        |                                                                                   |            | - Exemptions (waiver or extension of time) granted by the Director of Training & Education |

#### 2.2. Activities and methods

<table>
<thead>
<tr>
<th>Activities</th>
<th>Courses</th>
<th>✓</th>
<th>- Actual time may be claimed (added up/rounded down to the nearest half an hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language courses</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching</td>
<td>✓</td>
<td>- Tutoring/lecturing: up to 3 hours maximum per course may be claimed (added up/rounded down to the nearest half an hour)</td>
<td></td>
</tr>
<tr>
<td>Writing/publishing</td>
<td>✓</td>
<td>- up to 3 hours maximum per article/publication may be claimed (added up/rounded down to the nearest half an hour)</td>
<td></td>
</tr>
<tr>
<td>Foreign training activities</td>
<td>✓</td>
<td>- Actual time may be claimed (added up/rounded down to the nearest half an hour)</td>
<td></td>
</tr>
</tbody>
</table>
| Other | ✓ | - Preparing responses: up to 3 hours maximum may be claimed (added up/rounded down to the nearest half an hour)  
|        |                                                                                   |            | - Speaking, presenting paper in a training event: twice the length of time spent in delivering paper in CPD hours |

| Methods | Availability of e-methods | ✓ | - Actual time may be claimed (added up/rounded down to the nearest half an hour) |

#### 2.3. Course providers

| Bar/Law Society | ✓ | - The Training & Education Department  
|                 |   | - The formally constituted special interest groups in the Faculty  
|                 |   | - Stable |
| Accredited provider | ✓ | - Number of providers: 60+ approved course providers (list is available here for example:  
|                   |   | - Judicial Studies Committee  
|                   |   | - Appeals Service  
|                   |   | - VAT and Duties Tribunals  
|                   |   | - Special Commissioners of Inland Revenue  
|                   |   | - Asylum and Immigration Tribunals  
|                   |   | - Criminal Injuries Compensation Authorities  
|                   |   | - Employment Tribunal Service |
| Other provider (free market providers) | ✓ | - Prior application for a course accreditation: ✓
- Accreditation body: the Director of Training & Education (it is also decided how many CPD hours shall be awarded for the training event) |

### 3. Assessment of training activities

| Course of accredited provider/ Accredited course of ‘other provider’ | Automatically awarded with hours |
| Other training activity | Procedure:  
- *A priori* assessment (min. 2 weeks in advance)  
- Applicant: member  
- Assessment body: the Director of Training and Education  
- *[Ad Hoc Accreditation form]* is available [here](#)  
  
Training activities can also be/are assessed during the compliance procedure (please see below 4.1.)  
  
**Criteria for assessment:**  
- the subject matter covered  
- also an itinerary or programme and the contact details of the event organiser(s) have to be notified |

### 4. Supervision

#### 4.1. Compliance procedure

| Regular control | - Members sign the registration document which are available at accredited CPD events; members are also required to keep their own *record* of events (a member’s own record will help them check their individual CPD records held by the Training & Education Department)  
- 1 February: individual CPD records held by the Training & Education Department are sent to each member requesting that they check the record, noting any additions or amendments and return it to the Training & Education Department  
- 1 March: signed CPD records to be returned to the Training & Education Department; members' CPD requirements are only marked as complete when the signed record form is returned |
| Random control | N/A |

#### 4.2. Sanctions

| Non-disciplinary | - 15 March: the Training & Education Department issues a final reminder to members in the name of the Dean of Faculty |
| Disciplinary | - Start of Summer Term: the Training & Education Department reports members failing to comply with the CPD Regulations to the Dean of Faculty  
- When the Dean receives a notification, he treats it as a complaint made under the Faculty of Advocates Disciplinary Rules 2001 |