

Professional Skills Course

Booking form 2009/2010

Please complete in BLOCK CAPITALS and photocopy if you require more than one form.

Your details

Title: _____ First name: _____ Last name: _____
 E-mail: _____ Date of birth: _____
 Daytime telephone no: _____ Fax no: _____
 Mobile no: _____ (in case of emergency only)

Firm's details

Employer's name: _____
 Employer's address: _____
 Postcode: _____ DX address: _____
 Telephone no: _____ Fax no: _____
 Training contract start date: _____ End date: _____

Training Partner/ Manager contact name

Title: _____ First name: _____ Last name: _____
 Position: _____ E-mail: _____

Special requirements

Special requirements (e.g. due to physical disability, dyslexia etc.) Yes (If YES, please attach full details of your needs, together with supporting medical/other evidence) No

SRA Registration No: _____

Are you entitled to any exemptions by the SRA? Yes (If YES, please attach full details) No

Are you FILEX or a Magistrates' Courts clerk? Yes No

Did you complete your LPC with The College of Law? Yes No

If NO, where? _____

FOR OFFICE USE ONLY

Course	<input type="text"/>
Price	<input type="text"/>
Date Received	<input type="text"/>
Date Entered	<input type="text"/>
Inv. No.	<input type="text"/>

PSC Programme

This booking form is for College of Law Professional Skills Courses held in conjunction with the Liverpool Law Society. All PSC core and some of the College's PSC electives will be held at the Liverpool Law Society's premises. If you book and pay for PSC core and electives at the same time, the discounted price will also apply to PSC electives held at the College's premises in Chester.

Please note the SRA stipulates that you may only attend the Professional Skills Course if you have successfully completed your Legal Practice Course or an integrated course.

Liverpool Law Society prices

Please book me onto the following:

PSC Full Programme	Usual price	Liverpool Law Society Price (save 5%)	
<input type="checkbox"/> Core Modules & Electives (24 hours)	£1,395.00+VAT	£1,325.25+VAT=	£1,557.17 <input type="checkbox"/>
PSC Core Modules			
<input type="checkbox"/> All Core Modules	£1,100.00+VAT	£1,045.00+VAT=	£1,227.88 <input type="checkbox"/>
<input type="checkbox"/> Financial & Business Skills only	£ 415.00+VAT	£ 394.25+VAT=	£463.24 <input type="checkbox"/>
<input type="checkbox"/> Advocacy & Communication Skills only	£ 515.00+VAT	£ 489.25+VAT=	£574.87 <input type="checkbox"/>
<input type="checkbox"/> Client Care & Professional Standards Day 1	£ 165.00+VAT	£ 156.75+VAT=	£184.18 <input type="checkbox"/>
<input type="checkbox"/> Client Care & Professional Standards Day 2	£ 165.00+VAT	£ 156.75+VAT=	£184.18 <input type="checkbox"/>
PSC Electives			
<input type="checkbox"/> All Electives (24 hours)	£ 550.00+VAT	£ 522.50+VAT=	£ 613.94 <input type="checkbox"/>
<input type="checkbox"/> Single Elective (6 hours)	£ 185.00+VAT	£ 175.75+VAT=	£ 206.51 <input type="checkbox"/>

Liverpool Law Society dates

Please book me onto the following:

PSC Core Modules	Date(s)	Location	
<input type="checkbox"/> Client Care & Professional Standards Day 1	11 March 2010	Liverpool Law Society	<input type="checkbox"/>
<input type="checkbox"/> Client Care & Professional Standards Day 2 *	12 March 2010	Liverpool Law Society	<input type="checkbox"/>
<input type="checkbox"/> Financial & Business Skills	8 - 12 April 2010	Liverpool Law Society	<input type="checkbox"/>
<input type="checkbox"/> Advocacy & Communication Skills	28 - 30 July 2010	Liverpool Law Society	<input type="checkbox"/>
PSC Electives			
<input type="checkbox"/> Employment Practice	18 - 19 February 2010	Liverpool Law Society	<input type="checkbox"/>
<input type="checkbox"/> Effective Written Communication	18 June 2010	Liverpool Law Society	<input type="checkbox"/>
<input type="checkbox"/> Wills, Inheritance Tax & Post-Death Arrangements	25 June 2010	Liverpool Law Society	<input type="checkbox"/>
<input type="checkbox"/> Family Law & Drafting – Ancillary Relief	28 June 2010	Liverpool Law Society	<input type="checkbox"/>
<input type="checkbox"/> Criminal Trial in the Magistrates Courts	22 - 23 July 2010	Liverpool Law Society	<input type="checkbox"/>
<input type="checkbox"/> P.I. – Employer's Liability	6 August 2010	Liverpool Law Society	<input type="checkbox"/>

*Client Care & Professional Standards Day 2 cannot be taken within the first six months of your training contract.

For dates, details and availability of public PSC courses, please visit our website.

www.college-of-law.co.uk/psc

Payment details

I enclose a CHEQUE for £ _____ made payable to 'College of Law Services Ltd'. All cheques must be from a sterling bank account and will take five working days to clear.

Please charge my CREDIT/DEBIT card with an amount of £ _____ (please complete details below)

Card type: Visa Mastercard Maestro Other (please specify) _____

Please note that we do not accept AMEX, Diners Club or Mastercard/Visa Business

Card number: _____
(longest on front of card)

Security code:
(last three digits on reverse of your card)

Valid from: ____/____/____ Expiry date: ____/____/____ Issue number (Maestro only): _____

Cardholder name: _____

Card billing address: _____

Signature: _____ Date: _____

Please invoice my firm once this booking has been processed

Please provide e-mail address for invoicing _____

(If invoice address is different, please give contact name and address here): _____

Terms & conditions

- 1 College of Law Services Ltd. reserves the right to change or cancel its training sessions.
- 2 Prices are valid until 31/07/10. College of Law Services Ltd. reserves the right to change the course fees.
- 3 All courses are subject to availability and demand.
- 4 Lunch, travel and accommodation are not included in the price of the course. Delegates are responsible for arranging their own accommodation.
- 5 Any changes to date required should be done in writing to psc@lawcol.co.uk
- 6 You will receive a written confirmation of your booking. Joining instructions will be forwarded prior to the start of each of your courses.
- 7 Fees are non-refundable. We are happy to transfer you to an alternative date up to 24 hours before the commencement of your course. However, cancellations received after this time are non-refundable and non-transferrable. Cancellations and transfer requests must be made in writing to psc@lawcol.co.uk. They will be acknowledged by College of Law Services Ltd. and will not be valid unless proof of acknowledgement is held by both parties.
- 8 College of Law Services Ltd. cannot be held responsible for failing to cater for any special needs unless you notify us in writing upon application.
- 9 Payment terms of 30 days apply.
- 10 **Please note:** if you have not signed to accept our terms and conditions, your booking form will not be accepted.

I accept the Terms and conditions detailed herein.

Signature _____ Date _____

Contact details

Contact us on **01483 216216**, fax **01483 579558**, or e-mail psc@lawcol.co.uk

Please return this form to:

The Customer Contact Centre, The College of Law, Braboeuf Manor, Portsmouth Road, St Catherines, Guildford, Surrey GU3 1HA
DX:2400 Guildford

Data protection

College of Law Services Ltd needs to hold certain personal information about its candidates. Information will be held in accordance with the Data Protection Act 1998 and the College's Data Protection Policy. For further details of the Data Protection policy and Data Protection declaration, please visit our website at www.college-of-law.co.uk. Agreement to the processing of personal data is a condition of acceptance onto any course. By enrolling on an examination or tuition course you signify your agreement to this processing.

From time to time we may wish to use your details for marketing purposes and to keep you up to date about products and services that we consider may be of interest to you. If you do not wish us to do so, please write to the Marketing Department, The College of Law, Braboeuf Manor, Portsmouth Road, Guildford, Surrey GU3 1HA (or DX 2400 Guildford).

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