

COURSE NOTIFICATION FORM  
 FOR APPROVED TRAINING PROVIDERS

Version@21-2-2005

Please ensure that the course being notified meets the following criteria:

1. is relevant to the short, medium or long term development of a legal professional;
2. has intellectual or practical content;
3. relates primarily to the practice of law or to the legal profession;
4. is at least 60 minutes in length, excluding all breaks;
5. is not used for promoting or marketing any particular product, service or organisation;
6. has clear learning objectives;
7. is organised and structured to be effective as a learning activity; and
8. is planned and presented by persons qualified and experienced in the subject matter.

**Organisation:** (Firm, Company, Institution Name)

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**Contact Name:** \_\_\_\_\_

**Tel No:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Please provide details of the course for which recognition is sought:**

**Course Title:** \_\_\_\_\_

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**Course Date:** \_\_\_\_\_

**Course Timing:** from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

**Course Duration:** \_\_\_\_\_ hours \_\_\_\_\_ minutes  
 (Excluding all breaks)

**Course Frequency:** \_\_\_\_\_

**Course Venue:** \_\_\_\_\_

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**Price:** 1) Law Society Member: \_\_\_\_\_  
 2) Law Society Non-member: \_\_\_\_\_  
 3) Others (please specify): \_\_\_\_\_

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**Event URL:** \_\_\_\_\_

**Who is the target audience for this course?**

Advocates/solicitors only

  


Other professionals

Others: \_\_\_\_\_ (pls specify)

  
  
  


**\*At what level is the course aimed?**

Introductory (no prior knowledge required)

  
  
  


Intermediate (some prior knowledge required)

Advanced (substantial prior knowledge required)

Update (prior knowledge not required but preferred)

**Method(s) of Presentation Used:**

Lecture/Seminar

  
  
  
  
  


Workshop (e.g. group exercise, role plays)

Discussion/Forum

Videotape

Interactive computer/video

Home Study (Distance Learning)

Others: \_\_\_\_\_ (pls specify)

**NB: Your Notification Form will not be processed until all relevant information is received.**

**To ensure sufficient time for processing, please submit your form at least 4 weeks before course commencement.**

**Minimum delegates** (if any) \_\_\_\_\_

**Maximum delegates** (if any) \_\_\_\_\_

**Will coursework be assessed?**

Yes

No

**If yes, by what method?**

Examination  
 Assignments  
 Project  
 Multiple choice questions  
 Essay  
 Others: \_\_\_\_\_ (pls specify)

  
  
  
  


**Please attach the following:**

1. A copy of the course programme (setting out course objectives, content, structure, start and end time, amount of time spent on each section/part, biodata of speakers/lecturers/trainers and topics covered)
2. Pre-requisites for entry (if any) into this course

**Please submit the following information to the Law Society 2 weeks after the conclusion of the course:**

1. Original signed attendance records in the Law Society's prescribed format
2. A full set of course materials (including any lecture notes, exercises, handouts, case studies, worksheets)
3. A full set of feedback forms from participants or a summary of all feedback received

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Date of Notification:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Complete documentation and information has been provided.

Administration officer:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Approving officer:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Recognised/ not recognised

Assigned CPD Hours: \_\_\_\_\_

Program Category: \_\_\_\_\_

Practice Area: \_\_\_\_\_

Training Level: \_\_\_\_\_

Conditions: \_\_\_\_\_