

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) _____

Minimum delegates (if any) _____

Maximum delegates (if any) _____

Contact Name: _____

Will coursework be assessed?

Yes

No

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☐

Tel No: _____ **Fax No.:** _____

If yes, by what method?

Email: _____

Examination

Assignments

Project

Multiple choice questions

Essay

Others: _____ (pls specify)

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

Course Title: _____

Course Date: _____

Course Timing: from _____ am/pm to _____ am/pm

Please attach the following:

Course Duration: _____ hours _____ minutes
(Excluding all breaks)

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

Course Frequency: _____

Course Venue: _____

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

Price: 1) Law Society Member: _____

2) Law Society Non-member: _____

3) Others (please specify): _____

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

Event URL: _____

Signature: _____

Name: _____

Who is the target audience for this course?

Designation: _____

Advocates/solicitors only

Other professionals

Others: _____ (pls specify)

Date of Notification: _____

***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.**

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: _____