**Procedures for Accreditation of Continuing Professional Development (CPD) Programmes**

Some information relating to the accreditation of CPD courses and the obligations of course providers are set out below. The following documents are enclosed:

1. Application form for accreditation

1. Copy of an ideal accreditation application **(Doc. A)**
2. Description of an ideal CPD course **(Doc. B)**
3. Reasons for denial of accreditation of a CPD course **(Doc. C)**
4. Course Evaluation Form **(Doc. D)**

**Course Accreditation**

In order for a course to be awarded with CPD points, a separate application for accreditation of each course must be made to the Accreditation Sub-Committee. The application must be made on the special form and sent to the Assistant Director, Professional Development for forwarding to the Sub-Committee. All accreditation applications must be made at least **4 weeks** before the scheduled date of the course. If the application is incomplete, accreditation may take 4 weeks from the date of submission of the complete application.

It is not possible to accredit CPD points after any course has taken place and you must be notified in advance of the decision of the Accreditation Sub-Committee in order for an accreditation to have effect. If you have not heard from us by one or two days before the course is due to take place, you should call to check the status of your application.

**Documents and Information Required on Application For Course Accreditation**

In order to meet the requirements set out by the Committee the presenters will need to develop:

a) a **detailed outline** of what will be covered in the course and by whom;

b) a **programme** showing the sequence of speakers, the method of teaching e.g. lecture, participatory case study, role-play, discussion, question and answer etc., and the amount of time which each person will spend on each area. (This information must be given on section 14 of the application form.)

c) an outline of the **course materials** which will be provided to participants;

d) a brief up-to-date **resume** of each speaker's professional qualifications, legal background and any teaching experience which they each have.

A copy of an ideal accreditation application is found at **Doc. A.**

**CPD Points**

The rule of thumb is to give one CPD point for each hour of the session (excluding breaks). Points are awarded for question and answer sessions only if they are structured. More points may be awarded if the course has a high level of audience participation, such as case studies, audience role-plays, brainstorming, group discussions or practical discussion problems.

Ideally, a course should involve a variety of teaching methods and aids, such as whiteboards, flipcharts, overhead projectors, slides, videos.

**Materials**

The course material should include a paper or papers, a list of relevant precedents and further reading, headnotes of any cases referred to in the seminar, exercises, charts, checklists, diagrams, exercises, excerpts from any relevant ordinances, press cuttings, etc.

**Accreditation Criteria**

The enclosed accreditation documents **B and C** will give you an idea of what the Committee looks for when awarding points to a CPD programme.

The criteria for accreditation of CPD activities are set out on pages 1 and 2 of the CPD Information Package (June 2020). Courses must meet the standards set out in paragraph 4 on pages 10 and 11 of the Information Package.

# Administrative Matters

Please note that an honour-based CPD scheme has been introduced with effect from 1 November 2008:

1. Under such scheme, the scanning system becomes optional. Unless the Society has made a specific request, course providers are no longer required to submit the attendance records of each accredited course to the Society within 7 days of the course.
2. Course providers are required to keep the attendance record of an accredited CPD course for 4 CPD practice years from the end of the CPD practice year during which the course is held.
3. The attendance record kept by a course provider may be in any form as decided by the provider on condition that it is sufficiently clear to support the entitlement to the number of CPD points claimed by a participant for his attendance.
4. It is unnecessary for participants to sign out at the end of courses. The Attendance Record Forms provided by the Law Society to the course providers for use prior to the inception of the honour-based CPD scheme are redundant in that the Attendance Record Forms require participants to sign out and that is no longer required.

Please **inform** the Society, within **7 days** of the course, of the actual start and finish time (and lunch out/in time, if applicable) so that the correct number of CPD points can be awarded to the participants.

Finally, **Doc. D** is a copy of the course evaluation form which we ask all participants to complete at the end of each CPD course. You may use your own form if you wish, provided that substantially the same questions are asked. A summary of these forms must also be forwarded to the Assistant Director, Professional Development by email within **7 days**. The Accreditation Sub-Committee may send one of its members to attend and monitor the course.

**Prescribed Fee**

A fee will be charged on course-by-course accreditation of CPD courses. The prescribed fee is currently fixed at (depending on the circumstances of each individual application) HK$800 per subject / topic / course for non-commercial providers and HK$2,000 per subject / topic / course for commercial providers. Where a law firm allows more than 3 clients to attend a CPD course, or conducts a CPD course which is exclusively for clients, the firm will be required to pay the rate of HK$2,000 per subject / topic / course. When you do make an application, please provide us with a copy of your constitutional documents, ie. your business registration certificate, memorandum and articles of association etc, to confirm the applicable rate of prescribed fee.

**Provider Accreditation**

The Law Society is also implementing a permanent scheme of blanket accreditation for organisations. However, in order to be considered for Provider Accreditation, it will be necessary to establish a suitable track record of course accreditation, including compliance with the Accreditation Criteria, accreditation conditions and with information provided on the accreditation application form or to otherwise demonstrate to the Accreditation Sub-Committee that your organisation is a suitable candidate for Provider Accreditation.

If you need assistance in completing the application form for your forthcoming courses, or want to discuss accreditation further, please do not hesitate to contact us on 2846 0510.

Department of Standards & Development

The Law Society of Hong Kong

**THE LAW SOCIETY OF HONG KONG**

**DEPARTMENT OF STANDARDS AND DEVELOPMENT**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# APPLICATION FOR ACCREDITATION OF CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITY

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|  | **Application Date** |  | **Tel, Fax and Email of Applicant**  Tel:  Fax:  Email: | |  | |  | FOR OFFICE USE Action taken on application: | | | |  |
|  |  |  |  | |  | |  | **□ Approved: CPD credits** | | | |  |
| 1. | **Name and address of Applicant (person completing the form)** | | | |  | |  |  | | | |  |
|  |  | |  | **□ Accreditation denied, no** **CPD credit is granted** | | | |  |
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| 2. | **Course Provider / Organiser** | | | |  | |  | **Comments (see attached):** | | | |  |
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| 3. | **Details of educational activity**  **Course Title:**  **\* Category :**  **\* Code :**  **Level: Elementary / Intermediate / Advanced**  **Language (Medium of Instructions) : English / Cantonese / Mandarin**  ***\* Please see attached note*** | | | | 4. | | **Date and location of presentation** **Date:**  **Location:** | | | | | |
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|  |  | | | |  | |  | |  | |  | | |
| 5. | **Application Fee (attached, if applicable)** □ Yes □ No | | | | | | | | | | | |
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|  |  | | |  | |  | |  | |  | | |
| 6. | **Name, professional/educational background, practical / teaching experience and current employment of presenter(s) (short C.V.'s may be submitted in lieu of description)** | | | | | | | | | | | |
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|  |  | | |  | |  | |  | |  | | |
| 7. | **Please provide a complete description of all materials to be distributed to participants** □ Looseleaf □ Bound □ Typewritten □ Typeset Total Pages (estimated) \_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | |
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|  |  | | |  | |  | |  | |  | | |
| 8. | **Description of physical facilities (check all that apply)**  □ Classroom □ Theatre □ Writing Surface □ Other – describe:  Seating Seating available | | | | | | | | | | | |
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| 9. | **Target Audience:** | | | 10. | | **Estimated Number of Participants:** | | | | | | |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 11. | **Method of evaluation of programme (check all that apply)**  □ Participant critique □ Independent evaluation form □ Other – describe:  (Law Society form) | | | | | | | | | |
|  |  | | |  | |  | |  |  | |
| 12. | Has a course or any part of a course of a similar nature been offered and accredited before? □ Yes □ No  If yes, please indicate title, dates and sponsoring agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  If yes, please indicate no. of any CPD points awarded \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  Were the same presenters used? □ Yes □ No  If no, list new presenter(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | | | | | | | | | |
|  |  | | | | | | | | | |
| 13. | I have reviewed the criteria for accreditation and made them known to each of the presenters.  □ Yes □ No | | | | | | | | | |
|  |  | | |  | |  | |  |  | |
|  | OUTLINE OF COURSE PRESENTATION | | | | | | | | | |
|  |  | | |  | |  | |  |  | |
|  | Please also provide detailed outline of course presentation on reverse side, and attach programme agenda / brochure. | | | | | | | | | |
|  |  | |  | |  | |  | | |  |
| 14. | Time during which each segment will be offered | Subject content of each segment | | | Presenter(s) | | Teaching technique used in each segment | | | Total amount of time devoted to each segment |
|  |  |  | | |  | |  | | |  |
|  | Registration fee to be charged your registrants in HK dollars: $ | | | | | | Total hours  (excl. breaks) | | |  |

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| 15. | **I apply for CPD accreditation for:**  □ the programme as a whole  □ each segment of the programme. Please provide details of each segment in item 14 and the justification for  accreditation on a segmented basis.[[1]](#footnote-1)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 16. | **For on-demand online courses only:**  (Please refer to guideline 7 of the Mandatory CPD Information Package for details)  I also provide the following to the Law Society in support of my application:   1. A copy of the course material; 2. Log in I.D. and password or other means for access to the course on-line in order that the Law Society can monitor the course; 3. Evidence that the course is interactive. The interactive elements include but are not limited to quizzes and exercises. 4. Means for access by the Law Society to the on-line record verifying that a participant has completed the course in full; and 5. Details of the technical support services available to the participants. |

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| 17. | In consideration of the Law Society accrediting this course, the course provider / organiser agrees (1) to meet the criteria for accreditation, (2) to offer the course materially in the way presented in this application, (3) to allow the Law Society of Hong Kong, a member thereof or such other person(s) as it shall designate, to attend, audit and view the programme (on the internet if it is a webinar or on-demand online course), (4) to submit promptly to the Law Society all materials and information relating to its provision of the course upon request, (5) to keep the attendance record of the course for 4 CPD practice years from the end of the CPD practice year during which the course is held, and (6) to inform the Law Society of the actual start and finish time of the course should they be different from the scheduled time and to submit an evaluation summary to the Department of Standards and Development of the Law Society by email within **seven (7) days** following the final presentation of the programme, as detailed in this form.  Signature of Applicant for and on  behalf of Course Provider / Organiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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|  | **Personal Information Collection Statement**  The personal data (“the data”) collected in this application form (“this Application”) for accreditation of Continuing Professional Development Programme will be used by the Law Society of Hong Kong (“the Society”) for the purposes of processing this Application, evaluating the merits of this Application, auditing performance of the accredited courses, compiling statistics and keeping records of the accredited courses and other related matters.  In making this Application, it is obligatory for you to supply the Society with the data requested in this application form except as otherwise indicated. The consequence for you if you fail to supply such data is that the Society will not be able to process this Application.  The data may be provided to such persons within the Society whose proper business it is to have access to and assist in the processing of this Application and related matters. The data may also be provided to the Hong Kong Academy of Law Limited and to other persons who may help the Society in attaining the purposes above mentioned.  Any data that is provided to anyone outside of the Society will be restricted to what is necessary and not excessive to achieve any intended purpose.  You have the right to request access to and correction of the data. Any such request should be addressed to the Secretary General, the Law Society of Hong Kong, 3/F, Wing On House, 71 Des Voeux Road Central, Hong Kong.  The Privacy Policy Statement of the Society is available on its website at **www.hklawsoc.org.hk**. |

#2721026 (June 2020)

**Note**

## Categories

Administrative & Constitutional Law

Alternative Dispute Resolution

Aviation

Banking

Civil Litigation

Commercial

Company

Computer Law / IT

Construction Law

Conveyancing

Corporate Finance

Criminal Litigation

Employment Law

Environmental Law

Family

Intellectual Property

International Law

Insolvency

PRC Law

Pension Law

Shipping Law

Skills courses

Tax

Telecommunications

Wills and Probate

Others

## Codes

**Face to face courses:**

• Seminar, lecture, conference - CL

• Workshop - CW

• In-house group discussion - CG

• Fact to face distance learning training session - CF

**Pre-recorded multimedia, audio-visual, audio, or visual courses** - CV

**Webinars** -WB

**Overseas courses** - CO

**On demand online courses** - CB

**Distance learning courses** - CD

**Law courses** - LC

**A**

*SAMPLE*

**THE LAW SOCIETY OF HONG KONG**

**DEPARTMENT OF STANDARDS AND DEVELOPMENT**

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# APPLICATION FOR ACCREDITATION OF CONTINUING PROFESSIONAL DEVELOMENT ACTIVITY

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|  | **Application Date**  20 March 2010 |  | **Tel, Fax and Email of Applicant**  Tel: 2222 1234  Fax: 2222 4567  Email: [cpdcourse@xxxx.com.hk](mailto:cpdcourse@xxxx.com.hk) | |  | |  | **FOR OFFICE USE** Action taken on application: | | | |  |
|  |  |  |  | |  | |  | □Approved: CPD credits | | | |  |
| 1. | **Name and address of Applicant (person completing the form)**  XXXXX | | | |  | |  |  | | | |  |
|  |  | |  | □Accreditation denied, noCPD credit is granted | | | |  |
|  |  | |  |  |
|  |  | | | |  | |  |  | | | |  |
| 2. | **Course Provider / Organiser**  XXXXXXXX | | | |  | |  | Comments (see attached): | | | |  |
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|  |  | | | |  | |  |  | | | |  |
| 3. | **Details of educational activity**  **Course Title:** Writing Legal Opinions/ Letters of Advice in Commercial Law Practice (Module 1)  **\* Category :** Commercial  **\* Code :** CW  **Language (Medium of Instructions) : English ~~/ Cantonese / Mandarin~~**  ***\* Plesae see attached note.*** | | | | 4. | | **Date and location of presentation** **Date:** 20 April 2010  **Location:** XXXXXXXXX | | | | | |
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| 5. | **Application Fee (attached, if applicable)**  □ Yes □ No | | | | | | | | | | | |
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| 6. | **Name, professional/educational background, practical / teaching experience and current employment of presenter(s) (short C.V.'s may be submitted in lieu of description)** Mary Cheung and Peter Chan  (See attached C.V.) | | | | | | | | | | | |
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| 7. | **Please provide a complete description of all materials to be distributed to participants** □ Looseleaf Bound Typewritten □ Typeset Total Pages (estimated) 50 | | | | | | | | | | | |
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| 8. | **Description of physical facilities (check all that apply)**  Classroom □ Theatre Writing Surface □ Other – describe:  Seating Seating available | | | | | | | | | | | |
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| 9. | **Target Audience:**  Trainee & First Year Solicitors | | | 10. | | **Estimated Number of Participants:** 65 | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 11. | **Method of evaluation of programme (check all that apply)**  Participant critique □ Independent evaluation form □ Other – describe:  (Law Society form) | | | | | | | | | |
|  |  | | |  | |  | |  |  | |
| 12. | Has a course or any part of a course of a similar nature been offered and accredited before? ✓ Yes □ No  If yes, please indicate title, dates and sponsoring agency : 19 March 1998  If yes, please indicate no. of any CPD points awarded : 3  Were the same presenters used? □ Yes No  If no, list new presenter(s) : | | | | | | | | | |
|  |  | | | | | | | | | |
| 13. | I have reviewed the criteria for accreditation and made them known to each of the presenters.  Yes □ No | | | | | | | | | |
|  |  | | |  | |  | |  |  | |
|  | OUTLINE OF COURSE PRESENTATION | | | | | | | | | |
|  |  | | |  | |  | |  |  | |
|  | Please also provide detailed outline of course presentation on reverse side, and attach programme agenda / brochure. | | | | | | | | | |
|  |  | |  | |  | |  | | |  |
| 14. | Time during which each segment will be offered | Subject content of each segment | | | Presenter(s) | | Teaching technique used in each segment | | | Total amount of time devoted to each segment |
|  | 9:00-09:30  09:30-09:45  09:45-10:30  10:30-10:55  10:55-11:10  11:10-11:45  11:45-12:10  12:10-12:25  12:25-12:45  12:45-13:45  13:45-14:30  14:30-15:00  15:00-15:30  15:30-15:45  15:45-16:00  16:00-16:20  16:20-16:40  16:40-17:05  17:05-18:30 | Session 1  Lecture 1- The Art (and pain) of Effective Communication – Getting Excited About Writing  Writing Tips – 1 and 2  Session 2 (Part 1)  Turning a meeting into attendance notes  Listen to a short “role play”  Take attendance notes  “Pruning”-how it’s done  Reorganize attendance notes  Example of attendance notes  Session 3  Group Activity –“Real Time Pruning”contest  Simplify the sentences or passages in front of you  Trim a sentence or passage down to a minimum number of words without losing substance  Break Session 4 Lecture 2 – Getting the Right Message Across  Session 2 (Part 2)  Write your office memo  Writing Tips 3 & 4  Session 5  Responding in Writing -Clearly  Lunch  Writing Tips 5 & 6  Session 6  Lecture 3 – The Elements of Style  Session 7  Subtleties & getting the right message across  Break  Writing Tips 7 & 8  Session 8  Lecture 4- Formal Legal Opinions  Writing Tip 9  Sessions 2 (Part 3)  Turning an office memo into a letter of advice  Session 9  Application of Writing Tips | | | Mary Cheung and Peter Chan | | Lecture  Group Discussion/  Exercises  Group Discussion/  Exercises  Group Discussion/  Exercises  Group Discussion/  Exercises | | | 30 mins.  15mins  45mins  25mins  35mins  25mins  15mins  20mins  45mins  30mins  30mins  15mins  20mins  20mins  25mins  1hr 25mins |
|  | Registration fee to be charged your registrants in HK dollars: $ 800 | | | | | | Total hours  (excl. breaks) | | | 8 hrs |

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| 15. | **I apply for CPD accreditation for:**  ✓ the programme as a whole  □ each segment of the programme. Please provide details of each segment in item 14 and the justification for  accreditation on a segmented basis.[[2]](#footnote-2)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 16. | **For on-demand online courses only:**  (Please refer to guideline 7 of the Mandatory CPD Information Package for details)  I also provide the following to the Law Society in support of my application:   1. A copy of the course material; 2. Log in I.D. and password or other means for access to the course on-line in order that the Law Society can monitor the course; 3. Evidence that the course is interactive. The interactive elements include but are not limited to quizzes and exercises. 4. Means for access by the Law Society to the on-line record verifying that a participant has completed the course in full; and   Details of the technical support services available to the participants. |

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| 17. | In consideration of the Law Society accrediting this course, the course provider / organiser agrees (1) to meet the criteria for accreditation, (2) to offer the course materially in the way presented in this application, (3) to allow the Law Society of Hong Kong, a member thereof or such other person(s) as it shall designate, to attend, audit and view the programme (on the internet if it is a webinar or on-demand online course), (4) to submit promptly to the Law Society all materials and information relating to its provision of the course upon request, (5) to keep the attendance record of the course for 4 CPD practice years from the end of the CPD practice year during which the course is held, and (6) to inform the Law Society of the actual start and finish time of the course should they be different from the scheduled time and to submit an evaluation summary to the Department of Standards and Development of the Law Society by email within **seven (7) days** following the final presentation of the programme, as detailed in this form.  Signature of Applicant for and on  behalf of Course Provider / Organiser: \_\_\_\_\_\_\_XXXXXX\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name of Applicant: \_\_\_\_\_\_\_\_\_\_XXXX\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title of Applicant: \_XXXXXXX \_ Date: \_\_\_20 March 2010\_\_\_\_\_\_\_\_\_\_\_\_ |

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|  | **Personal Information Collection Statement**  The personal data (“the data”) collected in this application form (“this Application”) for accreditation of Continuing Professional Development Programme will be used by the Law Society of Hong Kong (“the Society”) for the purposes of processing this Application, evaluating the merits of this Application, auditing performance of the accredited courses, compiling statistics and keeping records of the accredited courses and other related matters.  In making this Application, it is obligatory for you to supply the Society with the data requested in this application form except as otherwise indicated. The consequence for you if you fail to supply such data is that the Society will not be able to process this Application.  The data may be provided to such persons within the Society whose proper business it is to have access to and assist in the processing of this Application and related matters. The data may also be provided to the Hong Kong Academy of Law Limited and to other persons who may help the Society in attaining the purposes above mentioned.  Any data that is provided to anyone outside of the Society will be restricted to what is necessary and not excessive to achieve any intended purpose.  You have the right to request access to and correction of the data. Any such request should be addressed to the Secretary General, the Law Society of Hong Kong, 3/F, Wing On House, 71 Des Voeux Road Central, Hong Kong.  The Privacy Policy Statement of the Society is available on its website at **www.hklawsoc.org.hk**. |

#2721026

**LAW SOCIETY OF HONG KONG**

#### Writing Legal Opinions/ Letters of Advice in Commercial Law Practice (Module 1)

20 April 2010

##### Presenters: Mary Cheung and Peter Chan

This workshop aims to improve language and communication skills when writing legal opinions and letters of advice. It is expected that after completion of the course, participants feel more comfortable to take instructions and turn them into concise and relevant letters of advice; get directly to the point; avoid writing pitfalls with the aid of various writing tops; spot complicated, blown-up jargon and reduce its basic meaning.

9:00:9:30 Session 1- Lecture I

* The Art (and pain) of Effective Communication
* Getting Excited About Writing

This session aims to give participants an understanding of the techniques of

effective communication and writing skills

9:30-9:45 Writing Tips – 1 and 2

9:45-10:30 Session 2 –

* Turning a meeting into attendance notes
* Listen to a short “role play”
* Take attendance notes
* “Pruning”-how it’s done Reorganize attendance notes
* Example of attendance notes

10:30-10:55 Session 3 –

* Group Activity —“Real Time Pruning” contest
* Simpli the sentences or passages in front of you
* Trim a sentence or passage down to a minimum number of words without

losing substance

In Sessions 2 and 3, participants will learn how to write concise and pertinent attendance notes. Participants will be divided into small groups. After listening to short “role play, they will be asked to write attendance notes. They will also be given an exercise in order to test their skills in simplifying sentences or passages. The group work will be demonstrated in class and discussed.

10:55-11:10 COFFEE BREAK

11:10-11:45 Session 4 – Lecture 2 – Getting the Right Message Across

This session will be delivered in the form of lecture. It will focus on the importance and techniques of delivering the right message across

11:45-12:10 Session 2 (Part 2) – Write your office memo

12:10-12:25 Writing Tips 3 & 4

12:25-12:45 Session 5 – Responding in Writing – Clearly

12:45-13:45 LUNCH

13:45-14:30 Writing Tips 5 & 6

14:30-15:00 Session 6 – Lecture 3 – The Elements of Style

15:00-15:30 Session 7 – Subtleties & getting the right message across

In sessions 6 and 7, participants will learn the elements of writing style and will bc told to avoid convoluted language, and complicated and blown-up jargons.

15:30-15:45 BREAK

15:45-16:00 Writing Tips 7 & 8

16:00-16:20 Session 8 – Lecture 4 – Formal Legal Opinions

Writing Tip 9

16:20-16:40 Session 2 (Part 3)

16:40-17:05 Turning an office memo into a letter of advice

17:05-18:30 Session 9

Application of Writing Tips

In Sessions 8 and 9, participants will be involved in group discussion and exercises. They will be asked to write a concise and relevant letter of advice after taking instructions from the workshop leaders. After the exercise, the workshop leaders will identify common errors and suggest a sample letter of advice.

**B**

An Ideal Continuing Professional Development Courses

An ideal Continuing Professional Development course would meet all of the criteria for accreditation noted on the Law Society accreditation criteria form.

The course materials would contain a detailed timetable for the course, objectives for the course as well as relevant papers, precedents, checklists, diagrams, charts, exercises and ordinances.

Portions of the course would be participatory and would include the use of case studies, exercises or practical discussion problems pertinent to local law and practice. This would involve participants in active learning allowing them to work through a problem on their own or in small groups.

In an ideal course a variety of learning/teaching methods would be used. Included would be brief lectures, panels, debates, demonstrations, group discussions, brainstorming or role-plays.

More than one type of learning/teaching aid would be used in an ideal course. These could include the use of chalkboards, whiteboards, flipcharts, overhead projectors, slides or video equipment.

At an ideal course there would be less than 100 participants; portions of the session would allow participants to work in groups of six or less.

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**C**

REASONS FOR DENIAL OF ACCREDITATION OF

**A Continuing Professional Development Course**

In the past, applications for accreditation have been denied or delayed for the following reasons:

1. Insufficient course material or course outlines accompanying the accreditation application to determine the quality of the course;
2. Inadequate course material;
3. Topic not of relevance to the practical work of trainee solicitors and solicitors (e.g. it is not Hong Kong law and practice specific)

Upon to one CPD point is granted per hour of teaching. Sessions containing participatory segments (rather than traditional lecture-based teaching) may receive more than one point per hour.

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**Course Evaluation D**

Course Provider :

Course Title :

Date of Course :

To help us serve you better, please complete this form at the end of the course and give it to the course co-ordinator. **Please note that the overall rating of the course may be posted on the Law Society web-site**

1. **General Evaluation:** How would you rate today's course?

□ Excellent □ Good □ Fair □ Poor

2.

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| **Presenters** | **Information** | | | | **Organisation** | | | | **Delivery** | | | |
| Ex | Gd | Fr | Pr | Ex | Gd | Fr | Pr | Ex | Gd | Fr | Pr |
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3. **Content:** Did the content meet your needs/expectations? Please explain.

4. **Presentation:** How could the style of presentation be changed to meet your needs?

5. **Materials:** How would you like to see the course materials improved?

6. **Miscellaneous:** Please give us your suggestions for other courses you would like the Law Society to present.

7. **About yourself:** Please help us create a profile of those who attended today's course.

Are you a

□ trainee solicitor □ solicitor admitted for less than 3 years

□ solicitor admitted for 3 to 6 years □ solicitor admitted for over 6 years

□ other, please specify:

**Thank you for taking the time to complete this evaluation.**

***After completion of this course, please be reminded to make a record of your attendance and the points awarded to the course in your own training record should you wish to claim CPD points.***

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1. Accreditation of a programme on a segmented basis will be granted by the CPD Accreditation Sub-Committee only where it is appropriate to do so, that is, where the various sessions/segments of the course are discrete, and where segmented accreditation will not detract from the educational value of the course. [↑](#footnote-ref-1)
2. Accreditation of a programme on a segmented basis will be granted by the CPD Accreditation Sub-Committee only where it is appropriate to do so, that is, where the various sessions/segments of the course are discrete, and where segmented accreditation will not detract from the educational value of the course. [↑](#footnote-ref-2)