



Bronze Training Course

Questions for employers:

How many of your junior clerks understand the “Cab Rank rule”?

How many of your junior clerks know significance of a Red Bag?

Why do barristers render fee notes and not invoices and statements?

Chambers People Bronze Training Course provides an introduction to the English Legal System, and Barristers’ Clerking for those who have recently joined the profession. It comprises a 2-3 hour presentation using a PowerPoint slide presentation, usually on a one to two (trainer to staff) ratio, and covers the following areas:

History and traditions of the Inns of Court

The Judicial system

The Independent Bar

Barristers: rights of audience, and “cab rank” principles”

Qualities required to become a good clerk – etiquette etc.

The Bar Council – Code of Conduct

Direct access – BarDirect etc.

Pupils: pupillage structure, payments etc.

Sources of income: the CLS, CPS, LCD

Free representation – Pro Bono work

Diary and Practice Management: work in progress, practice development

Financial Management: fee calculation and negotiations

Crime, Civil and Family – including Graduated Fees overview, and

Conditional Fees protocols

Business Development: how everyone can participate in developing the work of chambers – spotting the opportunities

Human resources: employment rights, and Barmark/Qualitymark accreditation procedures

Telephone techniques

General Administration: hints and tips
Introduction to the IBC and BarCo
Personal career development

Each of the “students” is asked to complete a form before the course, which will give the trainer an indication as to the level of knowledge already attained.

The training is modular, and can be designed around the individual, and the type of work their chambers undertakes. However, it is also designed to fill in a few gaps in the junior clerks’ education generally. Some of the students may move on in time to a chambers dealing with another area of work altogether, and the aim of the course is to give an introduction to some of the things that may be encountered:

The course can be carried out at chambers. All that is required is for main power (for the laptop computer) and regular refreshments for the trainer!

The cost: £250 per student, but discounts on more than one student attending (Courses will be a minimum of 2.5 hours but longer courses will be agreed in advance with chambers and will depend on the areas that need to be covered for that particular students needs. Typical or suggested start time: 10.30hrs finishing at 13.00 hrs)

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