

# ***Professional Skills Course (PSC).***

For LPC trainees.



# Build skills, *stay ahead.*

## Legal training for a future-proof workforce.

Ensure your teams develop the commercial skills needed by future lawyers in practice with the Professional Skills Course from BPP. Choose from a full suite of electives that focus on the specialist skills and knowledge needed for a successful transition into real-life legal practice. From finance and client management to business strategy, leadership and LegalTech, this training develops future-facing capabilities that can help plug skills gaps and future-proof your organisation.

### Who is it for?

The PSC is the final stage of compulsory training to become a solicitor. It is mandatory for trainee solicitors and is undertaken during the Period of Recognised Training (also known as a training contract).

### Study that offers freedom and flexibility

Trainees studying our Professional Skills Course must complete three core modules and a further 24 hours of electives. Learners can study in the way that is most convenient for them and most effective for your business.

#### **Fast track**

Learners study the core modules in eight days and elective modules in four days, completing the training over a shortened time frame.

#### **Module-by-module**

Learners study the core modules and electives at any time throughout their two-year training contract, whenever it is convenient for them.



# Modern study for *modern professionals.*

BPP training is built for your business and designed to fit around learners' lives.

We focus on making our programmes accessible and engaging to maximise every learner's chance of success and ensure our training delivers the impact your business wants.

## Face-to-face

Ideal for learners who prefer the structure and discipline of a physical classroom setting, BPP's face-to-face study option offers:

- ✓ State-of-the-art facilities with teaching delivered in a modern classroom
- ✓ A blend of traditional teaching with digital platforms
- ✓ Group exercises which allow learners to develop team working and critical thinking skills

Our core modules are available face-to-face in London.

## Online Classroom Live

Our premium online study mode offers a virtual classroom with:

- ✓ Ability to study from home or the office for maximum flexibility
- ✓ Interactive features that replicate a real-life classroom to keep learners fully engaged
- ✓ Smaller group breakout rooms where learners can work together

## In-house training

We can deliver expert training either at your premises or in a BPP centre, at a time that suits you.

# Core modules.

## Finance and Business Skills (3 days)

Gain financial awareness, understand professional conduct in financial matters, and learn to undertake exempt regulated activities under Part XX FSMA in a professional context.

- Accounting and financial issues
- Introduction to the marketplace
- The regulatory framework
- The scope rules
- Money laundering
- Mortgage fraud

**18 hours**

## Advocacy and Communication Skills (3 days)

Develop practical advocacy and communication skills to confidently exercise rights of audience in civil and criminal courts upon admission, enhancing courtroom effectiveness and professionalism.

- Case analysis and case theory
- Applications advocacy
- Evidence in chief
- Cross examination
- Mock trial

**18 hours**

## Client Care and Professional Standards (2 days)

Develop essential skills in client care, ethics, professional standards, teamwork, business awareness, and personal development to succeed in a professional, client-focused environment.

- Client care and communication skills
- Professional standards
- Work and case management

**12 hours**



# *Elective* modules.

## Various elective modules (Half day, full day, or 2 days)

Choose from a wide range of elective modules. Courses include:

- Dispute Resolution
- Criminal
- Employment
- Family
- Immigration
- Private Client
- Personal Injury and Medical Negligence
- Commercial
- GDPR
- Intellectual Property
- Corporate, Banking and Tax
- Real Estate and Construction
- Personal Effectiveness and Leadership
- LegalTech

**24 hours**



# Our courses.

Choose 24 hours of electives:

<b>Dispute resolution</b>	Hours
Civil Litigation Overview: All You Need to Know About the Civil Procedure Rules	6
Civil Litigation Skills: ADR and Mediation – The Way Forward!	6
Civil Litigation Skills: Drafting Effective Statements of Case	6
Civil Litigation Skills: Effective Evidence Gathering for Civil Litigators	6
Effective Negotiating Skills for Litigators	6
How to Run a Successful Commercial Litigation Claim: Tips and Tactics	6
Judicial Review For Litigators – Introduction	6
Litigation Costs – A Comprehensive Overview	6
Commercial Remedies for Breach of Contract and Tort Claims	6
Effective Negotiating Skills for Litigators	6
10 Essential Skills for Litigators	6
<b>Criminal</b>	Hours
Criminal Advocacy – Bail and Mitigation	6
Criminal Advocacy – Magistrates' Court Trials	6
Criminal Advocacy – The Youth Court	6
Advising At The Police Station – Core Knowledge and Skills	6
Essential Criminal Law	6
Practice and Procedure In The Magistrates' Court	6
Road Traffic Law – A Practical Guide	6
<b>Employment</b>	Hours
Business Immigration	3
Employment Law: An Introduction – Discrimination Law and Practice	6
Employment Law: An Introduction – Rights and Obligations	6
Employment Law: TUPE – Transfer of Undertakings	6

<b>Family</b>	Hours
Children Proceedings: A Comprehensive Account of the Law, Advocacy and Drafting	12
Core Knowledge For New Family Practitioners	6
Court of Protection Practice	6
Divorce, Dissolution, Nullity and Separation	6
Family Advocacy – An Introduction to Public Child Care Proceedings	6
Family Advocacy – The Key Principles	6
Family Law – The Complete Practice and Procedure	12
Financial Orders on Divorce – From First Instruction to Final Order	6
Local Authority Children Lawyer – The Essentials	6
Pensions on Divorce – The Essential Guide for Family Lawyers	6
Pre-nuptial Agreements and Financial Consent Orders – Law and Drafting	6
Private Children Law – In Practice	6
Public Law Children's Work – Introduction	6
Special Guardianship and Adoption Issues – The Essentials	6
TOLATA for Family Lawyers	6
<b>Immigration</b>	Hours
Business Immigration	3

<b>Private Client</b>	Hours
An Introduction to Tax Issues for Wealthy Private Clients	6
An Introduction to Inheritance Tax and Capital Gains Tax For The Private Client Lawyer	6
Court of Protection Practice	6
Elderly Client Practice	6
Key Aspects of Wills and Estate Planning	6
Probate – Workshop	6
Trusts – An Essential Guide	6
Will Writing Workshop	6
Wills – Introduction	6
Writing and Presenting Legal Advice To Your Clients	6
<b>Personal Injury and Medical Negligence</b>	Hours
Clinical Negligence Litigation – Introduction	6
Effective Negotiating Skills for Litigators	6
Personal Injury Litigation: Tactics for Success in Interim Applications	6
Running a Successful Personal Injury Action	6
<b>Commercial</b>	Hours
Competition Law – What You Need to Know	6
Consumer Law – The Essential Guide	6
Contract Law – Effective Boilerplate Clauses	3
Commercial Contracts – An Introduction	6
Commercial Contracts – The International Perspective	6
Commercial Contracts – The Next Step	6
Commercial Law Update	6
Commercial Remedies for Breach of Contract and Tort Claims	6
Modern Slavery and Human Trafficking in the Supply Chain: An Essential Guide	3

<b>GDPR</b>	Hours
GDPR – A Comprehensive Introduction	6
GDPR – The Next Steps	6
<b>Intellectual Property</b>	Hours
Intellectual Property Rights – Licensing and Utilising IP	6
Copyright – A Comprehensive Introduction	6
<b>Corporate, Banking and Tax</b>	Hours
An Introduction to Tax for the Corporate Lawyer	6
Company Accounts – Introduction	6
Company Secretary – The Essential Guide	6
Company Law – Essential Overview	6
Directors’ Duties and Liabilities: What you Need to Know	3
Group Reorganisations – An Essential Guide	3
Loan Agreements – Law and Practice	6
Private Company Acquisitions	6
Private Equity – A Practical Guide	6
Stock Markets and Flotations – Introduction	6
Taking Security – A Practical Guide	6
Understanding the City	6
UK Taxation of Groups	6
Economic Crime and Corporate Transparency Act 2023 – Essential Update	3
Finance Fundamentals for Lawyers	6



<b>Real Estate and Construction</b>	Hours
Construction and Infrastructure Law	6
An Introduction to Property Tax for Lawyers and Accountants	6
Understanding Commercial Leases	12
Introducing Commercial Property in Practice (Freehold and Leasehold)	6
Introducing Residential Conveyancing (including Residential Leases)	6

<b>Personal Effectiveness and Leadership</b>	Hours
Assertiveness – An Introduction	6
Clear Legal Writing	6
Communication Skills – An Introduction	6
Confident Decision-Making and Strategic Thinking	6
Handling Difficult Conversations with Ease and Confidence	6
How to be More Confident	6
How to Create and Develop Your Personal Professional Brand	6
How to Win New Business and Develop Relationships	6
Improving Your Performance with Emotional Intelligence	6
Influencing Skills	6
Managing the Client Relationship	6
Money Laundering and The Bribery Act	6
Negotiating Skills – An Introduction	6
Practical Networking	6
Psychological Survival Skills for Lawyers	6
Stress Management – An Introduction	6
The Law Firm as a Commercial Enterprise	6
Time Management – An Introduction	6
Writing Skills for Professionals	6
Writing and Presenting Legal Advice To Your Clients	6

<b>Legal Tech</b>	Hours
Cyber Security	6
Legal Tech – Risks and Opportunities	3
Legal Technology – The Practical Aspects	6







If you have any questions,  
or require any more  
information email  
**[PDoperations@bpp.com](mailto:PDoperations@bpp.com)**,  
or call **03300 603 100**.

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