



MBL Seminars Limited
PSC Handbook
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Welcome

1. The purpose of this Handbook is to provide you with information and answer many common questions about the PSC course and your choice of electives.

Introduction

2. The PSC is compulsory for all trainee solicitors prior to their admission to the Roll of Solicitors. Providers of the PSC must be accredited by the Solicitors Regulation Authority ('SRA').
3. The PSC comprises 3 core modules plus an examination and advocacy assessment together with 24 hours of electives. Up to 12 hours of electives can be undertaken by distance learning which many trainees and their firms may find convenient.

Your Core Modules

4. The 3 core modules are:
 - a. Client Care & Professional Standards – 2 days
 - b. Advocacy & Communication Skills – 3 days including an advocacy assessment
 - c. Financial & Business Skills – 3 days including 1½ hour open book written examination
5. The core modules can be undertaken as an 8 day *fast track* option.
6. To offer you the greatest flexibility, we also offer non fast track options.
7. The SRA trainee to tutor ratio on each core module differs:
 - a. Client Care & Professional Standards – 20 trainees to 1 tutor
 - b. Advocacy & Communication Skills – 16 trainees to 1 tutor
 - c. Financial & Business Skills – 40 trainees to 1 tutor
8. All core modules can also be arranged on an in-house basis which can be a preferred option for those firms with a 10+ trainee intake each year.

Core Module Dates & Locations

9. Please see **Appendix 1** for dates and locations.

Your Electives

10. The SRA's primary aim of the electives is to allow flexibility and to provide a PSC which is relevant to your needs and those of your employers. All electives must be essentially skills based allowing you to develop and put into practice your professional skills.
11. The SRA trainee to tutor ratio on electives is 40 trainees to 1 tutor.
12. Our electives are grouped into 2 main categories:
 - a. 'More of the Core' – i.e. building on the core modules such as advocacy and negotiation skills; and

- b. By reference to your current department – e.g. commercial, property or family law
- c. We cover the following areas:

Advocacy & Communication	Client Care & Professional Standards	Company & Commercial
Construction	Criminal	Employment
Family	Financial & Business Skills	Litigation & Dispute Resolution
Management Skills	Personal Development	Personal Injury
Private Client	Property	

- 13. Up to 12 hours of electives may be undertaken by distance learning with suitable assessment in place. Our distance learning electives can be undertaken by online webinar or by DVD. For each distance learning elective, you will be assessed by 4 online multiple choice questions and you must achieve a pass rate of 75%.
- 14. In recognising the SRA’s aims of flexibility and relevance we have a choice of over 150 electives across the country. Our PSC team will provide a tailored plan of suggestions for you. Details of all our face to face and distance learning electives can also be found on the website at www.mblseminars.com/psc.
- 15. You may have already booked your core modules but if you are looking for more choice and more relevant electives for you and your firm then we can help. Just call us on 0161 793 0984 or email psc@mblseminars.com.

Pricing

- 16. Competitive and value for money. Our comprehensive pricing options are at **Appendix 2**.

Booking Your PSC with MBL

- 17. All bookings and administration will be taken by our experienced client care team and will be overseen personally by our PSC administrator, Sharon Needham.
- 18. **Booking Confirmations** will be sent to you by email. If the course is being booked by someone else on your behalf, an email confirmation will also be sent to your booking contact.
- 19. **Terms & Conditions** including cancellations and absences apply to all bookings in the normal way and can be seen at www.mblseminars.com/termsconditions.aspx.
- 20. **Joining Instructions and Venue Details** will be dispatched no later than 14 days before the date of your booking.
- 21. **Course Notes and Work Booklets** will be provided in hard copy form at the venue.
- 22. **Special Requirements** should be notified at the time of booking and, in any event, at least 7 days before the Financial & Business Skills Examination.

23. **Your Proof of Attendance** will be monitored by your name and signature on the daily delegate register. An Attendance Certificate will be provided to you by email.
24. **Your Advocacy Assessment** will be sent to you within 14 days of completion.
25. **Your Financial & Business Skills Exam Results** will be sent to you by email within 28 working days of your exam sitting. If you are aware of any circumstances that may affect your performance we require you to notify us in writing at least 7 days in advance. Circumstances arising on the day of the exam should be communicated to us in writing within 5 working days of the examination.
26. **Appeals Procedure and Re-Sit Information** will be sent to you upon request.
27. **Your Certificate of Completion** will be sent to you once you have completed your core modules, your electives (with any relevant assessments) and your examination has been passed plus any outstanding fees have been paid.

How to Contact Us

28. By email to psc@mblseminars.com or to Sharon Needham at sharon@mblseminars.com.
29. By phone on 0161 793 0984.
30. By post to MBL Seminars Limited, The Mill House, 6 Worsley Road, Worsley, Manchester M28 2NL.
31. For In-House enquiries by email to inhouse@mblseminars.com or by phone asking for Michael Charnley.
32. Website – www.mblseminars.com/psc.

Appendix 1 – Costs

PSC Pricing Options¹

Packs		Individual Pricing	
PSC Core and Electives	£1,299	Advocacy & Communication Skills	£450
SmartPlan Price	£1,150	(3 days plus assessment)	
PSC Core Only (8 days plus the examination)	£1,000	Client Care & Professional Standards	£300
		(2 days)	
PSC Electives Only – Face to Face		Finance & Business Skills	£450
24 Hours	£600	(3 days plus examination)	
18 Hours	£450		
12 Hours	£300		
PSC Electives Only – Distance Learning		Individual Elective	£240
12 Hours	£300	(6 hours face to face)	
6 Hours	£150	SmartPlan Price	Less 10%
		Individual Elective	£120
		(3 hours face to face)	
		SmartPlan Price	Less 10%
		Individual Elective	£40
		(1 hour distance learning)	

¹ All prices quoted are exclusive of VAT payable