Qualified Lawyers Transfer Scheme

QLTS
Becoming a solicitor of England & Wales

What is the QLTS?
What is the QLTS?

- Transfer scheme
- For qualified lawyers from a wide range of jurisdictions
- (Including barristers qualified in England & Wales)
- Alternative to the domestic route
Replaced Qualified Lawyers Transfer Test (QLTT)

- QLTS replaced QLTT on 1 September 2010

- SRA now only accepts applications for **QLTS Certificates of Eligibility**

- Cannot carry over QLTT results
Rationale for replacing QLTT with QLTS

✓ Valid
  ➢ Testing the SRA’s Day One Outcomes
    ➢ i.e. undergraduate law degree/GDL, LPC and PSC core subjects

✓ Reliable
  ➢ One SRA-appointed assessment provider: Kaplan QLTS
  ➢ Valid and reliable testing methods
Other key features of the QLTS?

- One assessment provider - Kaplan QLTS
- Broad syllabus - Day One Outcomes (Parts A, C, D & F)
- Assessment format (over 7 days):
  - Part 1: Multiple Choice Test (MCT)
  - Part 2: Objective Structured Clinical Examination (OSCE)
- ‘Closed book’ assessments
- English language requirement (not EEA and Swiss applicants) - will this be removed?
- No practice/experience requirement
- Wide range of jurisdictions
The QLTS assessments
The QLTS assessments: the framework

Part 1: Multiple Choice Test (MCT)

Part 2: Objective Structured Clinical Examination (OSCE)
No permitted materials

- Refer to Kaplan QLTS’s Candidate Handbook
The QLTS assessment organisation?
Who is the QLTS assessment provider?

- Assessment organisation: Kaplan QLTS until January 2017

- BPP is not involved in any way with the setting, moderation or marking of the QLTS assessments.

  - [www.kaplanqlts.com](http://www.kaplanqlts.com)
## Assessment costs (Kaplan QLTS)

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>MCT</strong></td>
<td>£500  + VAT</td>
</tr>
<tr>
<td><strong>OSCE</strong></td>
<td>£2925 + VAT</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>£3230 + VAT</td>
</tr>
</tbody>
</table>
Kaplan’s Assessment Dates

MCT:
- February
- July

OSCE:
- June
- November
The QLTS Syllabus: the Day One Outcomes

- Parity with the domestic route
- SRA’s Day One Outcomes
- www.sra.org.uk
MCT syllabus: Part A Day One Outcomes:

The legal system of England and Wales and the European Union
Constitutional law and judicial review processes
Rules of professional conduct, including the SRA Accounts Rules
The regulatory and fiscal frameworks within which business, legal and financial services transactions are conducted (includes taxation)
Contract law
The law of tort
Criminal law
Property law
Equitable rights and obligations
Human Rights
Business structures and the concept of legal personality
OSCE Syllabus: Part C, D and F Day One Outcomes:

**Knowledge:**
- Business Law & Practice
- Civil & Criminal Litigation
- Property & Probate

**Skills:**
- Interviewing
- Advocacy
- Legal Writing and Drafting
- Legal Research
Route to Qualification
Route to Qualification

Apply to SRA for Certificate of Eligibility

- Jurisdiction
- English language requirement
- Do any exemptions apply?

Register with Kaplan QLTS for Assessment(s)

Consider training needs

Pass QLTS Assessments & apply to be admitted to the Roll of Solicitors of England & Wales
Eligibility
Who is eligible to sit the QLTS assessments?

The QLTS is available to lawyers qualified:

- **elsewhere in the UK** (e.g. barristers in England and Wales, Scottish Solicitors/Advocates, Northern Irish Solicitors/Advocates)
- within the EU
- in a recognised international jurisdiction
Certificate of Eligibility

• Apply to the SRA (cost £200 - £400)

• English language requirement must be satisfied before the SRA will issue a certificate of eligibility - Common European Framework for Reference Level C2 in English – will the English language requirement be removed?

• Certificate of Eligibility is valid for 5 years

• 3 attempts at each assessment
Preparing for the Assessments
Preparing for the Assessments

“You should assess your experience, knowledge and skills against the Day One Outcomes and decide how best to prepare for the assessments...... It is up to you to identify whether further training or work experience is necessary and to check the credentials of any training organisation you choose to help you to prepare for the assessments”

SRA
• 180 multiple choice questions - divided equally between 11 syllabus areas

• 6 hours - 2 x 3 hour sessions

• Syllabus = Part A of the SRA’s Day One Outcomes

• LPC exemption

• UK
MCT syllabus: Part A Day One Outcomes:

✓ A1  The legal system of England and Wales and the European Union
✓ A2  Constitutional law and judicial review processes
✓ A3  Rules of professional conduct, including the SRA Accounts Rules
✓ A4  The regulatory and fiscal frameworks within which business, legal and financial services transactions are conducted (includes taxation)
✓ A5  Contract law
✓ A6  The law of tort
✓ A7  Criminal law
✓ A8  Property law
✓ A9  Equitable rights and obligations
✓ A10 Human Rights
✓ A11 Business structures and the concept of legal personality
How many questions on each area?

- 11 Outcomes

  - $180 \div 11 \approx 16/17$ questions per Outcome

Outcome A1 - more EU than ELS questions
What is the format of the questions?

- Stem/scenario
- 5 alternative answers
- ‘Best’ answer

Not testing ability to cite statutes and case law
Sample questions

• Kaplan’s sample questions.

• BPP’s practice multiple choice questions

• MCT Mock Test
Answering the MCT questions

• Choose ONE answer
• Multiple answers will not be counted
• One mark for each correct answer
• No negative marking

6 hours ÷ 180 questions = 2 minutes/question

Attempt ALL the questions
Marking the MCT

- Kaplan QLTS’s Marking and Moderation Policy: [www.kaplanqlts.com](http://www.kaplanqlts.com)
OSCE

Skills assessed:

Part I
- Interview/attendance note
- Advocacy/oral presentation

Part II
- Legal research
- Legal writing
- Legal drafting

3 practice areas:
- Business
- Civil & Criminal Litigation
- Property & Probate

Parts C, D and F of the Day One Outcomes
Interviewing

<table>
<thead>
<tr>
<th>Activity 1</th>
<th>Preparation</th>
<th>10 minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity 2</td>
<td>Client Interview</td>
<td>25 minutes</td>
</tr>
<tr>
<td>Activity 3</td>
<td>Attendance note</td>
<td>25 minutes</td>
</tr>
</tbody>
</table>
Interviewing: Activity 1 (Preparation)

• 10 minutes

• Email from a partner or secretary

• Documents?

• Client care, funding, money laundering issues?

• Specific legal issues?

• Make notes during the preparation
Interviewing: Activity 2 (Interview)

• 25 minutes
• Documents?
• Main objectives:
  1. Establish a good working relationship with the client
  2. Obtain all the relevant information and a full understanding of their concerns
     • Client care, funding, money laundering issues?
• Specific legal issues?
• Make notes during the preparation
Interviewing: Activity 3 (Attendance note/case analysis)

• 25 minutes
• By hand
• Record all relevant information obtained
• Attach any documents
• Analysis of legal issues
• Record initial advice
• Identify next steps
• Professional conduct issues
• Any specific issues the partner/secretary asked you to deal with
## Advocacy/Oral presentation

<table>
<thead>
<tr>
<th>Activity 1</th>
<th>Preparation</th>
<th>45 minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity 2</td>
<td>Advocacy/oral presentation</td>
<td>15 minutes</td>
</tr>
</tbody>
</table>
Advocacy: Activity 1 (Preparation)

• 45 minutes

• Memo

• File of documents?

• Legal authorities?

• Make notes during the preparation
Advocacy: Activity 2 (Advocacy/oral presentation)

• 15 minutes

• Questions?

• Refer to notes from Activity 1.
Online Legal Research Assessed Exercise

- E-mail from a partner
- 60 minutes
- Online legal research
- Electronic template
  - advice to client
  - legal reasoning and key sources/authorities
- Lexis Library
- Westlaw

Microsoft Word using MS Office Professional 2010
Legal Writing Assessed Exercise

• Write a letter as a solicitor acting in a matter

• 30 minutes

• Relevant cases and authorities?

• (Lexis Library/Westlaw)

• Microsoft Word using MS Office Professional 2010 – headed notepaper
Legal Drafting Assessed Exercise

• Legal document/part of a legal document
• 45 minutes
• Could be:
  - Free drafting
  - Drafting from a precedent
  - Amending a document
• Relevant cases and authorities?
• (Lexis Library/Westlaw )
• Write your answer in:
  - Microsoft Word using MS Office Professional 2010
  - An electronic form
  - Or by hand
Kaplan QLTS’s sample materials

• Sample materials for the client interview station

• BPP Practice Exercises
Marking the OSCE

• Kaplan QLTS’s Marking and Moderation Policy: [www.kaplanqlts.com](http://www.kaplanqlts.com)

• Equal weighting to law and skills
## Assessment criteria: interviewing and attendance note/case analysis

### Interviewing:
- ✓ Listening and questioning
- ✓ Language and explanation
- ✓ Professional manner
- ✓ Client-focused
- ✓ Builds trust and confidence.

### Attendance note/case analysis:

#### Non-legal aspects:
- ✓ Obtained all relevant information
- ✓ Identified appropriate next steps
- ✓ Advice is client-focused

#### Legal content:
- ✓ Legally correct
Assessment criteria: advocacy

Presentation and non-legal aspects:

✓ Appropriate language & behaviour
✓ Clear & good structure
✓ Engages decision maker
✓ Persuasive argument
✓ Facts: correct & comprehensive

Legal content:

✓ Legally correct
✓ Legally comprehensive
✓ Professional conduct
## Assessment criteria: legal research

<table>
<thead>
<tr>
<th>Skills:</th>
<th>Legal content:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Advice is client-focussed</td>
<td>✓ Legally correct</td>
</tr>
<tr>
<td>✓ Finds important sources &amp; authorities</td>
<td>✓ Legally comprehensive</td>
</tr>
<tr>
<td></td>
<td>✓ Professional conduct</td>
</tr>
</tbody>
</table>
Assessment criteria: legal writing

Style and non-legal content:

- Clear, precise & acceptable English
- Facts: correct & comprehensive
- Content is recipient-focused

Legal content:

- Legally correct
- Legally comprehensive
- Professional conduct
### Assessment criteria: legal drafting

<table>
<thead>
<tr>
<th>Drafting style:</th>
<th>Legal content</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Clear, precise &amp; acceptable English</td>
<td>✓ Legally correct</td>
</tr>
<tr>
<td></td>
<td>✓ Legally comprehensive</td>
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<tr>
<td></td>
<td>✓ Professional conduct</td>
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Results
Results
BPP’s QLTS Programme

- Knowledge and skills training
- Face-to-face classroom courses & workshops
- Online/distance learning options
- Scheduled at weekends
- London
QLTS Tutors

- BPP Law School LLB, GDL, LPC and PSC tutors
- Experienced at teaching the Day One Outcomes
- Passionate & knowledgeable
What training do we offer?

- 19 Knowledge Series Classroom Courses
- 19 Knowledge Series Online Courses
- 4 Skills Series Workshops
- Practice MCT and OSCE questions
- Online MCT Mock Test
- 3 supplementary Online Tutorials
More information

www.kaplanqlts.com

www.sra.org.uk/solicitors/qlts

www.bpp.com/qlts
Any questions?

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      helenswale@bpp.com