

Entry Requirements

1. Introduction

This guide outlines the entry requirement and application process for the ACL Training Costs Lawyer Qualification in accordance to the Costs Lawyers Standards Board Training and CPD Rules 2013.

2. Age

The minimum age for the ACL Training Trainee Costs Lawyer Qualification is 18.

3. Qualifications

Before study can be commenced on the programme students must provide documentary evidence of the required qualifications. The minimum level of qualification for a Trainee Costs Lawyer is as set out below, or equivalent:

1. Four GCSEs at grade C or above, English and Maths being compulsory; or
2. Two A level passes and 1 GSCE level to include English; or
3. Three AS level passes to include either English or Maths; or
4. GNVQ at intermediate or advance level, provided a communications skills element is included; or
5. Passing a written aptitude test set by the ACL Training.

In the event that an applicant does not meet these entry requirements entry may be gained by passing an aptitude test set by ACL Training.

4. Applicants from overseas

If your first language is not English, or you have not studied your secondary education in English, you may need to demonstrate you have achieved a recognised English language qualification. The minimum IELTS score required for entry to the programme is 6.0 overall with a minimum 5.5 in each component. Please note, all applicants must be ordinarily domiciled in England and Wales or working permanently in England and Wales.

5. Mature students

Just like everyone else who applies, mature students need to demonstrate academic ability and commitment to study. "Mature student" means 25 or over at the start of your first year of study. ACL Training will take into account work experience and life

skills providing you have worked in a costs environment for a continuous period of seven years immediately preceding your application.

6. Guidance for disabled students

The ACL Training welcomes applications from disabled students and makes reasonable adjustments to facilitate their access to courses. Any applications from students with disabilities will be considered on the same academic grounds as those for other candidates. Disabled students are advised to notify ACL Training of any disability that may impact upon their engagement with the programme so that reasonable adjustments can be made.

7. Association of Costs Lawyers membership

Applicants must enrol as a Trainee Costs Lawyer member of the Association of Costs Lawyers (the "ACL") before being admitted to the Costs Lawyer Training course. Applicants must also renew their membership annually.

Applicants must pay such subscriptions laid down from time to time by the Association and ensure that those subscriptions are maintained throughout their Trainee Costs Lawyer membership.

Trainee Costs Lawyer members must submit, to be received by 31 December of each year, an application for renewal of Trainee Costs Lawyer membership. In addition evidence must be submitted to show that the requirements as to continuing professional development for the last membership year have been satisfied.

Trainee Costs Lawyer members will not be permitted to commence the Trainee Costs Lawyer course or any additional units until they have received written confirmation from the Association that their membership has been confirmed and that it is appropriate for them to commence their studies.

An application for membership of the ACL as a Trainee Costs Lawyer is incorporated in the application form for the Costs Lawyer Training Course. This application must be completed and submitted to the Administrative Secretary of the ACL Training by 30 June in the year of intended study (with study to commence in September of that year). Applications after 30 June may not be considered until the following year. The application form must be completed in full with correct information and should be accompanied by the following:

- 1 The name, address and phone number of two referees.
- 2 Documentary evidence of qualifications (certified will be acceptable).
- 3 The applicant's curriculum vitae.
- 4 Payment of the current ACL Training Trainee Costs Lawyer application administration fee.
- 5 Payment of the current membership fee of ACL as a Trainee Costs Lawyer.

8. Character and Suitability

The CLSB is responsible for setting and ensuring standards for all Costs Lawyers practising in England and Wales and the Association of Costs Lawyers is responsible for

setting and maintaining standards for Trainee Costs Lawyers. The ACL has a responsibility to ensure that Trainee Costs Lawyer Costs Lawyers are of suitable character and suitability. When applying for Trainee Costs Lawyer membership Applicants must declare any information that might affect their suitability to be a Trainee Costs Lawyer.

On an application for Trainee Costs Lawyer status the applicant must declare any information that might affect their suitability to be a Trainee Costs Lawyer/Costs Lawyer in accordance to regulation 4 of the CLSB Training and CPD Rules 2011. This declaration must be made annually upon renewal of membership.

9. Declarations

In the event of any declarations the ACL will consider the applicant's suitability and whether any conditions should be imposed. On application, the ACL may make any required checks including criminal records checks to ensure the suitability of an applicant. A failure to disclose, or the provision of misleading information on an application can be taken into account by the ACL when considering the suitability of an applicant to be a Trainee Costs Lawyer.

The ACL may require the provision of further information and require the applicant to provide authority for disclosure and release of information by third parties. The Association may require attendance of the applicant before it to explain the situation. Trainee Costs Lawyer members may be required to obtain a satisfactory standard disclosure from the Criminal Records Bureau. This may include details of any current or spent convictions, Police cautions, reprimands and final warnings. The Association may also require production of overseas criminal records information in appropriate. Failure to disclose convictions or any other serious issues may result in refusal of admission.

If matters arise during membership regarding the character and suitability for continued membership the Trainee Costs Lawyer must notify the Association of this forthwith to enable consideration to be given. A failure to make such disclosure may result in the membership being suspended or in appropriate cases terminated.

10. Equality and diversity

ACL Training values and promotes equality and diversity and will seek to ensure that it treats all individuals fairly and with dignity and respect. It is opposed to all forms of unlawful and unfair discrimination.

11. Certified documentation

ACL Training will not accept original documents from students, a certified copy is sufficient. The person certifying the certificate/documents must be a practising or retired professional registered with the appropriate professional body. Failure to provide the correct information will result in your application being returned to you.

The document being certified must be signed by the certifier who must state the following wording:

I/We certify that this is a true copy of the (INSERT DOCUMENT) of (INSERT NAME).
Details of the certifier must also be stated on the document being certified.

Please note: ACL Training will routinely carry out spot checks to check the authenticity of documents.

12. Appealing a decision

If you wish to make an appeal against an application decision, please write to the Operations Manager (marking your letter Application Appeal). Your appeal request will be acknowledged within 3 working days and will then be processed in accordance with the appeals policy.

13. Review of policy

The Education Committee and Head of Education will review this policy annually.