

How to apply for the Costs Lawyers Training Course

Image



Before you make your application!

Make sure that you have read the information in our [Costs Lawyers Qualification](#) section about what is required to qualify as a costs lawyer

New course coming soon

On 2 February 2022, the CLSB issued a new Costs Lawyer Competency Statement and full details of a proposed new qualification, including course literature, will be made available later this year or early January 2023.

But....

In the meantime, there will be a January 2023 intake for units 2 and 3 of the current course only, pending the launch of the new qualification in summer 2023.

Applications for the unit 2 and unit 3 January 2023 intake are now open and the **closing date for applications is 30 November 2022.**

For detailed information about the current course and how to qualify, visit our Costs Lawyers Qualification section.

If you are interested in applying for the unit 2 or unit 3 intake in January 2023, you will need to meet certain criteria to exempt you from unit 1 of the course. Further information about exemptions from unit 1 are available in the ACLT Exemptions Policy, however, these are also summarised below.

To be eligible for unit 2 or unit 3 of the current course, you will need to be able to provide evidence that you have successfully completed one or more of the following:

For Unit 2:

UK Qualifying Law Degree (QLD) (check the approved list of qualifying law degrees)

Law degree with substantive coverage of the English and Welsh Legal System

You must be able to provide a programme specification and results transcript confirming that you have studied the following:

- English Legal System, Legal Method & Legal Skills
- Law of Contract
- Law of Torts
- two other law modules

Graduate Diploma in Law (GDL) / (CPE)

CILEx (Level 6)

You must be able to provide a programme specification and results transcript confirming that you have studied the following:

- Law of Contract
- Law of Torts
- two other law modules

Unit 1 of existing qualification under the current course structure, launched 2020

For Unit 3:

Legal Practice Course (LPC) (refer to SRA website for information about the LPC)

Bar Professional Training Qualification (or Bar Vocational Course)

(Please note that you will need to complete the Legal Accounts module in Unit 2 and so you will be added to this module when it runs and charged the additional module fee.)

CILEx (Level 6)

You must be able to provide a programme specification and results transcript confirming that you have studied the following:

- Law of Contract
- Law of Torts
- two other law modules
- Civil Procedure (Foundation)
- Personal Injury and Clinical Negligence
- Advocacy and Negotiation
- Legal Accounts
- Professional Ethics

Unit 1 & Unit 2 of existing qualification under the current course structure, launched 2020

Exemptions from modules

If you believe you are eligible for exemptions from one or more modules within unit 2 or unit 3 (but not the entire unit), as outlined in the ACLT Exemptions Policy, please download and complete the separate application form (below), in addition to the main course application form.

Applications for exemptions from individual modules within unit 2 or unit 3, incur an additional non-refundable fee of £25 (including VAT) per module. Where exemptions are granted, ACLT will apply a reduction of 15% per exempted module on the unit fees.

What does the course entail?

The course is designed to be delivered via an online learning platform which makes it easy for you to access your learning materials, interact with your tutors as well as other students. Central to the course design is the recognition that many trainees will be in full-time employment juggling both study and work in a high pressured environment.

The materials have, therefore, been devised to ensure you are able to study on your own, either at home or wherever suits you – reading, watching or listening to the material supplied, undertaking activities and assignments with regular weekly support from your tutor. You will also get the opportunity to interact with other students through the online learning environment and forums.

You are expected to engage with one hour of tutorial time per week and undertake the activities set. You will need to plan your time and identify when particular modules are being delivered. Once you have signed up, you will be expected to continue for the entire academic year unless you defer or postpone your studies.

Do make sure that you have checked the 2023 course calendar and that you think are able to meet the requirements of the course. You will need to attend an induction, compulsory seminar and exam each year, and you are also invited to a revision session each year.

Bear in mind also that compulsory seminars and exams will be held face to face in different locations in England (usually cities such as Manchester, Sheffield, Liverpool, London depending on the geographical spread of students).

For full course details and overview, please refer to our Costs Lawyer Qualification section.

How much will it cost?

Course fees

You will be personally liable for the course fees for the whole academic year at the time of application or re-enrolment irrespective of whether you are being sponsored through the course.

The course fees include the unit fee (the fee for all materials, tutorial support and assessment of 6 modules), attendance at the induction, the compulsory seminar, a revision seminar and your end of unit exam.

The course fees for the unit 2 and unit 3 intakes for January 2023 will also include the cost of full unit exemption administration fees, as outlined below.

The cost of an exemption administration fee for a unit is £100.

Unit 2 Course Fees:

- £2,050 + VAT
- £100 unit 1 exemption fee

Unit 3 Course Fees:

- £3,400 + VAT
- £200 unit 1 and unit 2 exemption fee

The costs and arrangements for travelling to and from the induction, seminars and exams are your responsibility.

Additional fees

Application fee

In addition to the course fees, a non-refundable administration cost of £50 is payable when making your application.

Module exemption fees

For those applying for exemptions from individual modules within unit 2 or unit 3, a non-refundable fee of £25 (including VAT per module) is also payable.

Where partial (module) exemptions are granted, ACLT will apply a reduction of 15% per exempted module on the unit fees.

Refunds

Course fees will only be refunded in accordance with ACL Training's refund policy – see regulation 1.5

What do I need for my application?

Evidence of eligibility

You will need to provide documentary evidence of the qualification upon which your application for Unit 2 or Unit 3 is based. If you are applying on the basis of a non-qualifying law degree or CILEX (level 6) qualification, please include a transcript showing the modules you have studied and marks awarded.

Evidence of the qualification upon which you are basing your application is required in the form of one (or more) of the types listed below, as a scanned document:

- a degree certificate and/or degree transcript (containing at least one of an institution's authenticity seal/signature/stamp) clearly stating your, name, date of and obtained award and classification;
- a Diploma Supplement/Higher Education Achievement Report (containing at least one of an institution's authenticity seal/signature/stamp) clearly stating your, name, date of and obtained award and classification;
- level 3 qualifications received through the Award Body Linkage (ABL);
- a statement of results issued by an Examination Board;
- a statement of results issued by an education provider (e.g. school/further education college) which contains the provider's stamp/signature;
- a letter from provider confirming achieved results which has been signed and stamped;
- evidence types received in an applicant's native language (containing at least one of an institution's authenticity seal/signature/stamp). An official translation into English required.

Important: Your application cannot be processed unless you have provided documentary evidence of the qualification(s) upon which you are basing your application.

References

You are asked to provide the name, address and phone number of two referees (one professional and one personal). References from family members are not permitted.

Your referee must know you well enough to vouch for your character and know of any problems you may have had e.g. convictions, disciplinary issues, plagiarism.

Personal referee: should be a person who has known you for at least three years.

Professional referee: should be a professional person who has worked with you, preferably as your manager/supervisor.

Important: Your application cannot be processed unless referee details have been provided. Please make sure that you have checked with your nominated referees that, if asked, they are willing and able to provide a reference in support of your application.

How do I apply?

Download and complete the unit 2/unit 3 application form (see link below).

If you also want to apply for exemptions from modules within unit 2 or unit 3, please also complete the separate exemption application form.

Pay your £50 application administration fee (using the link below).

If you are applying for exemptions from modules within unit 2 or unit 3, you will also need to pay an exemption fee (£25 including VAT per module).

[**Note:** If your employer has indicated they will be paying application, exemption and future course fees on your behalf, please could you indicate this when you email your application to us, providing the name and email address of the relevant authorising person, so that we can contact them directly about payments. We will not be able to process your application until we have received payment of your application fee and any module exemption fees]

Check that you have completed all sections of your application form.

Please note that by submitting your application form you are declaring that the information provided is correct.

Email your completed application form(s) and documentary evidence to acit@lawcabs.ac.uk.

The **closing date** for applications for the unit 2 and unit 3 January 2023 intake is **30 November 2022**.

When will I receive a response to my application?

ALCT will acknowledge receipt of your application within 2 working days.

ALCT will notify you of a decision within 21 working days.

If you are offered, and accept a place on a course, ALCT will arrange for an invoice for course fees to be sent to you (or your employer if you are being sponsored).

Have a question about the application process?

Contact us at acit@lawcabs.ac.uk

Begin your application

Download and save the application form.

Please make sure that you complete all sections of the form as incomplete applications will not be considered.

Download application form

Applying for module exemptions?

If you believe you are eligible for exemptions from one or more modules within unit 2 or unit 3, please download and complete an additional exemption application form.

Download module exemption form

Make application fee payment

Please make your application fee payment of £50 before you submit your application. You will need to retain your receipt of payment and submit this with your application form.

Refund policy: You have the right to request the fee is refunded if you contact acit@lawcabs.ac.uk **before** you submit your application form. Once your form has been submitted by you, we will begin processing your application and no refund will be issued.

Terms and Conditions

Make application payment

Make module exemption fee payment

If you are also applying for an exemption from module(s) within either unit 2 or unit 3, please make the additional £25 exemption administration fee payment per module. You will be able to select the number of modules you are seeking exemption from when you go through to the payment portal.

Refund policy: You have the right to request the fee is refunded if you contact acit@lawcabs.ac.uk **before** you submit your application form. Once your form has been submitted by you, we will begin processing your application and no refund will be issued.

Terms and Conditions

Make module exemption payment

Application check list

Please check that you have completed all the steps above before you submit your application

- Completed application form
- Completed module exemption form if required
- Electronic evidence of your qualification(s)
- Made your fee payments (including module exemptions where applicable)

Submit your application

By submitting your application, you are declaring that the information provided is correct., and that you have read and understood the Terms and Conditions and privacy policy.

Application closing date 30 November 2022.

Email your application to ACLT

Source URL: <https://www.lawcabs.ac.uk/how-apply-costs-lawyers-training-course>