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COLLEGE



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PROSPECTUS

APRIL 2021 – MARCH 2022

**JUDICIAL
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Welcome to the 2021 – 2022 Prospectus

It is a pleasure to welcome you to this first edition of a single Judicial College prospectus, setting out the full training programme for all office holders.

Our ambition in this new training year is to run a programme that is as full as possible, including continuation training across the jurisdictions and Faculty training. Thank you for your patience during 2020/2021 when we had to prioritise the training, we could offer in order to cope with the immediate impact of the pandemic.

Inevitably, given the ongoing public health restrictions, we will be running all training digitally until at least the summer. You will appreciate that it is impossible for us to predict or to confirm how seminars will be delivered during the autumn and winter. May I reassure you however, that the high quality of our courses has been and will be maintained, regardless of how they are delivered, and that we continue to have an absolute commitment to the return of face-to-face training as soon as it is supported by public health guidance and becomes practicable.

Eleanor King
The Right Honourable Lady Justice King
Chair of the Judicial College

Introductory note

The Judicial College prospectus covers the training year 1 April 2021 to 31 March 2022.

The version of the prospectus at which you are currently looking is a version created in the form of a document which can be accessed as a text document or as a pdf. It is essentially the public version. The version which is accessed by Judges is an online version which is visually different (because it is not a document as such) and which contains some more detail in relation to certain aspects of the seminars, in particular dates and locations, material which ought not to be in the public domain. In addition, the Judicial College creates and runs induction seminars which do not appear in the prospectus and which arise as and when there is a need for them.

Jeremy Richards Director of Training for Courts

Phil Rostant Director of Training for Tribunals

Courts 2021-2022

Welcome from HHJ Jeremy Richards

Dear Judges,

Welcome to the prospectus for the training year from 1 April 2021 to 31 March 2022. The launch is much later than in previous years as the College has been focusing on delivering a prioritised training for 20/21 in response to the impact of Covid-19.

For this year we have an all-inclusive prospectus for all judicial office holders across all jurisdictions. The prospectus includes - in separate sections - training seminars available to tribunals, magistrates' legal advisers and magistrates with leadership responsibilities.

For courts judiciary there are some new seminars included this year and some where there has been a change of emphasis. In particular, in crime the continuation seminars have been refreshed, and new courses for sexual offences. In family, there is a new emphasis on money and a new course for CJs who hear appeals, and in civil concentration on practice and procedure. All the courses are set in the social context of being a Judge in a modern age.

As last year, we have taken the opportunity to place induction seminars into the prospectus, or at least those about which we know and for which we have arrangements in place; additional competitions will give rise to additional induction seminars which will be added to this prospectus as the details become known. It helps everyone to have all seminars for courts' judges under one roof. Amongst those induction seminars are the Faculty Induction Seminars which have just begun to train newly-appointed judges within twelve months of their jurisdictional induction seminars. You will also note that we are running One Year On seminars for many newly appointed recorders in 2020/21. Please look out in family and crime. These courses are part of the modest exceptions to the training requirements.

The Judicial College continues to strive, as best it can, to produce high quality training for all Judges. For the 2020/21 programme it has been necessary to deliver all our training digitally due to Covid-19 and, notwithstanding the challenges that has presented, the positive feedback shows that training has continued to meet that high standard. It will be necessary, due to ongoing public health restrictions, to proceed with digital training up until the Summer. It is not possible to confirm at this stage whether seminars will be delivered digitally or in person during the autumn/winter period. We aim to return to delivering face-to-face training as soon as it is consistent with public health guidance and practicable.

Please do not hesitate to contact me if there are matters you want to discuss. I strongly encourage you to complete the evaluation questionnaires which you are sent at the conclusion of any seminar you attend. I do read the answers. The information we receive through those questionnaires is invaluable and helps shape the future of training. Finally, if for some reason you cannot ultimately attend do please follow the route in the training requirements and let both your Presider and the College know at the same time that you want to be excused.

My thanks go to those all of the Course Directors, Training Leads, tutor judges and the Judicial College staff who have helped to make this prospectus happen in what has been a very difficult period.

**Best wishes,
HHJ Jeremy Richards
Director of Training for Courts**

Training Requirements, Selecting and Booking

1. Training requirements

New training requirements were introduced for the 2019/20 training year and they remain unchanged.

All courts judges, whether salaried or fee-paid, are required to attend a two-day continuation seminar in each prospectus year (or the digital equivalent of a two-day continuation seminar). That includes retired Circuit and District Judges who continue to sit in retirement.

There are some modest exceptions to that rule, as follows:

- (1) Within the prospectus are some one-day continuation seminars (this year for the Court of Protection, for QBD/Administrative Law and a new family appeals seminar for Circuit Judges) which can be attended by a judge who sits in an appropriate jurisdiction. If s/he wishes to attend a two-day seminar in addition then s/he may do so, but it is not obligatory to do so.
- (2) Those criminal and family recorders who were inducted during 20/21 are obliged to attend the Recorder 'One Year On' seminars for their jurisdiction. That seminar is a one-day seminar. If you are one of those new Recorders and you do not sit in any other capacity then you will not attend another seminar from this prospectus, just the One Year On seminar. If you are one of those Recorders and you also sit in another capacity, then the One Year On will be an extra seminar for you and you will be able to choose in the usual way in respect of your other sitting role/s.
- (3) Those judges (whether salaried or fee-paid) who hold five or more tickets or authorisations, as defined below, may use the full provisions of paragraph (1) above, if appropriate (i.e. a one-day plus a two-day seminar), OR attend two two-day seminars if they wish to do so.

All judges are reminded not to exceed these requirements except when they are specifically asked to do so, e.g. when a further ticket or authorisation is granted, and they are therefore asked to attend an induction seminar or a continuation seminar as an introduction to the work of that ticket or authorisation.

To book a seminar just click on the date of the seminar you want to book and complete the short booking form. If your preferred seminar or date is no longer available, please select an alternative and follow the same process. Please do not hold out for booking face to face events later in the training year. It is not guaranteed that venue-based training will be possible and, if it is, we may be limited on capacity depending on public health guidance.

2. Last date for booking and consequences of not booking

Obviously, the earlier you book the greater is the likelihood of you being able to book your first choice of seminar or date, particularly for those seminars which only accommodate small numbers of delegates.

The last date for booking continuation seminars from this prospectus is Friday 12 March 2021. If you have neither booked by then nor sent to the College a satisfactory explanation for not booking, the College will send you one reminder

giving you a further short time to make a booking. The College is obliged to report to Presiding Judges any failure to book after that short reminder period has expired.

Bookings for a second two-day seminar under the provisions of para 1(3) above (Judges with five or more tickets) will NOT be permitted after that Friday 12 March deadline.

3. E-Judiciary email addresses

All judges to whom this prospectus applies have an e-judiciary email address. It is e-judiciary email addresses ONLY which the College will use to contact judges in relation to training; we do not have the resources or the time to track down private email addresses. It is therefore extremely important that judges regularly check their e-judiciary email address inbox to ensure that communications from the College (and, indeed, other potentially important communications from the senior judiciary) are not missed.

4. Tickets/authorisations

For the purposes of this document, the tickets/authorisations, are as follows:

- General civil
- General criminal
- Serious sexual offences
- Murder
- Private family law
- Public family law
- Specialist civil (mercantile and/or TCC and/or chancery)
- Court of Protection
- Administrative Court
- DJ(MC) Youth
- DJ(MC) prison adjudication
- DJ(MC) extradition

5. District Judge (Magistrates' Court) and Deputies

There are four continuation seminars for DJ(MC) or DDJ(MC) within this prospectus and each DJ(MC) and DDJ(MC) is required to attend one of those two-day seminars.

It is possible that there will be further training requirements arranged by the Chief Magistrate, but those will be arranged directly between the Chief Magistrate and DJ(MC) and DDJ(MC).

If there are any questions relating to DJ(MC) training requirements, then either the Director of Training for Courts or the Office of the Chief Magistrate will be able to answer them.

6. Induction Seminars

This prospectus contains some induction seminars. Attendance at those induction events is **by invitation only**, of course, but it simplifies the process for all concerned if the booking arrangements are all to be found in one place. That part of the prospectus will be the subject of regular updates and amendment throughout the year as new competitions are announced and processed and the training arrangements are planned and finalised. At present, it contains only those induction seminars of which we are certain.

7. Senior Judiciary

The College welcomes attendance at any of the seminars in the prospectus by Supreme Court Justices, Judges of the Court of Appeal and High Court Judges. Attendance by High Court Judges should accord with the protocol governing their training, details of which are available from Heads of Division.

8. Planning your education programme

The prospectus enables judges to plan their own personal education programme by choosing from the range of seminars it contains.

Judges must, of course, ensure that their education programme includes regular training in the work they do or which they are authorised to do.

In particular, any judge authorised to try murder, serious sexual offences, to hear public law family cases or with a specialist civil authorisation must attend the appropriate seminar for that authorisation at least once every three years.

If a judge fails without good reason to comply with the three-year requirement, the College has an obligation to refer the matter to the senior judiciary.

The 'cycle' or the extent of updating for continuation seminars is described under the relevant entry. This indicates whether and when the seminar has been delivered before and whether it is likely to be repeated. The aim is to help you plan your education programme over a period and prevent you attending the same, or substantially the same, seminar twice.

9. Training methods at seminars

According to the College's governing principles the most effective training is that which involves active participation by judges in a supportive environment and which gives the judges the chance to practice and develop their judicial skills. Most seminars are therefore highly participative, with a real emphasis on individual and small group work rather than set-piece lectures and presentations. The small groups are facilitated by experienced, trained course tutors. For digital seminars there may be some self-study modules that form part of the seminar content.

Pre-seminar materials will be available on the College's Learning Management System (LMS) three weeks before the first day of the seminar. Preparation time for a continuation seminar should not exceed four hours for a reasonably experienced judge, including the viewing of any relevant online materials. Preparation time can be considerably longer for induction seminars, but details will be provided to delegates for such seminars. Please note that the College does not pay a fee for preparation time.

The College fully understands that for both salaried and fee-paid judges the day job limits the time available to prepare for a seminar. With that in mind, and where appropriate, seminars will now include a number of unseen practical exercises (i.e. unseen by participants before the start of the seminar) to help limit the pre-seminar preparation and with a view to providing a better reflection of life in court.

10. Start and finish times

No continuation seminar will start earlier than 10.00am on the first day or end later than 4.00pm on the final day. These timings may need to be adjusted to suit digital presentations but remain the aspiration for all continuation seminars.

11. Consulting your court manager, listing officer, firm or clerk

Salaried judges should consult their court manager or listing officer before booking in order to minimise the effect on court business. Fee-paid judges should inform their firm or clerk that they have booked a seminar in order to prevent double-booking.

12. Changing to another seminar

Attendance at the seminar you book takes precedence over all other commitments unless there are very exceptional circumstances. If for any reason you wish to change your booking please contact the College by email at courts_prospectus@judiciary.uk. The course organiser will either change your booking or refer the request to the Director of Training for Courts for resolution or for onward transmission to your Presiding or Liaison Judge, as appropriate.

13. Late requests for excusal from attending a seminar

Requests for excusal should be made to your Presiding or Liaison Judge, as appropriate, with the College concurrently **also** being notified of the request. Notification to the College must be to courts_prospectus@judiciary.uk and, if known, to the relevant course director. By agreement with the College Presiding/Liaison Judges will grant such a request only in very exceptional circumstances.

For face to face training, the College may incur cancellation charges for unused accommodation. Cancellation within a few weeks of the seminar incurs 100% cancellation charges and is therefore a real waste public money. The College reserves the right to charge the absent judge for these wasted costs in appropriate circumstances.

14. Retirement from sitting

If you have planned your retirement from sitting, be that in a salaried or fee-paid capacity, or if you anticipate that you may well retire during the period covered by this prospectus, your attendance at a training seminar could represent an extravagant use of limited resources and a potential waste of your time.

In those circumstances you are invited to contact directly the Director of Training on the details at the foot of this section of the prospectus. If necessary, he will liaise with your Presiding or Liaison Judge, as appropriate, to resolve the situation in the best way possible.

15. Evaluating a seminar

You will be asked to evaluate the seminar you attend online using the LMS. It is straightforward.

It has been agreed at the level of the Board of the Judicial College that it is deemed to be a professional obligation for judges to complete evaluation questionnaires when asked to do so.

Feedback for Judicial College seminars has changed. Feedback remains hugely important to the College in maintaining and improving the quality of the training provided to you and we would encourage you to complete feedback whenever given the opportunity to do so. There are now two feedback forms, both in electronic format on the LMS.

The first (Immediate Feedback) form will be available to you at the end of the seminar. After the end of the course (sometimes during) you will receive an email directing you to the form and asking you to complete and submit your immediate thoughts on the seminar. The second (Follow-up Feedback) form will be made available to you approximately four months after the seminar and is an opportunity for you to tell the College how useful the training that you received has been over the intervening period.

Each feedback form will be available on the LMS for 10 working days and will only take a few minutes to complete. Your feedback is vital to the College in order that we can design and deliver the best training that is fit to meet current and future needs of a modern Judiciary.

16. Accommodation

For residential seminars, the College will not normally cover the costs of overnight accommodation and evening meals the night before a seminar starts, except where a judge would have to leave home before **7:00am** in order to arrive in time for the start of the seminar. You will be asked during the booking process whether you satisfy that 7:00am requirement and whether you need pre-seminar overnight accommodation.

The College reserves the right to charge for the cost of pre-seminar accommodation which is booked but not used. Sadly, judges booking but then failing to attend for pre-seminar accommodation (and not even having the courtesy to notify the College of the intended non-attendance) has become an issue. It is a terrible waste of money and staff time and we will charge for it.

It is expected that judges will travel to and from two-day **non-residential** seminars (of which there only a few) on a daily basis, so that no overnight expenses will be payable in that instance.

17. Other items

This prospectus also sets out additional seminars and training opportunities, which are part of the provision of training of the Judicial College Faculty, and which are available by invitation on appointment to a role requiring the training there provided (Leadership & Management, Appraisal, training for tutors and course directors etc).

18. Customer service

If you need any help in booking please email the College customer service inbox at courts_prospectus@judiciary.uk and a member of the team will assist you.

Civil 2021-2022

[Administrative Law Seminar](#)

[Civil Law Continuation Seminar](#)

[Queen's Bench Seminar](#)

[Specialist Civil Seminar](#)

Administrative Law Seminar

Aim

To provide an annual update for all judges who sit in the Administrative Court. The seminar will cover the full range of judicial review work, affording participants an opportunity to learn of developments in the law and procedure, address current issues, and to share and develop their knowledge of this work.

Who is it for?

All salaried and fee paid Judges authorised to sit in the Administrative Court.

Content

An update on the work of the Division and an opportunity to apply law and practice to case studies supplied in advance and to discuss these in syndicate groups.

This is a one-day seminar. Any Judge attending it may select an additional seminar from the prospectus if he or she so wishes.

Date

September 2021

Civil Law Seminar

Aim

To provide judges who sit in the civil jurisdiction with an opportunity to develop their knowledge and skill in those areas of law, procedure and social context which they consider most important for their personal development.

Who is it for?

All salaried and fee-paid judges sitting in the civil jurisdiction.

Content

Please read this carefully. The content and structure of the Civil law seminar for 2021/2022 is fundamentally the same as for 2020/21.

- (1) There are 16 modules available from which to choose. Two of the modules are new and are for newly appointed Recorders and Deputy District Judges who did not have the opportunity to attend a face to face induction course. Due to the impact of the pandemic not all modules have been updated. Please read the individual descriptions carefully. If you chose a module at a recent course that has not been updated for this year, we recommend that you do not choose the same module again for this programme.
- (2) The length of each module is 2½ hours to allow for a 1-hour plenary session on each full day, which will be for all delegates. The plenary sessions will be delivered by a variety of speakers, some dealing with recent issues of civil law or practice, and some with more general and practical issues of relevance.

The structure of the seminar allows you to create the programme that best meets your requirements by choosing 4 modules. Not all modules are offered at every seminar. Some modules will suit your personal needs, and some will not. You will be asked to choose your modules when you book.

Dates

September 2021

October 2021

November 2021

Queen's Bench Seminar

Aim

To provide an annual forum for all salaried judges who sit in the Queen's Bench Division. The seminar will cover the full range of work in the Division, affording participants an opportunity to share and develop their knowledge of the work of the QB jurisdictions, covering the law and procedure, skills and methods for dealing with common problems.

Who is it for?

Salaried High Court Judges, and above ONLY.

Content

An update on the work of the Division and an opportunity to apply law and practice to case studies supplied in advance and to discuss these in syndicate groups.

This is a one-day seminar. Any Judge attending it may select an additional seminar from the prospectus if he or she so wishes.

Date

June 2021

Specialist Civil Seminar

Aim

The aim of this seminar is to provide judges with the opportunity to review and develop their knowledge and practical skills in managing and trying cases when sitting in the specialist civil jurisdictions. It is also to provide an insight into work which arises in those jurisdictions for judges who do not sit there but would benefit from the particular subjects covered in the seminar.

Who is it for?

High Court Judges, Circuit and District Judges, Masters, Insolvency and Companies Court Judges and fee-paid judges (Deputy High Court Judges, Recorders, Deputy District Judges, Masters and Insolvency and Companies Court Judges) who manage or hear cases in the Chancery Division, the Commercial or Circuit Commercial Courts or the Technology and Construction Court; in other words, the full spectrum of work in the Business and Property Courts. It is also for full-time or fee-paid civil judges who are interested in the topics covered in the seminar even if not presently sitting or authorised to sit in those specialist jurisdictions.

Summary

This intellectually stimulating seminar provides a forum for judges who sit or are interested in the specialist jurisdictions. In addition to hearing presentations by experts in their field, you will have the opportunity to discuss issues, exchange views and share experiences with judicial colleagues in small group and plenary sessions.

The course will contain one mandatory and four elective modules dealing with both procedural and substantive aspects of specialist work. In addition, there will be one or more keynote lectures from leading academics and presentations on current matters of interest.

The mandatory module is:

Advanced Case and Trial Management

This module will focus on important practice issues in the Business & Property Courts, including recent innovations such as the witness statement practice direction and recent developments in relation to disclosure and remote working. These are examined through a hypothetical case where delegates are asked to discuss the issues arising at various stages in the case. The only pre-reading required is the problem itself and a familiarisation with the general content of any relevant practice direction or pilot.

Voluntary modules are:

Advanced Insolvency

This module will include a 30 minute talk on recent developments in insolvency law, followed by syndicate discussion of two case scenarios covering: (1) property problems in insolvency – rival claims and equitable adjustments; and (2) liquidated sums – Guinness and Truex unpacked.”

Professional Negligence

This module will comprise discussion of some short scenarios in syndicate groups. The focus will be on questions of causation and loss which arise in claims against solicitors and valuers. In particular, the groups will consider loss of a chance as well as the relationship between the duty of care and the extent of liability for breach.

Property Law

This module will consider the law (and the practicalities) of enforcing covenants in commercial leases with particular focus on the Landlord and Tenant (Covenants) Act 1995 (including its interpretation in decisions of the courts). The course will be delivered in two parts: a short lecture (of no more than 30 minutes) on the purpose and effect of the 1995 Act, followed by a syndicate (of no more than 60 minutes) in which delegates will discuss previously circulated scenarios and consider how they would deal with the problems arising.

Rectification

Following on from previous years' modules on common mistake rectification and related issues of construction, this module will focus on the rectification of documents with more than one party on the grounds of unilateral mistake and the rectification of unilateral documents such as trust deeds. There will be a mini-lecture for about 30 minutes (which will also address the effect of the leading 2019 Court of Appeal decision in *FSHC v Glas*) followed by discussion in syndicates of two problems. This is a self-contained module and delegates need not have attended any previous rectification module.

Business and Property Injunctions

This module will consider issues arising on pre-trial applications for injunctions, both on notice and without notice, in a domestic (i.e. non-international) context. Matters of general relevance to such applications will be dealt with. There will also be some consideration of issues arising in connection with contractual restraints and the protection of property rights. The module will be conducted by discussion of problems in tutor groups.

Directors' Duties

This module will provide an overview of the present law of directors' duties, including the duties arising where a company is insolvent, or of doubtful solvency, and the duties of directors of charitable companies. Consideration will also be given to how those duties might be raised in the disqualification context. There will be an introductory talk lasting about 20 minutes, followed by discussion in tutor groups of the published case studies and problems.

Probate and Trusts

The module considers two linked case studies through discussion in syndicate groups. In a contested probate claim, the module looks at initial formalities on issuing a claim, identification and joinder of parties, other case management considerations, compromise and replacement/removal of an executor. The module ends with a brief look at the Guardianship (Missing Persons) Act 2017. This module may be of particular interest to District Judges and Deputy District Judges.

Date

November 2021

Civil and Family 2021-2022

Civil and Family Law Combined

Civil and Family Law Combined

Aim

This seminar is a synthesis of seminars which are provided in the existing civil law and family law programmes. It provides an alternative for those who seek more general training in both civil and family law.

Who is it for?

A substantial part of the seminar is modular and is open to all levels of the judiciary whose sittings straddle the civil and family jurisdictions. It may be suitable for District Judges and Deputy District Judges in particular.

Summary

First Day

The first day of this two-day seminar will be devoted to civil law and participants are asked to choose two civil modules from the list below. The length of each module is 2½ hours. In addition there will be a plenary session lasting 45-60 minutes, which will be for all delegates. The plenary sessions will be delivered by a variety of speakers, some dealing with recent issues of civil law or practice, and some with more general issues of relevance.

Please note that your choice of modules is fundamental to the advance planning of the seminar. It may not be possible to accommodate requests to change modules later.

Civil law modules:

- Capacity issues for Civil Judges
- Case and Costs Management
- Consumer Disputes
- Essential Costs and More
- Essential Housing
- Delivering Justice

Second Day

The second day will be devoted to family law and participants are asked to consider the detail of this part of the course in the separate description found on the LMS.

Private Children

Aim – To enable Judges of all levels of experience to identify recent developments in law, practice and procedure relevant to private law cases and anticipate future changes.

Who is it for? – All levels of Judges with a S8 ticket.

Content – An update as to private law including current developments in the approach to identifying and dealing with the issue of domestic abuse within the family court and jurisdiction post-Brexit together with work in syndicates.

Money

Aim – To enable Judges of all levels of experience to identify recent developments in law, practice and procedure relevant to financial remedy cases.

Who is it for? – All level of Judges who sit in, or have an interest in sitting in, the Financial Remedies Court.

Content – Lectures and a syndicate on topical issues in relation to financial remedies.

Dates

October 2021

December 2021

March 2022

Court of Protection 2021-2022

Court of Protection

Court of Protection

Aim

The aim of this course is to enable those judges who are authorised to hear Court of Protection (COP) cases to refresh their understanding of the relevant law, practice and procedure and of the judicial skills which are required to discharge this jurisdiction.

Who is it for?

Judges nominated to hear COP cases (except those whose nomination is limited to the Re X streamlined procedure).

Content

Updating COP judges on personal welfare, deprivation of liberty and property and affairs law and procedure, and topical issues about the Court which have arisen over the previous 12 months.

The course will include the opportunity to share experiences with other participants in syndicates and in plenary sessions.

This is a one-day digital seminar. Any judge attending it may select an additional seminar from the prospectus if he or she so wishes.

Dates

April 2021

May 2021

Criminal 2021-2022

[Access to Justice](#)

[Judgecraft Workshop](#)

[Long and Complex Cases](#)

[Murder](#)

[Recorder One year on](#)

[Sentencing and Confiscation](#)

[Serious Sexual Offences](#)

[Working with Juries](#)

Access to Justice

Aim

To provide judges with skills to deal appropriately and fairly with the diverse range of court users they encounter in the course of their working lives.

Objectives and Outcomes

By the end of this course you will:

- Have a more in-depth knowledge of the Equal Treatment Bench Book and the issues with which it deals.
- Be better able to recognise and understand diversity issues.
- Understand the sorts of measures that can promote fairness to all court users including unrepresented defendants.
- Have knowledge of methods by which you may adapt your working practices so that court users are not inadvertently treated unfairly and do not feel that they have been so treated.
- Understand how to balance the competing needs of individuals with the requirement that cases are conducted efficiently and expeditiously.
- Have information about resources to assist you with issues you may meet from day to day.

Dates

July 2021

February 2022

Judgecraft Workshop

Aim

To provide judges with learning to refresh and improve their knowledge in respect of handling evidence in jury trials, deciding and giving rulings on the admissibility of evidence, and effective summing up.

Objectives

By the end of the course you will:

- Have received an update on important developments in the criminal law which include amongst other things, character; hearsay; gang evidence; identification evidence; dealing with social media issues; and, managing disclosure.
- Further developed your skills in crafting and delivering judgments on matters of law that arise during the course of a trial.
- Have honed your skills in respect of summing up the law and evidence.

Dates

October 2021

January 2022

Long and Complex Cases

Aim

To assist those who try or wish to try longer and more complicated criminal trials; to learn and exchange experiences of existing law, practice, procedure and recent developments; and to identify and disseminate best practice in all aspects of such trials, including pre-trial case management, disclosure, trial and jury management and post-trial orders.

Learning Outcomes

By the end of the course, with reference to the relevant rules, guidance and case law you will be able to effectively:

1. Identify and use the tools and powers at your disposal to deal with the situations and problems that routinely arise in a long case including failures by the parties to comply with orders, directions, protocols and rules; and dealing with the parties, including defendants who are unrepresented or dispense with their representatives during a case, and with lawyers, witnesses, juries and disclosure issues.
2. Identify appropriate orders for consideration at Preliminary or Preparatory Hearings, PCMHs and other interlocutory hearings.
3. Avoid delay by taking control of case management and at the earliest stage setting an agenda to enforce and oversee a robust programme covering:
 - Service of the primary case
 - Pleadings by the defence
 - Identification of issues
 - Achieving the earliest trial date and setting firm timetables.
4. Managing the trial, including issues such as maintaining momentum, retaining focus, supporting the jury and easing the pressure of a summing up by making preparations for it throughout the trial.
5. Apply recent developments in key areas of law, procedure and practice affecting long and complex trials.
6. Deal appropriately with sentencing in multi-handed cases including confiscation applications.

Date

January 2022

Murder

PLEASE NOTE THAT ONLY THOSE JUDGES WITH A FULL MURDER TICKET ARE ELIGIBLE TO ATTEND THIS SEMINAR.

Whilst those who do attend will receive some training on issues relating to manslaughter and attempted murder, the seminar has been given the title "murder" seminar to further emphasise that a Class 1/murder ticket is required for all who attend.

Aim

To update and remind delegates of law relating to homicide and attempted murder. and to assist in the management of a trial, the contents of the legal directions and their order together with guidance on sentencing in all types of case i.e. murder, all types of manslaughter and attempted murder.

Who is it for?

High Court Judges and Class 1/murder authorised Circuit Judges who try murder cases.

For those **newly appointed** as Class 1/murder ticketed judges there is a two-day induction seminar in September. Those newly appointed judges will therefore need to attend **all four days**.

Content

The course will cover academic legal updates on the law relating to diminished responsibility, loss of control, joint enterprise and self-defence as well as expert evidence, bad character and hearsay in the context of homicide.

There will be an emphasis on the trial of and routes to verdict in complex multi-handed cases and those where multiple defences are applicable.

There will be updates on the law relating to sentencing and sentencing exercises conducted in syndicate.

Following the course, the delegates will be provided with "model" routes to verdict and sentencing remarks.

The course will be a combination of presentations and syndicate exercises.

Date

September 2021

Recorder One Year On

Dates

September 2021

January 2022

Sentencing and Confiscation

Aims

The aim of this course is to bring you up to date with changes in the law, with recent sentencing council guidelines and with relevant new authorities in guideline and non-guideline cases and to provide some practical advice on the Sentencing Code, using the new version of the Sentencing Compendium, the CrimPRs and CrimPDs, and on using the digital sentencing guidelines.

We aim to bring you up to date on both law and procedure in confiscation, and you will apply your knowledge to a practical problem, giving you the opportunity to consider and apply the relevant statutory provisions in respect of confiscation proceedings.

Objectives

By the end of this course you will:

- Have developed your skills at applying the guidelines, in structuring a sentence absent any guidelines and in passing a well-structured and legally sound sentence that can be understood by the defendant, victims and by the public at large.
- You will have looked at a range of issue including sentencing youths, dealing with cases where you suspect a defendant has been trafficked, and dealing with cases where there are concerns for a defendant's mental health.

Dates

June 2021

July 2021

Serious Sexual Offences

Aim

To enable judges to try these cases with sensitivity and confidence, equipped with knowledge of current law and practice. To ensure the continued development of a trial and sentencing process which is fair and appropriate to the needs of all parties and witnesses, whatever their role in the proceedings. To discuss and share judicial experiences and identify issues of concern.

Who is it for?

All judges, salaried and fee paid, who are authorised to try serious sexual cases.

Please note, however, that, because judges and recorders who are authorised to try sexual cases are required to attend this course once every three years, this course has been prepared for a three-year cycle – and much of the course material will remain the same for that period.

Content

This will include:

- s.28 YCJEA 1999 – the correct procedure to be adopted when dealing with pre-trial cross-examination.
- s.41 YCJEA 1999 and s.100 CJA 2003 – how to approach these complicated issues of evidential admissibility, particularly given the proliferation of disclosed media from mobile phones.
- Sentencing – recent authorities, how to use the Guidelines properly, how to identify particular sentencing difficulties, assessing dangerousness and when to impose an extended sentence.
- Matters arising in cases involving vulnerable witnesses generally.
- Consent.
- Summing-up – an analysis of approach.

Learning material will be available on the LMS at least three or four weeks before the course. The seminar will combine lectures with small learning groups and will maximise opportunity to talk informally with, and learn from, other judges.

Dates

November 2021

March 2022

Working with Juries

Aims

To increase the delegates understanding of the juror's experience and to develop their skills in assisting the jury to perform its duty. To include developing a greater understanding of the juror's perspective, sharing best practice and developing skills in managing jury issues and problems.

Objectives and Outcomes

By the end of the seminar, delegates will be able to:

- Apply enhanced insight into the juror's experience including the practical issues affecting jurors and be better able to assist jurors or allay their concerns (e.g. what information are jurors given, payment, allowances, expenses, employment rights, practical effect of jury service).
- Deploy their renewed understanding of case and trial management powers, the CPR and other resources to help jurors do their duty effectively.
- Effectively deal with the various legal and practical issues and problems that may arise with jurors and juries during the trial process.

Dates

October 2021

January 2022

District Judge (Magistrates' Courts) and Deputies

[DJ\(MC\) & DDJ\(MC\) Continuation Seminar](#)

[Youth Sexual Offences Seminar](#)

DJ(MC) & DDJ(MC) Continuation Seminar

Aim

To provide a thorough update for DJ(MC) and DDJ(MC) on relevant legislation and case law.

Who is it for?

District Judges and Deputy District Judges (Magistrates' Courts).

Objectives

This seminar will provide:

- Legislative and case law updates for the adult and youth courts.
- Training on dealing with cases involving protesters - to include case management, common defences and sentencing.
- Managing serious cases in the youth court (robbery and modern slavery); law, procedure and sentencing.
- Dealing with mentally disordered defendants (for DDJ(MC)s).
- Judgecraft - Judicial wellbeing and conduct.
- Updates to the Equal Treatment Bench Book.

Dates

May 2021

June 2021

Youth Sexual Offences Seminar

Aims

To provide a thorough update in those areas of law, evidence, practice and procedure relevant to the conduct of cases in the Youth Court which involve serious sexual offending.

To improve judicial skills deployable in such cases, by discussing and sharing experiences with other judges who deal with this type of offending.

Who is it for?

District Judges (Magistrates' Courts) who have previously obtained authorisation to conduct cases involving rape and serious sexual offences in the Youth Court.

Content

This seminar will address the latest law and guidance relevant to cases involving serious sexual offending by youth defendants, including:

- allocation
- case management
- evidence
- sentencing (including the new regime under the Sentencing Code).

The seminar will also deal with issues around vulnerable witnesses and vulnerable defendants appearing before the Youth Court in this type of case.

Dates

October 2021

November 2021

Family 2021-2022

[An Introduction to the Financial Remedy Court](#)

[Family Appeals](#)

[Family Complex Money](#)

[Family One Year On](#)

[High Court Judge Seminar](#)

[Private Law Continuation](#)

[Public Law Continuation](#)

[Public and Private Law Seminar](#)

[Section 9 Seminar](#)

An Introduction to the Financial Remedy Court

Aim

To provide a foundation in Financial Remedy proceedings.

Who is it for?

Salaried and fee paid judges who wish to hear Financial Remedy cases but who have little or no experience – particularly newly appointed District Judges and Deputies or those who would benefit from a basic refresher.

Content

The programme will be delivered by a series of lectures and work in syndicate. Beginning with first principles the course will follow the progression of one or more cases through First Appointment, FDR to Final Hearing focussing on the practical issues you are likely to encounter.

Dates

June 2021

November 2021

Family Appeals

Aim

To consider the law, the procedure and practical advice on dealing with appeals in the Family Court.

Who is it for?

Circuit Judges and others who hear appeals, both in children and financial remedy cases.

Content

Lectures and syndicates covering applications for leave to appeal, how to structure and conduct appeals and giving Judgment.

Dates

February 2022

Family Complex Money

Aim

To provide an opportunity for those dealing with the more complex and bigger financial remedy cases to consider and discuss current issues.

Who is it for?

Circuit Judges, District Judges and others who specialise in financial remedy cases.

Content

Lectures on issues including the definition of matrimonial property, the modern approach to maintenance and pension sharing, with syndicate discussion and contributions from High Court Judges.

Date

September 2021

Family One Year On

Aim

To provide newly appointed Family Recorders, an opportunity to review and develop their knowledge and skill in managing and determining public law cases, a year on from their Public Law Induction training.

Who is it for?

Family Recorders who attended a remote Public Law Induction course in 2020/21.

Content

The programme will include a number of updates on law and practice together with an opportunity in syndicate to discuss issues and problems which arise in public law cases, at both case management hearings, IRH and final hearings. The course will also focus on the Public Law Reform and how this will affect you in practice to include what steps to expect pre- proceedings and how to effectively case manage a Public law case. The course will be presented by a series of lectures and syndicate questions.

Dates

October 2021

High Court Judge Seminar

Aim

To provide High Court Judges with an opportunity to review and develop their knowledge and skill in family cases.

Who is it for?

High Court Judges of the Family Division.

There will be a seminar running alongside this for those judges with section 9 authorisations in family law.

Content

The seminar will combine presentations by speakers from within or outside the judiciary, who have knowledge and expertise in their respective fields, with small group discussions, providing judges with an opportunity to exchange views and share experiences with fellow judges sitting in the High Court.

The presence at the venue of other family judges at the same time will allow for other more informal exchanges on issues of common interest.

Date

January 2022

Private Law Continuation

Aim

To provide an update as to recent developments with particular focus on the practicalities of running a conflicted case with special emphasis as to the case management and conduct of Fact Finding Hearings involving Litigants in Person.

Who is it for?

Salaried and fee paid judges sitting in the Family Court.

Content

The programme will include a general update followed by lectures and work in syndicate which will take an individual case, involving an unrepresented Father, from issue to Final Hearing; including the case management and conduct of a Fact-Finding Hearing. There will be an emphasis on practical issues such as obtaining and dealing with Police Disclosure, Ground Rules/Participation Measures etc.

Dates

April 2021

September 2021

Public Law Continuation

Aim

To provide suitably authorised judges with an opportunity to review and develop their knowledge and skill in managing and determining public law cases.

Who is it for?

Salaried and fee paid judges sitting in the Family Court who are authorised to hear public law cases.

Content

The programme includes a number of updates on law and practice and looking at the Public Law Reform and how this will affect you in practice.

This course will be presented by a series of lectures and syndicate exercises.

Dates

June 2021

September 2021

December 2021

Private and Public Law Seminar

Aim

To provide suitably authorised judges with an opportunity to review, develop and enhance their knowledge and skill in managing and determining both private and public law cases.

Who is it for?

Circuit Judges, District Judges and fee paid Judges in the Family Court who are authorised to hear both private and public law cases.

Content

The programme will include a number of updates on law and practice and topics of interest for judges sitting in both private and public law. One area upon which the course will concentrate will be the Public Law Reform, and how it will affect your role as a Judge to include what steps to expect pre-proceedings and how to effectively case manage public law cases.

Date

March 2022

Section 9 Seminar

Aim

To provide an opportunity for Judges undertaking s9 cases to learn and discuss complex issues arising.

Who is it for?

Circuit Judges who have or are looking to acquire a s9 authorisation. Some experience of this type of work would be useful.

Content

Lectures and syndicates and an opportunity to discuss and compare issues and cases, and to exchange best practice.

Date

January 2022

Faculty 2021-2022

Welcome from the Directors of Training

Welcome to the prospectus for the period from 1 April 2021 to 31 March 2022.

This section contains the Faculty seminars. It represents all of the cross-jurisdictional training which is offered by the Judicial College. Whilst these seminars have been offered before, they are drawn together in one section for ease of reference.

This section includes the Faculty Induction seminar which ran for the very first time in September 2019 and which will run seven times in this prospectus year. All newly appointed coroners, courts' judges and tribunals' judges appointed after 1 April 2019 who have no previous sitting experience of any kind (within the Judicial College ambit of training) are required to attend this seminar within approximately 12 months of starting to sit within their jurisdiction. It is a compulsory addition to their jurisdiction-specific training, and it aims to provide the delegates with common skills and knowledge at the start of their judicial career that will assist in their career development and complement their jurisdiction-specific induction programmes. It includes communication styles, vulnerability, bias and mitigation strategies, use of the Equal Treatment Bench Book, judicial conduct and ethics, sources of support, the key elements in any judgment or ruling and possible career pathways.

This section also includes a variety of leadership seminars, training for mentors and those who are to conduct appraisals, together with training for course directors and training leads and for College tutors.

Our grateful thanks to the Judicial College Educational Development Advisers - Michelle Austin, Trevor Elkin and Richard Simms - for the vital part they play in helping not only with Faculty training but with training across the College.

Jeremy Richards Director of Training for Courts
Phil Rostant Director of Training for Tribunals

Faculty Induction

Faculty Induction seminar

Faculty Induction seminar

All newly appointed coroners, court judges and tribunal judges appointed after 1 April 2019 who have no previous sitting experience of any kind will be required to attend this seminar within approximately 12 months of starting to sit within their jurisdiction. This course is in addition to the jurisdiction-specific training which will be provided by the Judicial College.

The seminar aims to provide the delegates with common skills and knowledge at the start of their judicial career that will assist in their career development and complement their jurisdiction-specific induction programmes.

The course will include communication styles, vulnerability, bias and mitigation strategies, use of the Equal Treatment Bench Book, judicial conduct and ethics, sources of support, the key elements in any judgment or ruling and possible career pathways.

It is anticipated that there will be approximately 50 delegates within each seminar and there will be a mix of jurisdictions represented at each seminar.

Attendance at these seminars is by invitation only. There are seven seminars in this prospectus year. There may need to be some control over how many delegates appointed to particular jurisdictions may attend any one seminar. Any particular booking requirements will be notified to the delegates along with the other details of their appointment.

Dates

May 2021

July 2021

September 2021

November 2021

February 2022

March 2022

Leadership and Management

The Judicial College is responsible for providing Leadership and Management Judges with the appropriate essential training and development to assist them in their role. Training is cross-jurisdictional, judge-led and delivered in partnership with relevant experts. There are three levels of programmes and are suitable for Courts, Tribunal and Coronial judiciary.

[Essential Leadership Programme](#)

[Continuing Leadership Development](#)

[Senior Leadership Induction](#)

Essential Leadership Programme

Who is it for?

All judges who have been recently appointed to a leadership and management role. Judges should attend this programme within the first 18 months of their first leadership appointment. Other judges who have some practical experience of leadership and management, but who have never received training, are also welcome to attend as a refresher.

Format

The programme consists of three separate modules, completed over the course of around three months. Each module begins with a short online workshop to introduce the topics to be covered and to allocate participants to their peer learning groups. After the workshop and over the following 3-4 weeks, participants will manage their own learning using the provided online materials and meet with their peer groups to focus on case studies and key questions. Additionally, the programme recommends the completion of some work-based activities linked to the role of judicial leader and manager. There is an optional mentoring scheme and 360-degree feedback.

Aim

As its name suggests, this programme is designed to give any judge new to leadership and management responsibilities a solid foundation on which to build further their skills and knowledge.

What is covered

Module 1, 'Leading in the organisation' will develop your ideas and skills in the following areas:

- The principles of leadership and management.
- Understanding your environment and leadership role.
- Managing and leading in a changing environment, getting things done through others.
- Developing the priorities and strategies for your areas of responsibility.

Module 2, 'Personal leadership' aims to provide Leadership and Management Judges (LMJs) with an opportunity to explore their individual leadership roles, responsibilities and style:

- Exploring who you are as a leader, your personal approach to leadership and management and the impact this has on others.
- Managing your time and delegating to others.
- Developing your personal resilience.

Module 3, 'Leading and managing others' identifies the responsibilities leadership judges have for other judicial office holders and provides practical ideas in how to carry these out. Participants will consider the different kinds of conversations that Leadership and Management Judges need to have to manage and lead others

effectively, and the support available from Judicial Office and others, which can assist them including:

- The scope of your management responsibilities and the support available to you.
- How to recognise the HR issues you must tackle and how to respond appropriately using guidance and policies.
- How to lead and manage others through change.
- How to plan and hold effective one-to-one conversations, including sensitive discussions.

The Essential Leadership Programme does not attempt to cover the specific details of the many tasks carried out in leadership positions across the judiciary. Rather, it focuses on building the confidence of new leadership judges, enabling them to be effective in their role through a process of self-reflection, learning from external experts and other delegates.

Delivery and dates

Essential Leadership runs three times a year, during the Spring, Autumn and Winter in groups of around 20-25 judges. As it is aimed at those new to leadership, Judges should be made aware of the course as part of their appointment.

Continuing Leadership Development

Who is it for?

This training is recommended for salaried leadership judges, including High Court, who have been in a leadership role for at least 12 months. The Judicial College's other main leadership programme, Essential Leadership, is recommended for judges who are entirely new to the field.

Format

This is a 'blended learning' programme with a menu of different events and resources designed for busy leadership judges. You may choose the most appropriate learning content from a range of options, including:

- Bite-size Leadership curated online learning materials (short podcasts, video clips and e-learning) available on demand all year round.
- 2-hour online Leadership Masterclasses on current topics of importance.
- 2-3 hour online facilitated Leadership Conversations with other judges, to share experience and solutions to common challenges.

What is covered

The online materials provide advice and guidance from other more experienced leadership judges, Judicial Office HR and experts on a range of issues, while the aim of the Masterclasses and Leadership Conversations events is to provide a platform for attendees to share their experience and challenges in their roles. The content will develop from the prevailing themes raised by the judges who attend. Judges will discuss their own, real examples together, in confidence, guided by experts and participate in interactive workshops which share and build on their experience as leaders and managers.

Delivery and dates

Bitesize Leadership is available on demand

Masterclasses and Leadership Conversations

Senior Leadership Induction

Who is it for?

Principally, all High Court Judiciary newly appointed to roles that have leadership and management responsibilities, i.e. Upper Tier Tribunal Chamber President, Presiding Judge, Family Division Liaison, Admin Court Liaison, Chancery Liaison. It is also open to those judges already in these roles who would value a leadership 'refresher'.

Format

A one-day online seminar with a mixture of presentations and discussions in plenary and smaller, jurisdictional-focused syndicate discussions.

What it covers

Attendees will leave with a fuller understanding of the broad expectations of the leadership role and how this translates into their jurisdictional responsibilities in practical ways, including:

- Gaining insights, through others' experiences, into some of the effective behaviours and practices that judicial leaders can employ.
- The dos and don'ts of leadership, according to those with experience.
- Awareness of employment matters as they pertain to the judiciary.
- Knowing the security risks of using social media and be aware of the harassment protocol and other support structures for senior judiciary.
- Knowing how to plan and conduct an effective conversation to address sensitive or challenging issues.
- Understanding of the support available through Judicial Office and the Judicial College.

Delivery

This training takes place every two years and is by invitation only.

Appraisal and Mentoring Skills

[Appraisal Skills](#)

[Mentoring Skills](#)

Appraisal Skills

Who is it for?

All judicial office holders across any jurisdiction, including medical members, specialist and lay members, who have been appointed to appraise others either in online or face-to-face environments.

Format

An online learning module (around 2 hours) followed by an interactive half-day online webinar.

Aim

To equip judicial appraisers with the skills and knowledge to undertake all aspects of the appraisal process in order to create maximum benefit to the appraisee.

What is covered

This interactive course focuses on the skills and knowledge that all appraisers need from beginning to end of an appraisal process, whether it be online or face-to-face. Delegates will practice observation and assessment of judicial skills and abilities and will plan (and rehearse) a structured approach to their appraisal discussion.

Dates

June 2021

October 2021

February 2022

Mentoring Skills

Who is it for?

All judicial office holders who are about to mentor others for the first time (either through a formal mentoring scheme or informally), or those who have mentored others previously and would like a refresher.

Format

An online learning module (around 2 hours) followed by an interactive half-day online webinar.

Aim

To enable judicial office holders to review their own mentoring scheme and to identify and develop effective mentoring skills.

What is covered

This practical training complements existing judicial mentoring schemes by focusing on the skills and understanding that effective mentors need to develop. It introduces the principles of mentoring and covers a range of mentoring tools and techniques to help mentors plan their approach, structure their meetings, build rapport and deal with challenges. It also encourages participants to consider their roles and responsibilities, including the boundaries of the mentoring relationship and where they may receive support.

Dates

May 2021

November 2021

Training for Trainers

[Course Design](#)

[Digital Tools for Trainers](#)

[Facilitation Skills](#)

Course Design

Who is it for?

All judicial office holders including medical members and specialist and lay members with responsibility for designing courses or elements of courses including syndicate exercises and case studies to be used as part of a wider training.

Format

An online learning module (around 2 hours) followed by an interactive half-day online webinar.

Aim

To enable Course Directors and Training Leads (or other Judicial office Holders involved in creating training) to design, deliver and develop focused and effective judicial learning programmes.

What is covered

This practical seminar provides judicial trainers with best practice in designing training, in a range of formats including online and face-to-face. Delegates are given the practical opportunity to design or revise their own judicial training, with support from colleagues and training experts.

Dates

April 2021

November 2021

Digital Tools for Trainers

Who is it for?

All judicial office holders including medical members and specialist and lay members with responsibility for designing courses or elements of courses including syndicate exercises and case studies to be used as part of a wider training.

Format

The seminar is structured as a blended learning programme and consists of self-managed learning (3 hours), a self-managed task (75 mins) and attendance at a live online seminar (rest of the day).

Aim

To introduce delegates to the digital training tools that are currently available to them and to increase their levels of confidence in using these tools in training events.

Overview

The Digital Tools for Trainers seminar has been fully revised for 2021 to reflect the current requirement to deliver training remotely using digital platforms such as Microsoft Teams. Delegates will experience the use of several tools that can be used for any type of training event and will have the opportunity to create their own activities using these digital tools. The seminar currently covers the use of MS Teams, MS Forms, MS Whiteboard and Sli.do.

Dates

August 2021

February 2022

Facilitation Skills

Who is it for?

All judicial office holders, medical members and specialist and lay members with responsibility for managing small groups or running syndicate exercises (either face to face or online) as part of judicial training.

Format

An online learning module (around 1 hour) followed by an interactive online webinar for the remainder of the 1 day.

Aim

To develop and consolidate effective facilitation skills among judicial trainers in both online and face to face learning environments.

What is covered

This highly interactive course offers best practice techniques to enhance adult learning in all training environments, both online and face-to-face. There is a practical opportunity for participants to facilitate a small group and receive feedback from colleagues and training experts.

Dates

May 2021

September 2021

January 2022

Magistrates 2021-22

Foreword from HHJ Jeremy Richards

Welcome to the prospectus for the training year from 1 April 2021 to 31 March 2022. The launch is much later than in previous years as the College has been focusing on delivering a prioritised training for 20/21 in response to the impact of Covid-19.

This section contains leadership seminars for Magistrates.

The Judicial College continues to strive, as best it can, to produce good quality training for all judicial office holders. For the 2020/21 programme it has been necessary to deliver all our training digitally due to Covid-19 and, notwithstanding the challenges that has presented, the positive feedback shows that training has continued to meet that high standard. It will be necessary, due to ongoing public health restrictions, to proceed with digital training up until the Summer. It is not possible to confirm at this stage whether seminars will be delivered digitally or in person during the autumn/winter period. We aim to return to delivering face-to-face training as soon as it is consistent with public health guidance and practicable.

Please do not hesitate to contact me if there are matters you want to discuss. I strongly encourage you to complete the evaluation questionnaires which you are sent at the conclusion of any seminar you may attend. The information we receive through those questionnaires is invaluable and helps shape the future of training.

My thanks go to those all of the Course Directors, Training Leads, tutor judges and the Judicial College staff who have helped to make this prospectus happen in what has been a very difficult period.

Best wishes,

HHJ Jeremy Richards

Director of Training for Courts

Leadership Seminars for Magistrates

[Bench Chair Seminar](#)

[Deputy Bench Chair Seminars](#)

[Family Panel Chair Seminar](#)

[Training, Approvals, Authorisations and Appeals Committee](#)

Bench Chair Seminar

Aim

To enable Bench Chairs to fulfil their role confidently and effectively.

Who is it for?

Magistrates newly appointed as Bench Chairs.

Content

This will include:

- Establishing the role of the Bench Chair
- Leadership - The Bench Chair and the Head of Legal Operations (HoLO)
- The Bench Chair in the Context of the Wider Judiciary and HMCTS
- Motivation
- The Bench Chair, HMCTS and judicial governance
- Communication
- Judicial Office support for the Bench Chair
- Dealing with pastoral issues

Attendance at these seminars is by invitation only. You will be sent an invitation via email with a link to book your place

Dates

January/February 2022

Deputy Bench Chair Seminars

Aim

To enable Bench Chairs to fulfil their role confidently and effectively.

Who is it for?

Magistrates newly appointed as Bench Chairs.

Content

This will include:

- Establishing the role of the Bench Chair
- Leadership - The Bench Chair and the Head of Legal Operations (HoLO)
- The Bench Chair in the Context of the Wider Judiciary and HMCTS
- Motivation
- The Bench Chair, HMCTS and judicial governance
- Communication
- Judicial Office support for the Bench Chair
- Dealing with pastoral issues

Attendance at these seminars is by invitation only. You will be sent an invitation via email with a link to book your place

Dates

There will be 4 seminars running in April 2021

Family Panel Chair Seminar

Aim

To equip Family Panel Chairs to carry out all the duties of their role effectively and confidently. This includes maintaining and/or developing:

- good working relationships with their Designated Family Judge, Head of Legal Operations (HoLO) or their representative and lead legal adviser;
- clear and fair protocols, procedures and working practices for the work of the panel.

Who is it for?

Magistrates newly appointed as Family Panel Chairs.

Content

This will include:

- Key relationships
- Committees (roles and membership)
- Inbox exercise
- Pastoral issues

Attendance at these seminars is by invitation only. You will be sent an invitation via email with a link to book your place

Dates

March 2022

Training, Approvals, Authorisations and Appraisals Committee

Aim

To increase TAAAC Chairs' knowledge, skills and confidence in managing TAAACs effectively.

Who is it for?

Magistrates newly appointed as TAAAC Chairs.

Content

This will include:

- The roles and responsibilities of the TAAAC
- The changing and challenging role of a TAAAC Chair
- TAAAC strategic functions including TAAAC constitution and fixing criteria for roles on the bench
- TAAAC training functions
- Applications to attend Presiding Justice training
- Panel authorisations
- Assessing appraisals
- Conduct, competence and reviews

Attendance at these seminars is by invitation only. You will be sent an invitation via email with a link to book your place

Dates

May 2021

June 2021

Magistrates' Legal Adviser 2021-2022

Foreword from HHJ Jeremy Richards

Welcome to the prospectus for the training year from 1 April 2021 to 31 March 2022. The launch is much later than in previous years as the College has been focusing on delivering a prioritised training for 20/21 in response to the impact of Covid-19.

This section contains seminars for Magistrates' Legal Advisers.

The Judicial College continues to strive, as best it can, to produce good quality training for all judicial office holders. For the 2020/21 programme it has been necessary to deliver all our training digitally due to Covid-19 and, notwithstanding the challenges that has presented, the positive feedback shows that training has continued to meet that high standard. It will be necessary, due to ongoing public health restrictions, to proceed with digital training up until the Summer. It is not possible to confirm at this stage whether seminars will be delivered digitally or in person during the autumn/winter period. We aim to return to delivering face-to-face training as soon as it is consistent with public health guidance and practicable.

Please do not hesitate to contact me if there are matters you want to discuss. I strongly encourage you to complete the evaluation questionnaires which you are sent at the conclusion of any seminar you may attend. The information we receive through those questionnaires is invaluable and helps shape the future of training.

My thanks go to those all of the Course Directors, Training Leads, tutor judges and the Judicial College staff who have helped to make this prospectus happen in what has been a very difficult period.

Best wishes,

HHJ Jeremy Richards

Director of Training for Courts

Legal Advisers 2021-2022

[Adult Legal Adviser Consolidation Training](#)

[Adult Legal Adviser Induction Training](#)

[Family Legal Adviser Consolidation Training](#)

[Family Legal Adviser Induction Training](#)

[Mentoring Training for Legal Advisers](#)

[Youth Legal Adviser Consolidation Training](#)

[Youth Legal Adviser Induction Training](#)

Adult Legal Adviser Consolidation Training

Aim

To consolidate the learning to date of those trainee legal advisers, legal advisers or other legal advisers undertaking the induction programme, after attending the induction training, to enable the trainee to prepare for a successful sign off meeting with their mentor.

Who is it for?

Trainee legal advisers or legal advisers who have attended the 2-day Induction training event and are approximately 6 to 9 months into their Judicial College training programme.

Content

This will include:

- Review of training to date
- Case management
- Role play scenarios to practice legal adviser skills and feedback skills
- Case study exercises to practice legal research skills

Dates

July 2021

September 2021

November 2021

January 2022

Adult Legal Adviser Induction Training

Aim

To consolidate the trainee legal advisers learning to date and prepare them to follow the Judicial College Study Guide and training programme to assist them in becoming an effective legal adviser in the Family Court.

Who is it for?

Trainee legal advisers or legal advisers who need to follow the Judicial College family training programme to sit in the Family Court.

Content

This will include key skills of a family legal adviser:

- case management process for private and public law cases
- allocation of family cases to the appropriate judicial tier
- structured decision making in the Family Court
- questioning skills
- drafting reasons for an interlocutory application
- the training programme and actions to complete the training programme

Dates

May 2021

October 2021

December 2021

February 2022

Family Legal Adviser Consolidation Training

Aim

To consolidate the trainee legal adviser's learning to date, after attending the Induction training, to enable the trainee to prepare for a successful sign off meeting with their mentor.

Who is it for?

Trainee legal advisers or legal advisers who have attended the 2-day Induction training event and are approximately 6 to 9 months into their Judicial College training programme.

Content

This will include:

- applying a holistic approach to the decision-making process when advising family magistrates
- methods for the evaluation of evidence
- revisiting the key legal principles, to apply them legally and practically
- Public Law Outline – revisited
- Practice Direction PD12J and Practice Direction PD 3AA

Dates

May 2021

September 2021

December 2021

March 2022

Family Legal Adviser Induction Training

Aim

To consolidate the trainee legal adviser's learning to date and prepare them to follow the Judicial College Study Guide and training programme to assist them in becoming an effective legal adviser in the Family Court.

Who is it for?

Trainee legal advisers or legal advisers who need to follow the Judicial College family training programme to sit in the Family Court.

Content

This will include:

- key skills of a family legal adviser
- case management process for private and public law cases
- allocation of family cases to the appropriate judicial tier
- structured decision making in the Family Court
- questioning skills
- drafting reasons for an interlocutory application
- the training programme and actions to complete the training programme

Dates

Pre-Family Induction

April 2021

September 2021

November 2021

December 2021

2nd Family Induction

June 2021

November 2021

January 2022

February 2022

Mentor Training for Legal Advisers

Aim

To equip legal advisers with the skills and knowledge to enable them to advise, assist, guide and support a trainee legal adviser successfully through the relevant Judicial College training programme.

Who is it for?

Legal advisers who are committed to the role of the legal adviser, in either the adult, youth or family jurisdiction, who is also committed to the training and development of others.

Content

This will include:

- personal skills, qualities and behaviours expected of a competent mentor
- setting measurable objectives for trainees
- developing action and development training plans
- applying the mentor scheme to the stages of the learning cycle
- navigating the Judicial College Learning Management System (LMS)
- questioning skills and constructive feedback.

Dates

April 2021

July 2021

September 2021

January 2022

Youth Legal Adviser Consolidation Training

Aim

To consolidate the trainee legal adviser's learning to date, after attending the Induction training, to enable the trainee to prepare for a successful sign off meeting with their mentor.

Who is it for?

Trainee legal advisers or legal advisers who have attended the 1-day youth Induction training event and are approximately 6 months into their youth Judicial College training programme.

Content

This will include:

- revisiting remand options available in the youth court for males and females
- revisiting grave crimes and allocation
- identifying when a referral order is available as a sentence or not
- the criteria for making a detention and training order
- the sentencing options that are available in the youth court
- structured decision making in the youth court
- engagement in the youth court.

Dates

May 2021

September 2021

January 2022

Youth Legal Adviser Induction Training

Aim

To prepare legal advisers to sit in the Youth Court, supervised and unsupervised, so they are able to undertake their legal adviser function effectively.

Who is it for?

Legal advisers who sit in the adult court who are now moving on to sit in the youth court jurisdiction.

Content

This will include:

- the remand options available in the youth court for males and females
- the circumstances in which a case may be committed or sent from the youth court to the Crown Court
- identifying when a referral order is available as a sentence or not
- the criteria for making a detention and training order
- the sentencing options that are available in the youth court.

Dates

June 2021

October 2021

March 2021

Tribunals 2021-2022

Welcome from Employment Judge Phil Rostant

Dear Colleagues,

Welcome to the prospectus for the period from 1 April 2021 to 31 March 2022. For the first time, all the Tribunal and Courts training courses can be found under one roof. More and more of you hold office in multiple jurisdictions and we hope this will make it easy for you to see all the courses you need or want to attend and to book on to them.

Each tribunal has some differences and nuances. Please make sure that you read the foreword from the training director or Chamber President for each Tribunal you sit in, so that you understand exactly how it works in that jurisdiction and what is expected of you.

The Planning and Operational Support team have included induction seminars in the prospectus, or at least those about which they know and for which there are arrangements in place. Additional competitions will give rise to additional induction seminars which will be added to this prospectus as the details are known. It helps everyone to have all seminars for tribunals' judges under one roof.

The Judicial College continues to strive, as best it can, to produce good quality training for all Judges. For the 2020/21 programme it has been necessary to deliver all of our training digitally due to Covid-19 and, notwithstanding the challenges that has presented, the positive feedback shows that training has continued to meet that high standard. It will be necessary, due to ongoing public health restrictions, to proceed with digital training up until the Summer. As I write it is still not possible to be clear when, if at all, we will be able to start delivering training face to face during the autumn/winter period. We aim to return to delivering face-to-face training as soon as it is both supported by public health guidance and practicable. Nevertheless, the College has 15,000 judges to train and the only way to do that is to ensure that the whole of the training year is used and that courses are filled evenly. Unless you have a really compelling reason to do otherwise, please book on to the course which is most appropriate or to which you have been invited, rather than making a choice based on your preferred format.

Please do not hesitate to contact me if there are issues you want to discuss. I invite feedback, positive or negative. Please do complete the evaluation questionnaires which you are sent for seminars which you attend. I know it can be hard to find the time when you have got a multitude of other demands on you, but every piece of evaluation we receive is analysed and considered by the relevant jurisdictional Training Leads and by me. It really does impact on the future direction of our training seminars.

My thanks go to those at the Judicial College who have helped to make this prospectus happen.

I wish to extend heartfelt thanks to those without whom I could not do my job and without whom this College would not operate - the Training Leads and the tutor judges. Thank you.

Employment Judge Phil Rostant
Director of Training for Tribunals

Asylum Support Tribunal 2021-2022

Foreword

For the April 2021-March 2022 training year, the Asylum Support Tribunal will hold annual training for all judges in November 2021. We are intending that this will be a residential event and will confirm whether this is the case as early as possible. You will be able to book your places on the Learning Management System (LMS) and the material for the training will be uploaded on LMS prior to the training event. All judges are required to attend. We will also be providing on-line training in May and induction training in April/May for new judge(s).

Trainers and speakers will include the judicial training leads, some of our salaried colleagues, a keynote speaker and a presentation from the Complex Removals Team. Please do contact Sanjay or me if you have any suggestions for specific training that you would find helpful.

Members in their last year of service

In relation to judicial office holders in or approaching their final year of service, training remains compulsory unless the judicial office holder knows for sure that, during the relevant training year (i.e. 1 April this year up to the following 31 March), they have a date fixed when they will retire and they either will not, or cannot, express an interest in an extension of appointment or they are not intending to sit or will only sit rarely up until the date of their retirement.

Course materials

You will know that we have now gone through a major change in how course materials are provided to you. Rather than receiving printed materials through the post, these are now provided to you electronically via LMS, two weeks in advance. It is now up to you whether you choose to print these in advance or download them to your electronic device, so they are available to you during the day.

In line with the policy of the Judicial College trainers have been given clear instructions and will do their best to keep reading (and preparation time) to a reasonable minimum.

Feedback

Finally, with such a widely-experienced and diverse membership, it can be difficult to make every minute of training meaningful for everyone, but the very useful feedback that you have provided following training events does suggest that our programmes are widely welcomed and enjoyed. Your feedback is key to the development of relevant and engaging future training. We very much hope that you find your judicial training in 2021/22 to be both informative and enjoyable.

Fiona Ripley and Sanjay Lal
Training leads

General Information

Attendance and late cancellations of training events

Please only choose dates that you are confident you can attend. Once you are booked on a course this should take precedence over other commitments, unless there are exceptional circumstances where cancellation is unavoidable. Requests to cancel a booking should be made to your Leadership Judge who will assess those circumstances and decide if you can be excused. You must also notify the College of your request at the same time as cancellations will mean making changes to the training programme. Please avoid last minute changes to booking as this creates an administrative pressure and can affect the balance of a course. If for any reason you wish to change your booking please contact the Judicial College.

Where the training takes place at a venue, the College can incur cancellation charges for unused accommodation and changes to bookings creates additional administrative work. Cancellation within a few weeks of the seminar incurs 100% cancellation charges. The College reserves the right to charge the absent judge wasted costs in appropriate circumstances.

Pre-Course Materials

Pre-Course materials will be available on the College's Learning Management System (LMS) approximately 2 weeks in advance of the course. A printable version will be saved for you to print out if required. If you prefer to bring a laptop or tablet to seminars so as to reduce the amount of printing, please download the document onto your laptop/tablet so it is easily accessible when you get to the venue.

CPD Points

Full details of the availability of CPD points will be provided in seminar programmes. To be eligible for CPD points you must attend the entire course.

Reasonable Adjustments

The event booking form makes provision for you to request reasonable adjustments for both digital and face to face training. If you need to discuss your requirements, please contact the training team.

Feedback

Feedback for Judicial College seminars has changed. Feedback remains hugely important to the College in maintaining and improving the quality of the training provided to you and we would encourage you to complete feedback whenever given the opportunity to do so. There are now two feedback forms, both in electronic format on the LMS.

The first (Immediate Feedback) form will be available to you at the end of the seminar. After the end of the course (sometimes during) you will receive an email directing you to the form and asking you to complete and submit your immediate thoughts on the seminar. The second (Follow-up Feedback) form will be made available to you approximately four months after the seminar and is an opportunity for you to tell the College how useful the training that you received has been over the intervening period.

Each feedback form will be available on the LMS for 10 working days and will only take a few minutes to complete. Your feedback is vital to the College in order that we can design and deliver the best training that is fit to meet current and future needs of a modern Judiciary.

Summary of Courses

Event	Date of Seminar
Annual Conference	November 2021

Criminal Injuries Compensation 2021-2022

Foreword

While the cancellation of our training events in 2020 because of the pandemic was extremely frustrating, I recognise that it pales into insignificance compared with what many of our colleagues have had to face up to, during a very difficult year. I very much hope that you are feeling well and resilient - and optimistic about the eventual return to 'normalcy'.

As I write this, there are "green shoots of recovery", and subject to Public Health Guidance, we hope to have face-to-face training events in the second half of 2021. It was a sadness that a sudden and unexpected opportunity to arrange a pilot training event in late November 2020 had to be abandoned in light of new Guidance; fingers tightly crossed that our new plans are not disrupted.

Your training records

Please note that Judicial Office Holders can check their own attendance records by selecting the box marked 'past events' on each Judicial Office Holder's own LMS account.

The training events in 2021

1. The 'summer event' (Sensitive Issues – Achieving Best Practice) will take place in July 2021. If it is possible, we will run this as a face to face event.
2. The Annual Conference will take place in November 2021. We are hoping this will be a residential event starting with dinner. Having a shorter Conference is in response to feedback from the 2019 Conference, **but please note that you should arrive in time for the dinner as this is an essential ingredient to provide the opportunity for informal discussion and learning.**
3. The Case Management Workshop (for relevant Judicial Office Holders and the HMCTS caseworkers who undertake this work) will precede the Annual Conference in November. The Acting Principal Judge will be deciding who will be invited to this Workshop.

In the event of Public Health Guidance during the COVID-19 pandemic making face-to-face training events impossible or inappropriate, the arrangements will be reviewed to consider delivering the training in an online environment.

Cancellations

For the 'summer event', please choose the date that you are confident you can attend rather than trying to swap to the other event, nearer the time. Of course, there are exceptional circumstances where changes may be necessary, but changes incur additional administrative work and cancellation and re-booking charges are often levied by venues. As our budget is entirely met from public funds, there are considerable current pressures upon this, which prevents us from being as flexible as we would like. When choosing your event, please ensure that you **do not** book for it on a day when you have indicated that you are available for sitting. Once you are booked on a course, this should take precedence over sitting.

Judicial Office Holders in their last year of service

In relation to Judicial Office Holders in or approaching their final year of service with the jurisdiction, training remains compulsory unless the Judicial Office Holder knows for sure that, during the relevant training year (i.e. 1 April this year up to the following 31 March), they have a date fixed when they will retire and they either will not, or cannot, express an interest in an extension of appointment or they are not intending to sit or will only sit rarely up until the date of their retirement.

Judicial Office Holders who choose not to attend training in these circumstances must let the Judicial College Team know as soon as possible.

Course materials

Course materials are now provided to you electronically via LMS, in advance of the training events. It is now up to you whether you choose to print these in advance or download them to your electronic device, so they are available to you during the day. Because sometimes the Wi-Fi connection can be unreliable at venues, I recommend that you download the papers before the training day and have them available on your desktop rather than needing to go into LMS via Wi-Fi to access them. If you do decide to print the material and bring it with you, I suggest that, to avoid problems, you should print the materials or download these at least a few working days before the training event so that any problems can be resolved in good time.

Expenses

There is now a code for claiming expenses associated with attendance at training and this appears on the booking page for each event. Please use this when claiming expenses. With the pressure continuing on training resources I also ask that you try to reserve train or plane tickets well in advance of the event and, if possible, use the system of booking a timed ticket for at least the outward leg of your journey. This creates savings which can be used against the cost of maintaining a high standard of training and high-quality external speakers. I draw your attention to the Judicial Financial Guidance. In particular, you will see the element about when leaving home early qualifies for overnight accommodation before an event; this should not be necessary for the majority of attendees at the 'summer event', or after the Annual Conference. If you can justify needing accommodation before the 'summer event' (leaving home before 7:00), or after the Annual Conference (if travelling home, then, would be onerous), please make your own arrangement via DigiTS. I know that some colleagues experienced difficulty with this in 2019 – and I so don't want history to repeat!

Reasonable adjustments at training events

Please complete the booking form to indicate any special arrangements that you may need to help you to attend training. In the past, it has emerged that some Judicial Office Holders have been under the assumption that if they have outlined their requirements previously that they need not do so again... but the Judicial College does not retain the information and cannot request the information from me or the Acting Principal Judge because we cannot pass information to the Judicial College without the specific consent of the Judicial Office Holder. To ensure that the necessary arrangements are made I ask you to specify your requirements each time you book a place on a training event.

Comments and suggestions

Please bear in mind that if you have any suggestions about topics for future training you can put them into your evaluation form after each training event or contact me.

And finally...

I am much looking forward to seeing you at our events. The content has been carefully constructed to take account of the valuable feedback which has been submitted. They aim to provide ingredients which will be worthwhile for everyone, whether relatively recently appointed, or 'seasoned' in our jurisdiction – with an emphasis on providing practical content, with advice, instruction and guidance to enable us all to enhance our practice in this very special jurisdiction.

Thank you for reading all this! And I much look forward to seeing you.

With all best wishes

Jane Reynolds

Training Adviser, Criminal Injuries Compensation

18 January 2021

General Information

Attendance and late cancellations of training events

Please only choose dates that you are confident you can attend. Once you are booked on a course this should take precedence over other commitments, unless there are exceptional circumstances where cancellation is unavoidable. Requests to cancel a booking should be made to your Leadership Judge who will assess those circumstances and decide if you can be excused. You must also notify the College of your request at the same time as cancellations will mean making changes to the training programme. Please avoid last minute changes to booking as this creates an administrative pressure and can affect the balance of a course. If for any reason you wish to change your booking please contact the Judicial College by email.

Where the training takes place at a venue, the College can incur cancellation charges for unused accommodation and changes to bookings creates additional administrative work. Cancellation within a few weeks of the seminar incurs 100% cancellation charges. The College reserves the right to charge the absent judge wasted costs in appropriate circumstances.

Pre-Course Materials

Pre-Course materials will be available on the College's Learning Management System (LMS) approximately 2 weeks in advance of the course. A printable version will be saved for you to print out if required. If you prefer to bring a laptop or tablet to seminars so as to reduce the amount of printing, please download the document onto your laptop/tablet so it is easily accessible when you get to the venue.

CPD Points

Full details of the availability of CPD points will be provided in seminar programmes. To be eligible for CPD points you must attend the entire course.

Reasonable adjustments

The event booking form makes provision for you to request reasonable adjustments for both digital and face to face training. If you need to discuss your requirements please contact the training team.

Feedback

Feedback for Judicial College seminars has changed. Feedback remains hugely important to the College in maintaining and improving the quality of the training provided to you and we would encourage you to complete feedback whenever given the opportunity to do so. There are now two feedback forms, both in electronic format on the LMS.

The first (Immediate Feedback) form will be available to you at the end of the seminar. After the end of the course (sometimes during) you will receive an email directing you to the form and asking you to complete and submit your immediate thoughts on the seminar. The second (Follow-up Feedback) form will be made available to you approximately four months after the seminar and is an opportunity for you to tell the College how useful the training that you received has been over the intervening period.

Each feedback form will be available on the LMS for 10 working days and will only take a few minutes to complete. Your feedback is vital to the College in order that we can design and deliver the best training that is fit to meet current and future needs of a modern Judiciary.

Summary of Courses

Event	Date of Seminar
CIC One Day Training	July 2021
CIC Case Management - Invitations to follow	
CIC Annual Conference	November 2021

Employment Appeal Tribunal 2021-2022

Foreword

The annual Employment Appeal Tribunal (EAT) training day will be held in June 2021. All Judges and lay members who sit in the EAT are very welcome, and encouraged, to attend.

We intend to have our usual mixed programme, including an address from the President, an update on practical developments affecting the work of the EAT, an invited academic speaker, and a lecture on recent or prospective developments in an area of employment or discrimination law.

Due to current public health restrictions, the Judicial College cannot support face to face training up to at least the end of June so this training will be held remotely.

The annual training day provides an opportunity not just to update our practical knowledge, but for intellectual stimulation and exchange of experiences and debate with colleagues. We hope that as many as possible of you will be able to attend and participate.

Details of the programme, and arrangements for the day, will be announced closer to the time.

HHJ Simon Auerbach

General Information

Attendance and late cancellations of training events

Please only choose dates that you are confident you can attend. Once you are booked on a course this should take precedence over other commitments, unless there are exceptional circumstances where cancellation is unavoidable. Requests to cancel a booking should be made to your Leadership Judge who will assess those circumstances and decide if you can be excused. You must also notify the College of your request at the same time as cancellations will mean making changes to the training programme. Please avoid last minute changes to booking as this creates an administrative pressure and can affect the balance of a course. If for any reason you wish to change your booking please contact the Judicial College by email.

Where the training takes place at a venue, the College can incur cancellation charges for unused accommodation and changes to bookings creates additional administrative work. Cancellation within a few weeks of the seminar incurs 100% cancellation charges. The College reserves the right to charge the absent judge wasted costs in appropriate circumstances.

Pre-Course Materials

Pre-Course materials will be available on the College's Learning Management System (LMS) approximately 2 weeks in advance of the course. A printable version will be saved for you to print out if required. If you prefer to bring a laptop or tablet to seminars so as to reduce the amount of printing, please download the document onto your laptop/tablet so it is easily accessible when you get to the venue.

CPD Points

Full details of the availability of CPD points will be provided in seminar programmes. To be eligible for CPD points you must attend the entire course.

Reasonable adjustments

The event booking form makes provision for you to request reasonable adjustments for both digital and face to face training. If you need to discuss your requirements, please contact the training team.

Feedback

Feedback for Judicial College seminars has changed. Feedback remains hugely important to the College in maintaining and improving the quality of the training provided to you and we would encourage you to complete feedback whenever given the opportunity to do so. There are now two feedback forms, both in electronic format on the LMS.

The first (Immediate Feedback) form will be available to you at the end of the seminar. After the end of the course (sometimes during) you will receive an email directing you to the form and asking you to complete and submit your immediate thoughts on the seminar. The second (Follow-up Feedback) form will be made available to you approximately four months after the seminar and is an opportunity for you to tell the College how useful the training that you received has been over the intervening period.

Each feedback form will be available on the LMS for 10 working days and will only take a few minutes to complete. Your feedback is vital to the College in order that we can design and deliver the best training that is fit to meet current and future needs of a modern Judiciary.

Summary of Courses

Event	Date of Seminar
Judges and Lay Member's Continuation Training	June 2021

Employment Tribunals (England & Wales) 2021-2022

Foreword

Welcome to the Training Prospectus for the Employment Tribunals (England & Wales) for the year April 2021 to March 2022. This gives you details of all national training we will be offering for Employment Judges during the year. This is the first time we have published a Training Prospectus for our courses, and I hope it will provide clearer and more accessible information about the courses that are available and how to book places on them.

Over the last few years we have become familiar with the Judicial College's Learning Management System (LMS), through which we confirm attendance on national training courses and access training materials. We are now joining other jurisdictions in publishing details of our courses within a Training Prospectus and requiring booking for all national training courses via the LMS.

Please note that these new arrangements apply only to national training events. Regional judges' and members' training will continue to be organised and booked locally, and the Judicial College's involvement will be confined to processing fees and expenses. Information about regional training does not appear in the Training Prospectus.

In 2020 we successfully delivered, for the first time, several remote training courses using Microsoft Teams and online training materials, including the Equal Pay Masterclass, induction training for new fee-paid judges and Covid-19 recovery training for all judges and members. I pay tribute to the enormous time and effort expended by our team of trainers and facilitators in developing and delivering this training.

Whilst we hope that at some point, we will be able to return to face-to-face training, we cannot say when this will be. In this training year, therefore, we may deliver courses remotely or face to face (although we can say now that the Social Context of Judging course will be remote). We will advise delegates of the method of training and, if appropriate, the venue nearer the date of the course.

You will also find within the Training Programme details of cross-jurisdictional courses on offer, such as Business of Judging or Judge as Communicator, and details of how to book. Places on these courses are very limited and must be booked through the LMS. We will no longer nominate judges to attend.

The President, Training Committee and I very much hope that you find your judicial training in 2021/22 to be both informative and enjoyable.

Stuart Robertson

Director of Training

January 2021

General Information

Attendance and late cancellations of training events

For our mandatory training, and for the cross-jurisdictional Faculty Induction courses which are also mandatory for recently-appointed judges, the Judicial College will contact eligible judges when booking is open and invite them to register. Individuals must then book their places on these courses through the LMS. We will no longer nominate judges for courses or book places for them. Judges should book their places as soon as possible to increase their chances of securing a place on their preferred dates, as places are limited on each course. Please do not try to book on to a course you are not eligible for or which you have already attended.

Please only choose dates that you are confident you can attend. Once you are booked on a course this should take precedence over other commitments, unless there are exceptional circumstances where cancellation is unavoidable. Requests to cancel a booking should be made to your Leadership Judge who will assess those circumstances and decide if you can be excused. You must also notify the College of your request at the same time as cancellations will mean making changes to the training programme. Please avoid last minute changes to booking as this creates an administrative pressure and can affect the balance of a course. If for any reason you wish to change your booking please contact the Judicial College by email.

Where the training takes place at a venue, the College can incur cancellation charges for unused accommodation and changes to bookings creates additional administrative work. Cancellation within a few weeks of the seminar incurs 100% cancellation charges. The College reserves the right to charge the absent judge wasted costs in appropriate circumstances.

We were unable to run any of our Social Context of Judging and CPD courses during 2020. These courses will therefore run in 2021. Attendance on these courses for those who have not yet attended is mandatory.

All judges who have not yet attended Social Context of Judging training will be required to attend the course in September 2021. This will be the last running of this current version of the course.

We offer CPD training on a two-year cycle. All judges who did not attend CPD training in 2019 will be required to attend the training in 2021. The course will run five times this year, and details of the courses appear in the Training Prospectus.

We will also offer Judicial Mediation training in early 2022 for all salaried judges appointed in 2019 and 2021 and any other salaried judges who have not previously had judicial mediation training.

Finally, we will run induction training courses for all newly appointed fee paid and salaried judges during 2021 together with a follow-up induction course on discrimination and whistleblowing for fee-paid judges appointed in 2020.

Course timings will be published nearer the time. For residential courses, please do not make travel arrangements that mean that you will not arrive for the start of the course or that will cause you to leave before the end. Where necessary overnight accommodation both before and after courses can be claimed.

Judges in their last year of service

For judges in their final year of service, training remains compulsory unless they are not intending to sit or will only sit rarely up until the date of their retirement. If in doubt, please contact me or your Regional Employment Judge.

Course materials

Course materials will continue to be provided to you electronically via LMS. It is up to you whether you print these in advance, download them to your electronic device or access online during the course. We recommend that you download or print them ahead of the course in case of connection problems on the day. Some courses, for example CPD, if delivered face to face, will require you to bring a device to view materials to the course. Some courses require some pre-reading and preparation to get the best out of the training, but we will do our best to keep this to a minimum.

CPD Points

Full details of the availability of CPD points will be provided in seminar programmes. To be eligible for CPD points you must attend the entire course.

Reasonable adjustments

The event booking form makes provision for you to request reasonable adjustments for both digital and face to face training. If you need to discuss your requirements, please contact the training team.

Feedback

Feedback for Judicial College seminars has changed. Feedback remains hugely important to the College in maintaining and improving the quality of the training provided to you and we would encourage you to complete feedback whenever given the opportunity to do so. There are now two feedback forms, both in electronic format on the LMS.

The first (Immediate Feedback) form will be available to you at the end of the seminar. After the end of the course (sometimes during) you will receive an email directing you to the form and asking you to complete and submit your immediate thoughts on the seminar. The second (Follow-up Feedback) form will be made available to you approximately four months after the seminar and is an opportunity for you to tell the College how useful the training that you received has been over the intervening period.

Each feedback form will be available on the LMS for 10 working days and will only take a few minutes to complete. Your feedback is vital to the College in order that we can design and deliver the best training that is fit to meet current and future needs of a modern Judiciary.

Summary of Courses

Event	Date of Seminar
Continuing Professional Development	May 2021
Continuing Professional Development	June 2021
Continuing Professional Development	September 2021
Social Context of Judging	September 2021
Continuing Professional Development	December 2021
Judicial Mediation Training	January 2022
Judicial Mediation Training	February 2022

General Regulatory Chamber 2021-2022

Foreword

In recent years the General Regulatory Chamber's (GRC) training programme has combined internet-based induction training with a biennial, cross-jurisdiction, residential Training Conference. The conference, last held in February 2020, is an opportunity for judges and members from all 16 GRC jurisdictions to meet; to learn about cross-cutting developments in regulatory law; and to share experience.

Training Conference

The next 2-day Training Conference will take place in February 2022. We currently plan to hold a residential training event but, as you might expect, this will be kept under review. We will shift to an online format if necessary.

The Training Conference will include new EU-exit appeal rights and will provide us with an opportunity to consider and discuss how broadening our awareness of the full range of jurisdictions in GRC might enhance our approach to the jurisdictions in which we sit.

Booking for the Conference (for which, as attendance is mandatory, fees will be payable) is via the Learning Management System (LMS) on which the relevant conference materials will be made available.

Induction training

We currently plan to meet all of our induction training requirements before the end of the training year 2020-21. Should this change, judges and members who are eligible to attend will be contacted directly with details of the event. All further GRC induction training will be delivered remotely.

Course materials

These will be made available electronically via LMS in advance of the conference. It is up to you whether you choose to print these in advance or download them to your electronic device, so they are available to you during the day.

In line with the policy of the Judicial College our trainers have been given clear instructions and will do their best to keep reading (and preparation time) to a reasonable minimum.

Training team

In addition to myself, the GRC Training Team currently comprises Tribunal Judge Lynn Griffin and Upper Tribunal Judge Mark O'Connor (acting Chamber President). Any questions about the Training Conference should be directed to Lara Moseley in the first instance.

Tribunal Judge Moira Macmillan

Training lead

General Information

Attendance and late cancellations of training events

Please only choose dates that you are confident you can attend. Once you are booked on a course this should take precedence over other commitments, unless there are exceptional circumstances where cancellation is unavoidable. Requests to cancel a booking should be made to your Leadership Judge who will assess those circumstances and decide if you can be excused. You must also notify the College of your request at the same time as cancellations will mean making changes to the training programme. Please avoid last minute changes to booking as this creates an administrative pressure and can affect the balance of a course. If for any reason you wish to change your booking please contact the Judicial College by email.

Where the training takes place at a venue, the College can incur cancellation charges for unused accommodation and changes to bookings creates additional administrative work. Cancellation within a few weeks of the seminar incurs 100% cancellation charges. The College reserves the right to charge the absent judge wasted costs in appropriate circumstances.

Pre-Course Materials

Pre-Course materials will be available on the College's Learning Management System (LMS) approximately 2 weeks in advance of the course. A printable version will be saved for you to print out if required. If you prefer to bring a laptop or tablet to seminars so as to reduce the amount of printing, please download the document onto your laptop/tablet so it is easily accessible when you get to the venue.

Reasonable adjustments

The event booking form makes provision for you to request reasonable adjustments for both digital and face to face training. If you need to discuss your requirements, please contact the training team.

Feedback

Feedback for Judicial College seminars has changed. Feedback remains hugely important to the College in maintaining and improving the quality of the training provided to you and we would encourage you to complete feedback whenever given the opportunity to do so. There are now two feedback forms, both in electronic format on the LMS.

The first (Immediate Feedback) form will be available to you at the end of the seminar. After the end of the course (sometimes during) you will receive an email directing you to the form and asking you to complete and submit your immediate thoughts on the seminar. The second (Follow-up Feedback) form will be made available to you approximately four months after the seminar and is an opportunity for you to tell the College how useful the training that you received has been over the intervening period.

Each feedback form will be available on the LMS for 10 working days and will only take a few minutes to complete. Your feedback is vital to the College in order that we can design and deliver the best training that is fit to meet current and future needs of a modern Judiciary.

Summary of Courses

Event	Date of Seminar
GRC Annual Conference	February 2022

Immigration and Asylum Chamber 2021-2022

Foreword

Welcome to the Prospectus of the First-tier Tribunal (Immigration and Asylum Chamber) Training Programme for April 2021 to March 2022. I hope that you will find it a useful resource. Over the last few years we have all become used to the Learning Management System (LMS) and the requirement to use it to book places on courses. For those of you who are new to our jurisdiction, our joint experience following feedback from colleagues has been that there is a clear advantage in using a prospectus in this way, because it allows you to plan training around your other diary commitments, well in advance.

You will all appreciate that our ability to deliver residential, and face to face training during 2021/22 will continue to be subject to the progress of the pandemic. We hope however to be able to return with a new programme of one day Continuation training events in the autumn of 2021 followed by a new programme of Residential training in January 2022. The Continuation training will, as usual, offer venues in London, the Midlands, the North, and Scotland, so that you can make your selection for either your geographical convenience, or, around your other commitments.

My deputies Jonathan Holmes and Anna-Rose Landes have been of enormous assistance during these difficult times and they have shouldered much of the burden of organising and producing the on-line training that we have been permitted to deliver during 2020/2021. We continue to work closely with our colleagues at the Judicial College to plan and deliver our events, and we are all committed to making our training as effective and as enjoyable as possible. We remain committed to face to face training whenever that is safe, and we hope to welcome you all to an event, in person, as soon as it is possible to do so.

Whatever the format in which our training is delivered to you, my deputies and I, very much hope that you will find your judicial training in 2021/22 to be both informative and enjoyable.

Julian Phillips
Training Judge

General Information

Attendance and late cancellations of training events

Please note that attendance at the FtT (IAC) Training is mandatory for all First-tier Tribunal (IAC) Judges and non-legal members.

Upper Tribunal Judges are invited to attend IAC Continuation Training.

Upper Tribunal Judges and Deputy Upper Tribunal Judges have their own specific Prospectus for Residential training and Deputies training.

Residential Training - This is a two-year rolling programme. If, when you try to book on an event, it says that you cannot enrol yourself on this course you are not required to attend the current tranche (year 1). Upper Tribunal Judges and Deputy Upper Tribunal Judges have their own specific prospectus for Residential Training and Deputies training.

You can book your training by selecting your hearing centre under 'Table of Contents' on the right-hand side of this page.

Please only choose dates that you are confident you can attend. Once you are booked on a course this should take precedence over other commitments, unless there are exceptional circumstances where cancellation is unavoidable. Requests to cancel a booking should be made to your Leadership Judge who will assess those circumstances and decide if you can be excused. You must also notify the College of your request at the same time as cancellations will mean making changes to the training programme. Please avoid last minute changes to booking as this creates an administrative pressure and can affect the balance of a course. If for any reason you wish to change your booking please contact the Judicial College by email.

Where the training takes place at a venue, the College can incur cancellation charges for unused accommodation and changes to bookings creates additional administrative work. Cancellation within a few weeks of the seminar incurs 100% cancellation charges. The College reserves the right to charge the absent judge wasted costs in appropriate circumstances.

Please note that the Judicial Training Team is unable to organise accommodation for non-residential courses and you will need to book this yourself. If you meet the required criteria, please book your accommodation in accordance with your own local procedures. It is generally accepted that if you must leave before 7am an overnight stay is reasonable. What is considered “reasonable” will depend on various factors such as the method of travel, the time of year and the road conditions.

Members in their last year of service

In relation to judicial office holders in or approaching their final year of service with the jurisdiction, training remains compulsory unless the judicial office holder knows for sure that, during the relevant training year (i.e. 1 April this year up to the following 31 March) they are not intending to sit or will only sit rarely up until the date of their retirement. If you are in your last year and do not wish to attend training, please contact the Training Judge (Julian Phillip) to discuss this.

Course materials

Pre-course material will be provided via LMS approximately 2 weeks in advance of the course. A printable version will be included for you to print out if required. It is now up to you whether you choose to print these in advance or download them to your electronic device, so they are available to you during the day. If you prefer to bring a laptop or tablet to seminars to reduce the amount of printing, please download the document onto your laptop/tablet so it is easily accessible when you get to the venue. Spare hard copies of materials will **not** be available at the venue.

CPD Points

Full details of the availability of CPD points will be provided in seminar programmes. To be eligible for CPD points you must attend the entire course.

Reasonable adjustments

The event booking form makes provision for you to request reasonable adjustments for both digital and face to face training. If you need to discuss your requirements, please contact the training team.

Feedback

Feedback for Judicial College seminars has changed. Feedback remains hugely important to the College in maintaining and improving the quality of the training provided to you and we would encourage you to complete feedback whenever given the opportunity to do so. There are now two feedback forms, both in electronic format on the LMS.

The first (Immediate Feedback) form will be available to you at the end of the seminar. After the end of the course (sometimes during) you will receive an email directing you to the form and asking you to complete and submit your immediate thoughts on the seminar. The second (Follow-up Feedback) form will be made available to you approximately four months after the seminar and is an opportunity for you to tell the College how useful the training that you received has been over the intervening period.

Each feedback form will be available on the LMS for 10 working days and will only take a few minutes to complete. Your feedback is vital to the College in order that we can design and deliver the best training that is fit to meet current and future needs of a modern Judiciary.

Summary of Courses

Event	Date of Seminar
IAC Continuation	October 2021
IAC Continuation	November 2021
IAC Continuation	December 2021
IAC Residential Training	January 2022

RJ/ARJ/DJ Leadership Training

Event	Date of Seminar
RJ/DJ Leadership Training	September 2021

Mental Health Tribunal 2021-2022

Foreword

Dear colleagues

Your two days of continuation training that we provide to you each year is, I know, very important to you to ensure that you maintain and improve your skills as judicial office holders in this Tribunal. I hope that you usually find this enjoyable and helpful, and I also know that providing a range of courses through the prospectus, backed up with the residential mandatory Core Course once every three year cycle, allows you to choose the most relevant and/or convenient training for you as an individual, but also allows us all to meet as colleagues and enjoy spending time together.

I was therefore so very disappointed that the impact of covid-19 prevented virtually all continuation training last year, and I have been determined to make sure we could make it happen, as best we can, and in a reliable fashion in the year April 2021 through to March 2022. I write this in the middle of lockdown, and who knows where we will be and with what freedoms (or new worries) later in this year. In order to make sure that all continuation training **does** happen for you in 2021/22, I have planned for this all to take place remotely. It is not my favourite form of learning/training and we will not be using this as the usual method of delivering training for any longer than necessary, but it is necessary at this stage in order to give you a prospectus from which you can choose the best dates for your training throughout 2021/22.

Equally, providing training remotely has meant a move away – for this year – from our usual prospectus offer of the Core Course or some 19/20 different one-day courses. This prospectus will look very different. All your continuation training this year is mandatory and your choice will be only which dates you attend. You are asked to book one ‘Essential – All JOH’ day, and one category-specific day, depending upon whether you are a Specialist Lay Member, Medical Member, RPP Judge or non-RPP Judge. **I would also very strongly suggest that you spread these days throughout the year rather than booking these both in the same week – online training is tiring, and you will get more from this if there is a good space between the days.** It also does not matter which day comes first; the two days are entirely independent of each other.

Although I know we will miss seeing each other at training, this year’s approach does bring real opportunities. At the ‘Essential – All JOH’ day, you will all get the opportunity over the course of this year to ‘meet’ our new Chamber President. On the category-specific days we can really focus upon the most relevant issues for our own ‘seats in the Tribunal room’. We can also make sure that all of the membership gets to cover the same and most pertinent training within the space of a year.

So... this is not going to be the new normal, but it is the normal for the year ahead, and I would urge you to book your two training days as quickly as you can so that you have the best choice of dates. If you find any difficulties in doing so, please contact the Training Admin Team.

All best wishes to you all

Carolyn

Judge Carolyn Fyall, Training Lead for the MH Tribunal

General Information

Attendance Requirements

Please note that attendance at 2 training days a year is a requirement of continuing membership of the MHT for all judges and members, and that attendance at training courses is monitored. Judge Hinchliffe wrote to all judges and members on 11 April 2011, and in that letter he says the following: 'All our judges and members must complete 2 full days of training every year. Indeed, if a judge or member fails to complete their mandatory training in any given training year then, unless there are compelling reasons, they can expect to be completely stood down in the next sitting year until the full two days have been satisfactorily completed.'

Attendance and late cancellations of training events

Please only choose dates that you are confident you can attend. When choosing your courses please ensure that you do not book a course on a day when you have indicated that you are available for sitting; alternatively, please contact the MHT booking team to alter your availability. Once you are booked on a course this should take precedence over other commitments, unless there are exceptional circumstances where cancellation is unavoidable. Requests to cancel a booking should be made to your Leadership Judge who will assess those circumstances and decide if you can be excused. You must also notify the College of your request at the same time as cancellations will mean making changes to the training programme. Please avoid last minute changes to booking as this creates an administrative pressure and can affect the balance of a course.

Pre-Course Materials

Pre-Course materials will be available on the College's Learning Management System (LMS) approximately 2 weeks in advance of the course. A printable version will be saved for you to print out if required.

CPD Points

Full details of the availability of CPD points will be provided in seminar programmes. To be eligible for CPD points you must attend the entire course.

Reasonable adjustments

The event booking form makes provision for you to request reasonable adjustments for both digital and face to face training. If you need to discuss your requirements, please contact the training team.

Feedback

Feedback for Judicial College seminars has changed. Feedback remains hugely important to the College in maintaining and improving the quality of the training provided to you and we would encourage you to complete feedback whenever given the opportunity to do so. There are now two feedback forms, both in electronic format on the LMS.

The first (Immediate Feedback) form will be available to you at the end of the seminar. After the end of the course (sometimes during) you will receive an email

directing you to the form and asking you to complete and submit your immediate thoughts on the seminar. The second (Follow-up Feedback) form will be made available to you approximately four months after the seminar and is an opportunity for you to tell the College how useful the training that you received has been over the intervening period.

Each feedback form will be available on the LMS for 10 working days and will only take a few minutes to complete. Your feedback is vital to the College in order that we can design and deliver the best training that is fit to meet current and future needs of a modern Judiciary.

Summary of Courses

Event	Date of Seminar
Essential Training (non-RPP Judges)	May 2021
Essential Training (all JOHs)	June 2021
Essential Training (SpLMs)	June 2021
Essential Training (non-RPP Judges)	June 2021
Essential Training (all JOHs)	September 2021
Essential Training (Medical Members)	October 2021
Essential Training (Medical Members)	October 2021
Essential Training (all JOHs)	October 2021
Essential Training (all JOHs)	November 2021
Essential Training (RPP Judges)	November 2021
Essential Training (Medical Members)	November 2021
Essential Training (SpLMs)	November 2021
Essential Training (all JOHs)	December 2021
Essential Training (non-RPP Judges)	December 2021
Essential Training (all JOHs)	January 2022
Essential Training (RPP Judges)	January 2022
Essential Training (non-RPP Judges)	January 2022
Essential Training (all JOHs)	February 2022
Essential Training (Medical Members)	February 2022

Property Chamber 2021-2022

Foreword

I am very pleased to introduce the Prospectus of the Property Chamber Training Programme, for the period April 2021 to March 2022. This Prospectus covers all three divisions of the Chamber – Residential Property, Land Registration and Agricultural Lands and Drainage.

The Prospectus for the coming year looks and feels very different to previous years. As a Chamber we have embraced remote and digital training. The feedback from the remote Training held last autumn has been extremely positive. The two-day JAC Valuer Professional Member Induction Training which took place remotely in October 2020 was a triumph. My thanks go to Helen Bowers and Niall Walsh who worked tirelessly, introduced novel approaches to digital training and raised the bar across all judicial training.

Members will note that this Prospectus continues to develop the theme of digital training. We have provisionally decided to hold face to face training towards the end of this year. However, the Judicial College remains rightly cautious and accordingly no venues have yet been booked. We very much hope that face to face training can take place, but the Training Committee has already made contingency plans in case digital training remains the only realistic option. For that reason, some events from September 2021 onwards are marked “to be confirmed” under the venue section

Unfortunately, the CPD course, introduced by David Brown as a three-year rolling programme, has become a casualty of the changing face of training. Some events, such as CPD, are only fully effective when delivered on a face to face basis. For that reason, Members will note that there are no CPD5 events in this Prospectus. However, your Training Committee very much hopes that CPD5 will be resumed in 22/23.

The backbone of this Prospectus for the Residential Property Division remains the Regional Training Days. However, we have secured funding for other training events. This year we will be focusing on Valuer Members. Niall and Helen will be running a Valuer Conference for all Valuer Members and Chairs in June 2021. Members will no doubt be aware of the Governments proposals to reform the Enfranchisement process. However, there is a pressing need to train new recruits in the dark arts of valuation and accordingly we are holding an Introduction to Enfranchisement Course, run by Ruth Wayte, for those nominated by their Regional Judge in April 2021. Mediation has been hugely successful within the Chamber and remains a priority for the future. I am very pleased that Bill Gater has agreed to provide Refresher training for our existing accredited Tribunal Mediators in December 2021.

Lawyers have, however, not been entirely left out. The Deployment Project remains the flagship initiative for the Chamber and Siobhan has arranged a starry array of speakers for CPR and Deployment Training in May 2021.

For salaried Judges (both RP and LRD) and Regional Surveyors, we will hold our biennial Judicial Planning Conference in March 2022 to consider the opportunities and challenges facing the Chamber in the coming year.

The Land Registration Division will hold a two-day conference in February 2022. We are also hopeful that HMLR will make available additional funding to support the reintroduction of a half day Conference which has been booked for September 2021. In addition, there will be a Mediation Refresher event in March 2022.

The triennial ALD Conference was held in October 2019 and no further training is planned in training year 2021/22.

Finally, I would like to thank my colleagues on the Training Committee, Siobhan McGrath, Ruth Wayte, Helen Bowers, Niall Walsh, Jonathan Dobson and Professor Helen Carr for their enthusiasm, patience and hard work in ensuring that as a Chamber we continue to deliver much needed innovative judicial training during these unprecedented times.

Attendance Requirements

All Members in the Residential Property Division are expected to attend their annual Regional Training Day. In the case of shared Members, the expectation is that they should only attend their “home” Regional Training day. Our budget is based on each Member attending only one Regional Training Day. If any Member wishes to attend at another Regional Training Day, they should first obtain the permission of the Regional Judge.

Cancellations

Please only choose dates that you are confident you can attend rather than trying to swap to another course nearer the time. Of course, there are exceptional circumstances where cancellation is unavoidable, but changes incur additional administrative work and cancellation and re-booking charges are often levied by venues. As our budget is entirely met from public funds, there are considerable current pressures upon this, and prevents us from being as flexible as we would like. When choosing your courses please ensure that you **do not** book a course on a day when you have indicated that you are available for sitting. Once you are booked on a course, this should take precedence over sitting.

Members in their last year of service

In relation to judicial office holders in or approaching their final year of service, training remains compulsory unless the judicial office holder knows for sure that, during the relevant training year (i.e. 1 April this year up to the following 31 March), they have a date fixed when they will retire and they either will not, or cannot, express an interest in an extension of appointment or they are not intending to sit or will only sit rarely up until the date of their retirement.

Course materials

You will know that we have now gone through a major change in how course materials are provided to you. Rather than receiving printed materials through the post, these are now provided to you electronically via LMS, two weeks in advance. It is now up to you whether you choose to print these in advance or download them to your electronic device, so they are available to you during the day. In line with the policy of the Judicial College our trainers have been given clear instructions and will do their best to keep reading (and preparation time) to a reasonable minimum.

Feedback

Finally, with such a widely-experienced and diverse membership, it can be difficult to make every minute of training meaningful for everyone, but the very useful feedback that you have provided following training events does suggest that our programmes are widely welcomed and enjoyed. Your feedback is key to the development of relevant and engaging future training. I encourage you to always provide feedback after each training event.

I very much hope that you find your judicial training in 2021/22 to be both informative and enjoyable

David Jackson
Regional Judge

General Information

The following note is intended to explain the way in which the Judicial College organises judicial training for Judicial Office Holders (JOH) following the launch of the new Prospectus which we hope will help you to understand how the prospectus-based system will work.

Judicial College Training Year

The College training year runs from 1 April – 31 March. This Prospectus relates to training year April 2021 to March 2022.

Allocation of Courses

Before the prospectus was published, you will have been invited to attend courses by email. This system often resulted in late notification of courses which could make it difficult to arrange attendance at training around your allocated sittings. In line with the majority of tribunals, the Property Chamber has published a prospectus that provides details of all available courses for the Training Year 2021-22. The majority of courses can now be found in the Prospectus. Therefore, it is incumbent upon every JOH to determine their training needs and the opportunities to fulfil that requirement from within the prospectus.

Individual Training History

JOHs are able to use the LMS to establish when they last attended training. This will help you to identify what training you need in the current prospectus year.

Attendance and late cancellations of training events

Please only choose dates that you are confident you can attend. Once you are booked on a course this should take precedence over other commitments, unless there are exceptional circumstances where cancellation is unavoidable. Requests to cancel a booking should be made to your Leadership Judge who will assess those circumstances and decide if you can be excused. You must also notify the College of your request at the same time as cancellations will mean making changes to the training programme. Please avoid last minute changes to booking as this creates an administrative pressure and can affect the balance of a course. If for any reason you wish to change your booking please contact the Judicial College by email.

Where the training takes place at a venue, the College can incur cancellation charges for unused accommodation and changes to bookings creates additional administrative work. Cancellation within a few weeks of the seminar incurs 100% cancellation charges. The College reserves the right to charge the absent judge wasted costs in appropriate circumstances. You no longer need to seek approval to book accommodation from the Judicial Training Team. It is now the responsibility of individuals to make the decision if accommodation is required, taking into account the 7am ruling as follows: The Tribunal cannot pay for any overnight accommodation for the night before a training course unless travelling to the venue on the day would entail commencing your journey before 7am. It is generally accepted that if you must leave before 7am an overnight stay is reasonable. What is considered “reasonable” will depend on various factors such as the method of travel, the time of year and the road conditions. On this basis, if accommodation is required, arrangements can be

made via Corporate Travel Management Ltd (CTM) providing you have registered first. Access the secure portal which will provide access to the tRIPS online booking tool. CTM was rebranded from Redfern. **Residential Events:** Please note that if you have requested accommodation for the night prior at any residential 2/3 days event, this being either residential Training or Induction Training, both nights will be booked for you by the Judicial Training Team.

Pre-Course Materials

Pre-Course materials will be available on the College's Learning Management System (LMS) approximately 2 weeks in advance of the course. A printable version will be saved for you to print out if required. If you prefer to bring a laptop or tablet to seminars so as to reduce the amount of printing, please download the document onto your laptop/tablet so it is easily accessible when you get to the venue.

CPD Points

Full details of the availability of CPD points will be provided in seminar programmes. To be eligible for CPD points you must attend the entire course.

Reasonable adjustments

The event booking form makes provision for you to request reasonable adjustments for both digital and face to face training. If you need to discuss your requirements please contact the training team.

Feedback

Feedback for Judicial College seminars has changed. Feedback remains hugely important to the College in maintaining and improving the quality of the training provided to you and we would encourage you to complete feedback whenever given the opportunity to do so. There are now two feedback forms, both in electronic format on the LMS.

The first (Immediate Feedback) form will be available to you at the end of the seminar. After the end of the course (sometimes during) you will receive an email directing you to the form and asking you to complete and submit your immediate thoughts on the seminar. The second (Follow-up Feedback) form will be made available to you approximately four months after the seminar and is an opportunity for you to tell the College how useful the training that you received has been over the intervening period.

Each feedback form will be available on the LMS for 10 working days and will only take a few minutes to complete. Your feedback is vital to the College in order that we can design and deliver the best training that is fit to meet current and future needs of a modern Judiciary.

Summary of Courses

Event	Date of Seminar
Enfranchisement Training	April 2021
CPR and Deployment Update	May 2021
Valuer Conference	June 2021
Land Registration Half Day Conference	September 2021
Eastern Region Training	October 2021
Southern Region Training	November 2021
London Region Training	November 2021
Northern Region Training	December 2021
Mediation Refresher Training	December 2021
Midland Region Training	February 2022
Land Registration Annual Conference	February 2022
Judicial Planning Conference	March 2022
Land Registration Mediation Half Day Refresher	March 2022

Special Education Needs and Disability, Care Standards and Primary Health Lists Tribunal 2021-2022

Foreword

Dear Colleague

The courses for the next round of training which runs from April 2021 to March 2022 are listed on the following pages, along with some general training information. Those up until the end of December 2021 are going to be delivered ONLINE, as will the Digital Support and New Ways of Working Course in January 2022. We are hoping to run courses thereafter Face-to-Face or in some hybrid form, but it depends where we are in terms of the pandemic. As a result, we have made contingency plans to run courses ONLINE until the end of March 2022.

Please remember that attendance at training is a requirement of your appointment unless you obtain an exemption. Applications for exemptions from training should be made to the Deputy Chamber President via her PA.

The other news is that training is organised by the Joint Training Leads, Judges Shelley Brownlee, Faridah Eden and John McCarthy. We hope very much that you will enjoy your training and as always, we look forward to receiving any ideas you may have for further development of the programme, including e-learning.

Shelley, Faridah and John

General Information

Attendance Requirements

Increasingly many of you sit in a number of other jurisdictions outside HESC so have a chance to use your skills across a range of settings. Many of you also sit in more than one of the HESC jurisdictions, including Mental Health.

Your training obligation is fulfilled if you do two days of training across HESC, which can include Mental Health. However, we expect those members who sit in SEND will want to do two days there given the legislative changes. Two days is the minimum requirement unless you get an exemption, but it is not the maximum if you sit across various HESC Tribunals.

Exemptions

Applications for exemptions from training should be made to DCP Judge Meleri Tudur via Elisabeth Portas. It is suggested that you keep a “personal training log” of your training both in and outside HMCTS. To gain an exemption it must be both recent and relevant to your role as a tribunal member. It might also include a substantial body of research or other relevant professional training.

Being a Facilitator

To enable small group sessions to work well, it is important that each group has a facilitator to help the group to work through case studies that have been prepared by the trainers. The trainers will normally prepare additional notes for the facilitators to help them with this. If you are willing to be considered as a facilitator, please tick the box on the booking form to say so. The training team will notify you at least one week before the course to advise whether you are required to facilitate and will notify you how to access on LMS the additional notes that have been drawn up by the trainers.

Attendance and late cancellations of training events

Please only choose dates that you are confident you can attend. Once you are booked on a course this should take precedence over other commitments, unless there are exceptional circumstances where cancellation is unavoidable. Requests to cancel a booking should be made to your Leadership Judge who will assess those circumstances and decide if you can be excused. You must also notify the College of your request at the same time as cancellations will mean making changes to the training programme. Please avoid last minute changes to booking as this creates an administrative pressure and can affect the balance of a course. If for any reason you wish to change your booking, please contact the Judicial College by email.

Where the training takes place at a venue, the College can incur cancellation charges for unused accommodation and changes to bookings creates additional administrative work. Cancellation within a few weeks of the seminar incurs 100% cancellation charges. The College reserves the right to charge the absent judge wasted costs in appropriate circumstances. You no longer need to seek approval to book accommodation from the Judicial Training Team. It is now the responsibility of individuals to make the decision if accommodation is required, taking into account the 7am ruling as follows: The Tribunal cannot pay for any overnight accommodation

for the night before a training course unless travelling to the venue on the day would entail commencing your journey before 7am. It is generally accepted that if you must leave before 7am an overnight stay is reasonable. What is considered “reasonable” will depend on various factors such as the method of travel, the time of year and the road conditions. On this basis, if accommodation is required, arrangements can be made via Corporate Travel Management Ltd (CTM) providing you have registered first. Access the secure portal which will provide access to the tRIPS online booking tool. CTM was rebranded from Redfern. **Residential Events:** Please note that if you have requested accommodation for the night prior at any residential 2/3 days event, including Induction Training, both nights will be booked for you by the Judicial Training Team.

Pre-Course Materials

Pre-seminar materials will be available on the College’s Learning Management System (LMS) approximately two weeks in advance of the course. A printable version will be saved for you to print out if required. If you prefer to bring a laptop or tablet to seminars so as to reduce the amount of printing, please download the document onto your laptop/tablet so it is easily accessible when you get to the venue. Trainers are doing their best to keep reading and preparation time to a reasonable minimum, and you may well be given further materials at courses as needed.

CPD Points

Full details of the availability of CPD points will be provided in training programmes. To be eligible for CPD points you must attend the entire course.

BARRISTERS: Following the end of the accreditation scheme on 31 December 2016, the Judicial College is no longer accredited by the Bar Standards Board to provide CPD for barristers at the Bar of England and Wales. Barristers will need to keep their own log of CPD points.

SOCIAL WORKERS: No specific CPD hours are attached to the courses, but they are recognised as satisfying part of a social worker’s CPD requirement.

Medical and Specialist Lay members are given a letter to confirm attendance which they need to request on the signing in lists. This will be emailed out to them after the training. Hours can vary depending on course programme; exact hours accredited will be notified within individual course programmes.

Reasonable adjustments

The event booking form makes provision for you to request reasonable adjustments for both digital and face to face training. If you need to discuss your requirements, please contact the training team.

Feedback

Feedback for Judicial College seminars has changed. Feedback remains hugely important to the College in maintaining and improving the quality of the training provided to you and we would encourage you to complete feedback whenever given the opportunity to do so. There are now two feedback forms, both in electronic format on the LMS.

The first (Immediate Feedback) form will be available to you at the end of the seminar. After the end of the course (sometimes during) you will receive an email directing you to the form and asking you to complete and submit your immediate thoughts on the seminar. The second (Follow-up Feedback) form will be made available to you approximately four months after the seminar and is an opportunity for you to tell the College how useful the training that you received has been over the intervening period.

Each feedback form will be available on the LMS for 10 working days and will only take a few minutes to complete. Your feedback is vital to the College in order that we can design and deliver the best training that is fit to meet current and future needs of a modern Judiciary.

Summary of Courses

Event	Date of Seminar
SEND Summer Update Training	September 2021
SEND Summer Update Training	October 2021
Judicial Mediation Training	October 2021
SEND Disability Discrimination Training	December 2021
Digital Support and New Ways of Working	January 2022
SEND Winter Update Training	February 2022
SEND National Trial Update Training	February 2022
SEND National Trial Update Training	March 2022
SEND Winter Update Training	March 2022
Primary Health List Training	March 2022
Care Standards Training	March 2022

Social Security and Child Support Tribunal 2021-2022

Foreword

On behalf of your Training Committee, I am very pleased to introduce the prospectus of our SSCS training programme which runs from April 2021 to March 2022. The difficulties with running the events contained in the previous prospectus have been substantial, and I am particularly sorry that the opportunities to attend continuation training have been severely restricted. Once again, the prospectus provides the training programme for the whole year, which I hope continues to be helpful.

The position since March 2020

In looking ahead to the next training year, it is impossible not to reflect on the impact of Covid-19 on the current prospectus. Since the first national lockdown, it has not been possible to hold face to face training events and, because it was impossible to support delivery of the whole programme of planned training in a digital format, strategic decisions were taken about how to prioritise the delivery of digital training. Induction training was prioritised across all jurisdictions and, with great reluctance, most continuation training was cancelled.

The position looking ahead

At the date of publication of this prospectus there are signs of light at the end of the tunnel, but there remains significant uncertainty about the timing and speed of any relaxation of the restrictions. Even when a return to face to face training becomes possible, the number of delegates able to attend a conference is likely to be limited, at least initially, because of social distancing. As you can imagine, this has made planning very difficult but, as a jurisdiction, we are fortunate to have excellent support from colleagues at the Judicial College, whose assistance and experience has been invaluable. The prospectus makes it clear where training is to be delivered digitally.

Individual Training History

JOHs are able to use the LMS to establish when they last attended training. This will help you to identify what training you need in the current prospectus year.

The training cycle: when and where to book

To assist you in booking places on training courses, it might be helpful to know which of them will conclude by March 2022, and which are new courses, or courses that will continue into the 2022/23 training year.

Cycles which will end by 31 March 2022 are:

1. The current Training for Medical Members
2. Child Support Refresher Training
3. Tribunal Member Refresher training

New training cycles and those which run until March 2023 are:

1. The **new** Residential for Judges training
2. The **new** Disability Qualified Tribunal member training

For the two courses that run until March 2023, it is not essential to book from the 2021/22 Prospectus, because there will be further dates released in due course for the 2022/23 programme.

If you have already attended a course

Because there is a need to make best use of fairly limited resources, I ask that you do not try to book again on a course that you have already attended. You can check whether you have attended a course by checking “past events” on your LMS page. If there are special circumstances which you feel make it necessary for you to attend a course for a second time then please contact me by e-mail with your reasons and I will need to confirm if that is agreed **before** you book a repeat course on LMS; you will need then to forward my confirmation to the Judicial College team as well as continuing with your booking on LMS. I will need to ensure that there is a compelling reason, as well as making sure that there are places for those who have not yet attended a training event, so that no one misses the opportunity to attend a training event.

Cancellations

Please only choose dates that you are confident you can attend rather than trying to swap to another course nearer the time. Of course, there are exceptional circumstances where changes may be necessary, but changes incur additional administrative work and cancellation and re-booking charges are often levied by venues (once we are able to return to face to face training). As our budget is entirely met from public funds, there are considerable current pressures upon this, which prevents us from being as flexible as we would like. When choosing your courses please ensure that you **do not** book a course on a day when you have indicated that you are available for sitting. Once you are booked on a course, this should take precedence over sitting.

Members in their last year of service

In relation to judicial office holders in or approaching their final year of service with the jurisdiction, training remains compulsory unless the judicial office holder knows for sure that, during the relevant training year (i.e. 1 April this year up to the following 31 March), they have a date fixed when they will retire and they either will not, or cannot, express an interest in an extension of appointment or they are not intending to sit or will only sit rarely up until the date of their retirement.

Judicial office holders who choose not to attend training in these circumstances must let the Judicial College team know as soon as possible.

Course materials

Course materials will be provided to you electronically via LMS in advance, together with relevant instructions for joining training being delivered digitally.

Expenses

There is now a code for claiming expenses associated with attendance at training and this appears on the booking page for each event. Please use this when claiming expenses. With the pressure continuing on training resources, when we return to face to face training, I also ask that you try to reserve train tickets well in advance of the event and, if possible use the system of booking a timed ticket for at least the outward leg of your journey. This creates savings which can be used against the cost of maintaining a high standard of training and high quality external speakers. I draw your attention to the Judicial Financial Guidance which is available on our own website. In particular, it reminds all judicial office holders that pre course overnight accommodation should only be requested when you would need to leave home before 7am to arrive for the start of the event.

Reasonable adjustments at training events

When relevant, please complete the booking form to indicate any special arrangements that you may need to help you to attend training. In the past some judicial office holders have been under the assumption that if they have outlined their requirements previously that they need not do so again, but the Judicial College does not retain the information and cannot request the information from Regional Tribunal Judges or training leads because they cannot pass information to Judicial College without the specific consent of the judicial office holder. To ensure that the necessary arrangements are made I ask you to specify your requirements each time to book a place on a training conference.

Comments and suggestions

Please bear in mind that if you have any suggestions about topics for future training you can put them into your self-assessment questionnaire prior to appraisal or contact either me or your own regional training lead.

Conclusion

I feel very fortunate to be supported by such a hardworking group of trainers with a range of skills and abilities able to deliver excellent relevant training. I want to express my thanks to those who lead our training and facilitate, and also to those who have participated so enthusiastically in the Training Committee as well as those from outside the committee who give so freely of their time. I also want to express my thanks to the Judicial College for all their assistance over the past year, and in the preparation of this prospectus.

Finally, I would like to thank you all for your participation in training which really makes my task a rewarding one. I also want to reassure you that we take your feedback very seriously. It is key to the development of relevant and engaging future training. I encourage you to always provide feedback after each training event. I do hope that you enjoy your training this year too.

Regional Tribunal Judge Peter Maddox
National Judicial Training Officer SSCS

General Information

Judicial College Training Year

The College training year runs from 1 April – 31 March. This prospectus is in training year 2021-22 and already planning for Training Year 2022-23.

How to Book Your Training

Before the Prospectus was published, you will have been invited to attend a specific training course by email. In line with the majority of tribunals, the College has published a prospectus that provides details of all available courses for the Training Year 2021-22. **Please ensure you book onto training in your region wherever possible.** JOHs will also need to inform their Allocations Centre that they are not available to sit so that the Allocations Team know not to allocate the JOH to a sitting on those dates.

The current prospectus has been set-up so that only JOHs that have not attended training recently in a particular category will be able to book a place on a course for that type of training. You will have received an email invitation which specifies which type of training you are required to attend. JOHs who find themselves unable to book on to a course will have been recorded as having attended a similar training event recently and are therefore not required to attend any training in this category during this prospectus year. The College keeps a record of when you last attended training in each particular category eg Medical Training or TMRT.

Attendance and Cancellation

Please only choose dates that you are confident you can attend. When choosing your courses please ensure that you do not book a course on a day when you have indicated that you are available for sitting. Once you are booked on a course this should take precedence over other commitments, unless there are exceptional circumstances where cancellation is unavoidable. Requests to cancel a booking should be made to your Leadership Judge who will assess those circumstances and decide if you can be excused. You must also notify the College of your request at the same time as cancellations will mean making changes to the training programme. Please avoid last minute changes to booking as this creates an administrative pressure and can affect the balance of a course. If for any reason you wish to change your booking please contact the Judicial College by email.

Where the training takes place at a venue, the College can incur cancellation charges for unused accommodation and changes to bookings creates additional administrative work. Cancellation within a few weeks of the seminar incurs 100% cancellation charges. The College reserves the right to charge the absent judge wasted costs in appropriate circumstances.

Pre-Course Materials

Pre-Course materials will be available on the College's Learning Management System (LMS) approximately 2 weeks in advance of the course. A printable version will be saved for you to print out if required. If you prefer to bring a laptop or tablet to seminars so as to reduce the amount of printing, please download the document onto your laptop/tablet so it is easily accessible when you get to the venue.

CPD Points

Full details of the availability of CPD points will be provided in seminar programmes. To be eligible for CPD points you must attend the entire course.

Reasonable adjustments

The event booking form makes provision for you to request reasonable adjustments for both digital and face to face training. If you need to discuss your requirements please contact the training team.

Feedback

Feedback for Judicial College seminars has changed. Feedback remains hugely important to the College in maintaining and improving the quality of the training provided to you and we would encourage you to complete feedback whenever given the opportunity to do so. There are now two feedback forms, both in electronic format on the LMS.

The first (Immediate Feedback) form will be available to you at the end of the seminar. After the end of the course (sometimes during) you will receive an email directing you to the form and asking you to complete and submit your immediate thoughts on the seminar. The second (Follow-up Feedback) form will be made available to you approximately four months after the seminar and is an opportunity for you to tell the College how useful the training that you received has been over the intervening period.

Each feedback form will be available on the LMS for 10 working days and will only take a few minutes to complete. Your feedback is vital to the College in order that we can design and deliver the best training that is fit to meet current and future needs of a modern Judiciary.

Training Events and Summary of Training Requirements

Please read your invitation email carefully. Training programmes are organised as follows:

Tribunal Member Refresher Training (TMRT):

- Rolling 3-year programme
- Each JOH is required to attend TMRT training once in every 3-year cycle
- This training is for all member types

Disability Qualified Tribunal Members Training:

- Rolling 2-year programme
- Each JOH is required to attend only one course each training cycle (i.e. one course every two years)
- This training is for Disability Qualified members only

One Day Medical Training:

- Rolling 2-year programme

- Each JOH is required to attend only one course each training cycle (i.e. one course every two years)
- This training is for Medical Qualified members only

Residential for Judges Training:

- Rolling 2-year programme
- Each JOH is required to attend only one course each training cycle (i.e. one course every two years)
- This training is for Legally Qualified (TJ) members only

Child Support Training:

- Biennial programme
- This training is for 02 ticketed members only

Refresher Training:

- Biennial programme
- This training is for 01 ticketed members only

Summary of Courses

Event	Date of Seminar
Salaried Training Day: Resilience & Recovery	April 2021
Tribunal Member Refresher Training (London)	May 2021 (AM)
Tribunal Member Refresher Training (London)	May 2021 (PM)
One Day Medical	May 2021
Tribunal Member Refresher Training (Midlands)	June 2021 (AM)
Tribunal Member Refresher Training (Midlands)	June 2021 (PM)
Child Support Refresher Training	June 2021
Tribunal Member Refresher Training (North West)	July 2021 (AM)
Tribunal Member Refresher Training (North West)	July 2021 (PM)
Tribunal Member Refresher Training (Scotland)	September 2021 (AM)
Tribunal Member Refresher Training (Scotland)	September 2021 (PM)
Tribunal Member Refresher Training (London)	September 2021 (AM)
Disability Qualified Refresher Training (Scotland)	September 2021
One Day Medical	September 2021
Disability Qualified Refresher Training (North East)	October 2021
One Day Medical	October 2021
Salaried Annual Training	October 2021

Tribunal Member Refresher Training (North East)	November 2021 (AM)
Tribunal Member Refresher Training (North East)	November 2021 (PM)
Disability Qualified Refresher Training (Wales & SW)	November 2021
Regional Medical Appraiser's Training	November 2021
Child Support Refresher Training	November 2021
Tribunal Member Refresher Training (South East)	December 2021 (AM)
Tribunal Member Refresher Training (South East)	December 2021 (PM)
Tribunal Member Refresher Training (Wales & SW)	January 2022 (AM)
Tribunal Member Refresher Training (Wales & SW)	January 2022 (PM)
Disability Qualified Refresher Training (Midlands)	January 2022
Tribunal Member Refresher Training (Wales & SW)	February 2022 (AM)
One Day Medical	February 2022
One Day Medical	March 2022
Residential for Judges - Invitations to Follow	To be Confirmed
Residential for Judges - Invitations to Follow	To be Confirmed
Residential for Judges - Invitations to Follow	To be Confirmed
Residential for Judges - Invitations to Follow	To be Confirmed

Tax 2021-2022

Foreword

Following the cancellation of the 2020 Judges' and Members' Training Conferences, both victims of the coronavirus, the Tax Training Team (myself, Jennifer Dean and Kim Sukul) are very pleased to be able to confirm the training arrangements for 2021-22.

Unfortunately, given the continued uncertainty and various restrictions currently in place, we are not going to be able to resume our face to face conferences for Judges and Members in the 2021-22 training year but very much hope that we are able to do so for 2022-23.

Rather than the modular training which replaced the 2020 Judges' Conference we shall hold two online training conferences. The first, for **Judges only** will be in April 2021; and the second, for **Judges and Members** in April 2021. These will follow a similar and familiar format to previous conferences and address a variety of substantial and procedural topics and also include consideration of case studies in syndicate groups (although sadly without the social interaction of previous years).

Booking for these conferences (for which, as attendance is mandatory, fees will be payable) is via the Learning Management System (LMS) on which the relevant conference materials will be made available.

I would also remind everyone, Judges and Members, that attendance at annual training events should be given the same priority as attendance at hearings. Failure to attend two annual training events in a row without good reason means that no sittings will be offered until further training has been undertaken or the President has agreed to waive that requirement.

Judges/Members in their last year of service

In relation to judicial office holders in or approaching their final year of service, training remains compulsory unless the judicial office holder knows for sure that, during the relevant training year (i.e. 1 April this year up to the following 31 March), they have a date fixed when they will retire, and they are not intending to sit or will only sit rarely up until the date of their retirement.

Course materials

These will be made available electronically via LMS in advance of the conference. It is up to you whether you choose to print these in advance or download them to your electronic device, so they are available to you during the day.

In line with the policy of the Judicial College our trainers have been given clear instructions and will do their best to keep reading (and preparation time) to a reasonable minimum.

Feedback

Finally, I encourage you to always provide feedback after each training event as this is very much key to the development of relevant and engaging future training.

John Brooks
Training Lead,
Tax Chamber, First-tier Tribunal
Tax and Chancery Chamber, Upper Tribunal

General Information

Attendance and late cancellations of training events

Please only choose dates that you are confident you can attend. Once you are booked on a course this should take precedence over other commitments, unless there are exceptional circumstances where cancellation is unavoidable. Requests to cancel a booking should be made to your Leadership Judge who will assess those circumstances and decide if you can be excused. You must also notify the College of your request at the same time as cancellations will mean making changes to the training programme. Please avoid last minute changes to booking as this creates an administrative pressure and can affect the balance of a course. If for any reason you wish to change your booking please contact the Judicial College by email.

Where the training takes place at a venue, the College can incur cancellation charges for unused accommodation and changes to bookings creates additional administrative work. Cancellation within a few weeks of the seminar incurs 100% cancellation charges. The College reserves the right to charge the absent judge wasted costs in appropriate circumstances.

Pre-Course Materials

Pre-Course materials will be available on the College's Learning Management System (LMS) approximately 2 weeks in advance of the course. A printable version will be saved for you to print out if required. If you prefer to bring a laptop or tablet to seminars so as to reduce the amount of printing, please download the document onto your laptop/tablet so it is easily accessible when you get to the venue.

Reasonable adjustments

The event booking form makes provision for you to request reasonable adjustments for both digital and face to face training. If you need to discuss your requirements, please contact the training team.

Feedback

Feedback for Judicial College seminars has changed. Feedback remains hugely important to the College in maintaining and improving the quality of the training provided to you and we would encourage you to complete feedback whenever given the opportunity to do so. There are now two feedback forms, both in electronic format on the LMS.

The first (Immediate Feedback) form will be available to you at the end of the seminar. After the end of the course (sometimes during) you will receive an email directing you to the form and asking you to complete and submit your immediate thoughts on the seminar. The second (Follow-up Feedback) form will be made available to you approximately four months after the seminar and is an opportunity for you to tell the College how useful the training that you received has been over the intervening period.

Each feedback form will be available on the LMS for 10 working days and will only take a few minutes to complete. Your feedback is vital to the College in order that we can design and deliver the best training that is fit to meet current and future needs of a modern Judiciary.

Summary of Courses

Event	Date of Seminar
Tax Chamber Conference	April 2021
Tax Chamber Conference	April 2021

Upper Tribunal Immigration and Asylum Chamber 2021-2022

Foreword

Welcome to the Prospectus of the Upper Tribunal (Immigration and Asylum Chamber) Training Programme covering April 2021 to March 2022. This summarises the information relevant to booking and attending training supported by the Judicial College. Any queries regarding more informal training, please just get in touch with me directly.

Ms Melanie Plimmer
UTIAC Training Judge

General Information

Attendance Requirements

Please note that attendance at Upper Tribunal Training is mandatory for all Upper Tribunal (IAC) judges.

Attendance at IAC Continuation training is not mandatory but advised.

Members in their last year of service

In relation to judicial office holders in or approaching their final year of service with the jurisdiction, training remains compulsory unless the judicial office holder knows for sure that, during the relevant training year (i.e. 1 April this year up to the following 31 March) they are not intending to sit or will only sit rarely up until the date of their retirement. If you are in your last year and do not wish to attend training, please contact the Training Judge (Melanie Plimmer) to discuss this.

Attendance and late cancellations of training events

Please only choose dates that you are confident you can attend. Once you are booked on a course this should take precedence over other commitments, unless there are exceptional circumstances where cancellation is unavoidable. Requests to cancel a booking should be made to your Leadership Judge who will assess those circumstances and decide if you can be excused. You must also notify the College of your request at the same time as cancellations will mean making changes to the training programme. Please avoid last minute changes to booking as this creates an administrative pressure and can affect the balance of a course. If for any reason you wish to change your booking please contact the Judicial College by email.

Where the training takes place at a venue, the College can incur cancellation charges for unused accommodation and changes to bookings creates additional administrative work. Cancellation within a few weeks of the seminar incurs 100% cancellation charges. The College reserves the right to charge the absent judge wasted costs in appropriate circumstances.

Please note that the Judicial Training Team is unable to organise accommodation for non-residential courses and you will need to book this yourself. If you meet the required criteria, please book your accommodation in accordance with your own local procedures.

It is generally accepted that if you must leave before 7am an overnight stay is reasonable. What is considered “reasonable” will depend on various factors such as the method of travel, the time of year and the road conditions.

Course materials

Pre-course material will be provided via LMS approximately 2 weeks in advance of the course. A printable version will be included for you to print out if required. It is now up to you whether you choose to print these in advance or download them to your electronic device, so they are available to you during the day. If you prefer to bring a laptop or tablet to seminars to reduce the amount of printing, please download the document onto your laptop/tablet so it is easily accessible when you get to the venue. Spare hard copies of materials will **not** be available at the venue.

Reasonable adjustments

The event booking form makes provision for you to request reasonable adjustments for both digital and face to face training. If you need to discuss your requirements, please contact the training team.

Feedback

Feedback for Judicial College seminars has changed. Feedback remains hugely important to the College in maintaining and improving the quality of the training provided to you and we would encourage you to complete feedback whenever given the opportunity to do so. There are now two feedback forms, both in electronic format on the LMS.

The first (Immediate Feedback) form will be available to you at the end of the seminar. After the end of the course (sometimes during) you will receive an email directing you to the form and asking you to complete and submit your immediate thoughts on the seminar. The second (Follow-up Feedback) form will be made available to you approximately four months after the seminar and is an opportunity for you to tell the College how useful the training that you received has been over the intervening period.

Each feedback form will be available on the LMS for 10 working days and will only take a few minutes to complete. Your feedback is vital to the College in order that we can design and deliver the best training that is fit to meet current and future needs of a modern Judiciary.

Summary of Courses

Event	Date of Seminar
Upper Tribunal Deputies Training	June 2021
Upper Tribunal Deputies Training	June 2021
UTIAC Salaried Training	March 2022
Upper Tribunal Deputies Training	June 2021
Upper Tribunal Deputies Training	June 2021

War Pensions and Armed Forces Compensation Chamber 2021-2022

Foreword

I, together with Surinder Capper as our Training lead are very pleased to be able confirm the training arrangements for 2021-22.

As previously advised, we will be running one Chamber training Conference this year which will be held in **September and October 2021**. These will follow a similar and familiar format to previous conferences and address a variety of substantial and procedural topics. However, given the current uncertainty over what restrictions will be in place later in the year it is not possible to confirm whether the course will be held face to face, online or some sort of hybrid. We very much hope that it will be possible to meet in person and enjoy the collegiate and social interaction that is a significant part of our annual training courses, but we also have to plan for the possibility that we may have to hold it remotely.

Booking for this conference (for which, as attendance is mandatory, fees will be payable) is via the Learning Management System (LMS) on which the relevant conference materials will be made available.

I would also remind everyone that attendance at annual training events should be given the same priority as attendance at hearings. You will need to ask me to waive the requirement to attend if you are unable to do so for good reason.

Judges/Members in their last year of service

In relation to judicial office holders in or approaching their final year of service, training remains compulsory unless the judicial office holder knows for sure that, during the relevant training year (i.e. 1st April this year up to the following 31st March), they have a date fixed when they will retire, and they are not intending to sit or will only sit rarely up until the date of their retirement.

Course materials

These will be made available electronically via LMS in advance of the conference. It is up to you whether you choose to print these in advance or download them to your electronic device, so they are available to you during the day.

Feedback

Finally, I encourage you to always provide feedback after each training event as this is very much key to the development of relevant and engaging future training.

Fiona Monk
Chamber President
WPAFCC

General Information

Attendance and late cancellations of training events

Please only choose dates that you are confident you can attend. Once you are booked on a course this should take precedence over other commitments, unless there are exceptional circumstances where cancellation is unavoidable. Requests to cancel a booking should be made to your Leadership Judge who will assess those circumstances and decide if you can be excused. You must also notify the College of your request at the same time as cancellations will mean making changes to the training programme. Please avoid last minute changes to booking as this creates an administrative pressure and can affect the balance of a course. If for any reason you wish to change your booking please contact the Judicial College by email.

Where the training takes place at a venue, the College can incur cancellation charges for unused accommodation and changes to bookings creates additional administrative work. Cancellation within a few weeks of the seminar incurs 100% cancellation charges. The College reserves the right to charge the absent judge wasted costs in appropriate circumstances.

Pre-Course Materials

Pre-Course materials will be available on the College's Learning Management System (LMS) approximately 2 weeks in advance of the course. A printable version will be saved for you to print out if required. If you prefer to bring a laptop or tablet to seminars so as to reduce the amount of printing, please download the document onto your laptop/tablet so it is easily accessible when you get to the venue.

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Each feedback form will be available on the LMS for 10 working days and will only take a few minutes to complete. Your feedback is vital to the College in order that we can design and deliver the best training that is fit to meet current and future needs of a modern Judiciary.

Summary of Courses

Event	Date of Seminar
Annual Training	September & October 2021