

TIMETABLE AND STEP BY STEP GUIDE TO BOOKING 2024

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How to book

There are two ways you can choose to purchase your PSRAS/ PSQ. We have created a number of packages to help you gain accreditation. These include assessments and training courses.

If you prefer, you can purchase training courses and assessments on a pay-as-you-go basis. Don't forget, when you buy one of our packages, you save money against the cost of purchasing elements individually.

Packages

Our packages are designed to help you gain PSRAS/ PSQ accreditation.

Each package contains all the assessments you need to complete, as well as various training courses. There are different packages according to whether you are exempt from the written examination*.

How to buy a package

1. Go to our website and choose which package you would like to buy.
2. Click on the link to add the package to your shopping basket. This will issue you with a voucher that covers the cost of the various elements in your package.
3. You will be prompted to add the SRA Levy (£20) to your shopping basket. If you have not previously paid this to another provider, please add it to your basket. (Note, we will request proof of previous payment once you've registered).
4. Create an account with us (or log in to your existing account), and pay for your voucher. The easiest and fastest method is to pay by credit card. If you would rather pay by invoice, we will ask for a copy of your purchase order. Your order is not confirmed until this is received and you won't be able to move on to step 5.
5. Once your order is confirmed, you will be able to log into your account at any time to book and manage all your chosen courses and assessments, as well as find useful information.

Pay as you go

If you prefer, you can buy courses and assessments separately.

Perhaps you have already completed some elements of the PSRAS, or you need to retake a particular assessment.

We offer each element of the PSRAS on a pay as you go basis (bear in mind you don't receive a discount if you purchase elements separately).

How to buy a pay as you go item

1. Go to our website and choose which course or assessment you would like to buy.
2. Click on the link to add the item to your shopping basket.
3. You will be prompted to add the SRA Levy (£20) to your shopping basket. If you have not previously paid this to another provider, please add it to your basket. (Note, we will request proof of previous payment once you've registered).
4. Create an account with us (or log in to your existing account), and pay for your voucher. The easiest and fastest method is to pay by credit card. If you would rather pay by invoice, we will ask for a copy of your purchase order. Your order is not confirmed until this is received and you won't be able to move on to step 5.
5. Once your order is confirmed, you will be able to log into your account at any time to book and manage all your chosen courses and assessments, as well as find useful information.

***Exemption from written exam**
You are exempt from the written examination if you hold any of the following:
LPC (Legal Practice Course)
BTC (Bar Training Course)
or its predecessor.

Or if you are a:
Fellow or Member of the Chartered Institute of Legal Executives and have passed CILEX level 6 Diploma in Law and Practice criminal pathway (previously called CILEX level 6 professional

Higher Diploma in Law including criminal law and criminal litigation).

You must show proof of the above qualifications in order to benefit from the exemption.

Packages

We have created a number of packages to help you gain PSRAS accreditation.

PSRAS Route 1

These packages are suitable for those who have completed the LPC, BTC or CILEX level 6 Diploma in Law including criminal law and criminal litigation.

ALL INCLUSIVE

This package includes both assessments that are required to gain the PSRAS qualification, as well as two accompanying training courses designed to help you pass the assessments:

Portfolio
Critical Incidents Test (CIT)
Portfolio training course
CIT training course

PACKAGE 2

This package includes all required testing, and the CIT training course:

Portfolio
Critical Incidents Test (CIT)
CIT training course

PSRAS Route 2

These packages are suitable for those with little or no legal training or background and those who are not exempt from the written examination.

ALL INCLUSIVE

This package includes all three assessments that are required to gain the PSRAS qualification, as well as four related training courses designed to help you pass the assessments:

Written exam
Portfolio
Critical Incidents Test (CIT)
Introduction to criminal law training course
Examination training course
Portfolio training course
CIT training course

PACKAGE 2

This package includes all required testing and two supporting training courses (CIT and portfolio):

Written examination
Portfolio
Critical Incidents Test (CIT)
Portfolio training course
CIT training course

PACKAGE 3

This package includes all required testing and the CIT training course:

Written examination
Portfolio
Critical Incidents Test (CIT)
CIT training course

PSQ

These packages are suitable for those who have completed the LPC, BTC or CILEX level 6 Diploma in Law including criminal law and criminal litigation*.

ALL INCLUSIVE

This package includes both assessments that are required to gain the PSQ qualification, as well as two accompanying training courses designed to help you pass the assessments:

Portfolio
Critical Incidents Test (CIT)
Portfolio training course
CIT training course

PACKAGE 2

This package includes the Critical Incidents Test, the Portfolio, and the CIT training course:

Portfolio
Critical Incidents Test (CIT)
CIT training course

***Note: we recommend that all candidates, regardless of experience and qualifications, undertake the PSRAS rather than the PSQ.**

Please note: you cannot book the CIT until you have successfully completed the written examination (unless you are exempt) and Portfolio Part A AND received your PIN from the Legal Aid Agency.

Good to know

You can remain registered with the LAA for up to one year as a probationary representative. You must pass one assessment element within six months, and all three assessments within one year.

If you do not achieve this, you will be suspended from undertaking legal aid work.

In order to claim remuneration from the Legal Aid Fund, you must be accredited or be registered with the LAA as a probationary representative. This is not available if you choose the PSQ route.

Timetable

Here are the planned dates for assessments and courses in 2024. Please note, this is an indicative timetable and may change. For the most up to date information, please contact us at law-PDU@cardiff.ac.uk.

	January	February	March	April	May	June	July	August	September	October	November	December
CIT (online)	23rd 25th	29th	4th	25th	7th		17th 23rd			3rd 9th	21st 26th	
CIT (face to face)							23rd					
Portfolio submission	3rd	19th		11th		17th		15th			6th	
Written Examination	18th	26th		24th			25th			1st	20th	
Introduction to Criminal Law training course	3rd and 4th (2 day course)	24th and 13th (2 day course)		9th and 10th (2 day course)		5th and 6th (2 day course)			10th and 11th (2 day course)		4th and 5th (2 day course)	
Written Examination training course	9th and 11th (2 day course)	20th and 22nd (2 day course)		16th and 18th (2 day course)		11th and 13th (2 day course)			17th and 19th (2 day course)		12th and 14th (2 day course)	
CIT training course	15th	15th		15th		25th			16th		18th	
Portfolio training course	15th	15th		15th		25th			16th		18th	

ANY QUESTIONS?

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How to book

If you have any questions about how to book,
please contact:

+44 (0)29 2087 5274
train@cardiff.ac.uk

PSRAS / PSQ questions

If you have any questions about the scheme/s,
please contact:

+44 (0)29 2087 6948
law-PDU@cardiff.ac.uk