



# **TIMETABLE AND STEP BY STEP GUIDE TO BOOKING 2025**

[cardiff.ac.uk/professional-development](https://cardiff.ac.uk/professional-development)

# 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 are a solicitor or barrister, or 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.

Please note, holding the Solicitors Qualifying Examination (SQE) does **not** exempt you from the Written Examination.

# 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 2025. 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](mailto:law-PDU@cardiff.ac.uk).**

	January	February	March	April	May	June	July	August	September	October	November	December
Critical Incidents Test (CIT)	16th 22nd		20th 25th		28th	2nd	21st 24th			1st 6th	17th 25th	
Portfolio submission	6th	24th		30th		23rd			11th		6th	
Written Examination	20th		11th		20th		22nd		25th		18th	
Introduction to Criminal Law training course	7th	24th			6th	24th	15th		10th		3rd	
Written Examination training course	14th		3rd		13th				16th		11th	
CIT training course	9th		10th		8th	26th			18th		6th	
Portfolio training course	9th		10th		8th	26th			18th		6th	



# ANY QUESTIONS?

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[cardiff.ac.uk/professional-development](http://cardiff.ac.uk/professional-development)

## How to book

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

+44 (0)29 2087 5274  
[train@cardiff.ac.uk](mailto:train@cardiff.ac.uk)

## PSRAS / PSQ questions

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

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