

Trainers

All courses are normally led by the advice team at the Unit.

Course Times

Full-day courses are 10am – 4pm and half day courses are 10am – 1pm.

Registration Time

Registration is 9.50 for all courses. Tea and coffee are available on arrival.

Bookings

Bookings will normally be confirmed, usually by email, within 10 days. Please make a note in your diary as we will not usually contact you again until joining instructions are sent 2 weeks prior to the course.

Refreshments

Lunch, tea and coffee will be provided for all full-day courses. Tea and coffee are provided for half-day courses.

Equipment

Please bring a calculator and pens.

Joining Instructions

These will be sent out to you, usually by email, approximately two weeks in advance of the course.

Knowledge

It is important that you have either attended Introduction to Welfare Benefits or have a working knowledge of the benefits system before enrolling on any of the other courses. If you would like to discuss then please contact the Unit for advice.

Special Requirements

Please indicate any specific dietary or accessibility requirements on the booking form, along with additional persons who will be accompanying you eg: carer or PA.

Accreditation

Trainees can claim 5 CPD hours for attending a full day course and 2.5 CPD hours for a half-day course. Courses are accredited by the Solicitors Regulatory Authority. Please notify us on your booking if you wish to claim.