

# How to book your Professional Skills (PSC) course

So, you've secured a training contract and are now looking to book your Professional Skills Course (PSC). But are you unsure where to start? Simply follow the steps below.

## 1 Step 1 – Select your package

We have six PSC package options available including:

- PSC core plus 24 hours of electives (with coursework)
- PSC core plus Higher Rights training
- PSC core plus Higher Rights training and assessment
- PSC core only (Chartered Legal Executive or Equivalent means)
- PSC core plus 24 hours of electives (with coursework and FBS revision module)
- PSC core only (Chartered Legal Executive or Equivalent means and FBS revision module)

### + *Top tip*

Regardless of what package you choose, you don't have to select all course dates upon booking. Instead, you can choose TBC in the drop-down menu and confirm your preferred dates with our team when you are ready.

## 2 Step 2 – Select your Core modules

You will need to complete three core modules: Client Care & Professional Standards; Financial & Business Skills; and Advocacy & Communication Skills.

BARBRI Altior offers a Pass Guarantee for delegates sitting the Financial & Business exam (the only PSC Core module exam) so if you don't pass the first time, you can rest assured that you have the option to re-sit at no additional cost.

There is no official SRA guidance on whether you complete the core modules before taking your electives. So, if you'd prefer to tackle your electives first, you can shape your schedule to suit this.

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## Step 3 – Select your Elective modules

Alongside your Core modules, you must complete 24 hours of electives (unless you are a CILEx delegate or have been granted an exemption), 12 of which must be completed via face-to-face courses. Our virtual classroom, Live Online, satisfies this requirement and you can select electives that would be most relevant to your professional career while taking advantage of flexible learning. If you choose two electives, coursework will be compulsory. You can find a full list of our PSC Electives and upcoming dates [here](#).

We do limit numbers on our elective courses, so we recommend booking your dates as soon as possible to guarantee a space on your preferred module.

#### **+** *Top tip*

We recommend that trainee solicitors complete the PSC at least 8 weeks before the end of the training contract to try to avoid a delay in their Roll application.

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## Step 4 – Consider any optional extras

While you secure your PSC package, you may also want to consider additional extras that might prove beneficial throughout your career.

As you'll see in our package options, you can choose to undertake Higher Rights of Audience training to help you prepare for the Higher Courts before completing your assessment upon qualification; or perhaps you might consider undertaking a Trainee Litigation Programme (TLP) course to help satisfy the contentious practice skills required by the Solicitors Regulation Authority (SRA).

You may also choose to add the Financial & Business Skills revision module to support your learning journey and help you pass that all-important exam. If you have any questions about our optional extras or wish to select something outside of our packages, our team can offer their support.

#### **+** *Top tip*

If you've booked a course and need to change the date, we can help organise that with you depending on availability. We just need 28 days' notice before the start date of your original course otherwise you will be charged a small fee.

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## Step 5 – Complete your enrolment & pay

This is the final step before you are officially enrolled with us. You can pay via credit/debit card or BACS (or we can invoice your firm directly).

### **Please note**

We have several payment plan options available and if you'd like to learn more, please contact a member of our team at [infoaltior@barbri.com](mailto:infoaltior@barbri.com) and we will be happy to find the best solution for you.

Once you've completed your booking, you'll receive a confirmation email which will include your Delegate ID. This will be shown at the top right corner of the letter attached to the email. This ID will be requested whenever you contact us about your course for updates or to amend course dates. So please keep a note of this for future reference.

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## Step 6 – Login to our Learning Portal

To stay up to date with the latest deadlines and requirements, you can sign in to BARBRI Altior's Learning Portal, and you'll be given access to this once you have signed up for a course with us. This will keep your essential course information organised and is regularly reviewed and updated by our team to help keep you on track for success.

Your joining instructions for the course will be made available approximately three weeks before the start date of each core or elective module.



If you have any additional questions about booking the PSC, please get in touch with our team today.

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