



LAW CENTRE (NI) TRAINING PROGRAMME

2011-2012

Law Centre (NI) offers training for advisers, legal practitioners and others working in the field of social welfare rights. The training covers community care, employment, immigration, mental health and social security law, as well as skills required for advice work.

INTRODUCTION

TRAINING LEVELS, CPD AND NATIONAL STANDARDS

The training framework has three levels, Introductory, Intermediate and Advanced. All courses are placed in the structure by being ascribed a level using the descriptors set out on page 4. Law Centre (NI) courses are linked to National Occupational Standards (NOS) and count towards CPD for Citizens Advice advisers, solicitors and barristers.

NOS have been developed for many sectors including the legal advice sector to help provide a clear list of the skills and knowledge needed to work in this sector.

NOS also form the basis of qualifications, most commonly National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs). They are used in the Integrated Competency Framework (ICF).

COURSES DEVELOPED THROUGH FEEDBACK AND PARTNERSHIP

We developed this programme to meet the needs of our member agencies, designing and adapting courses to cover changes in law or complex areas of legal and advice work. We took account of the feedback from members who have attended training during the year, the areas on which members have sought advice from us and the results of our Member Survey 2010.

We discussed proposed content and timing with Citizens Advice and Advice NI through the Advice Services Alliance training working group. This provided assurance that our programme is responding to the needs of the advice sector and that we are focusing on complementary work. Our partnership training at present includes immigration training with Citizens Advice and community care training with Advice NI through its Advantage programme.

ACCESSIBLE VENUES IN BELFAST AND DERRY

The courses are held at venues in Belfast and Derry. The vast majority of the Belfast courses are held in the Law Centre Central Office premises while courses offered in the Western Area are held in a number of different venues. Only venues with suitable facilities are used and all have disabled access.

SPECIALIST TUTORS

Most of the training courses are delivered by our training officer and legal advisers. Outside trainers are brought in occasionally so that we may benefit from their particular experience. Our legal advisers deliver training within their own specialist areas of work.

HOW TO APPLY

A standard procedure is used to offer courses to members. Information details and application forms are issued from the relevant office around eight weeks before the start of the course and can be downloaded from our website. Application forms (which may be photo-

copied) should be completed in full and returned to the relevant office by the closing date indicated. Please pay particular attention to the closing dates, especially for the Welfare Rights Adviser Programme, as late applications may not be considered at all because of the demand for places.

FEES

Details of course fees can be found in this programme as well as on the information flyers. Payment must be made either with the application form or one week before the course date. Please indicate on the application form if you require an invoice. Where the offer of a place on a course is accepted, payment must be made by the date indicated on the invoice. As the demand for places can be quite high, refunds will not be provided for late cancellation or non attendance.

IMPROVING ACCESS TO OUR COURSES

In order to improve access to our courses for organisations with limited means, we will offer an additional place to members who have staff or volunteers attending where there are places left at the closing date. Members wishing to take up this opportunity should contact the Law Centre before the course to set out their budget constraints and their need to have staff trained. **We also have a number of discount offers for those who attend multiple courses as described in the programme.**

CONTACTS

For details of courses run at the Central Office, please contact Deborah Hill at:

Law Centre (NI), 124 Donegall Street, Belfast, BT1 2GY.

Tel 028 9024 4401, Fax 028 9023 6340, Textphone 028 9023 9938, Email deborah.hill@lawcentreni.org

For details of courses run by the Western Office, please contact Noirin Hyndman at:

Law Centre (NI), 9 Clarendon Street, Derry BT48 7EP

Tel 028 7126 2433, Fax 028 7126 2343, Email noreen.hyndman@lawcentreniwest.org

You can also subscribe to the RSS feed to our website for instant notice of upcoming courses.

The Law Centre monthly e-newsletter will keep you up to date with our training activities. If you want to receive our e-newsletter, please email catherine.couvert@lawcentreni.org

LEVELS AND QUALIFICATIONS

LEVEL DESCRIPTORS

These descriptors state how much knowledge of a subject or practical experience is required. They indicate who would benefit most from a course at that level. However, please remember that it is just a guide and that there are no formal entry requirements to any of the Law Centre training courses. It is assumed that participants will have literacy and numeracy skills consistent with what is required for their work.

INTRODUCTORY

No prior knowledge of the subject or specific experience required. Suitable for all advisers and legal practitioners, new or experienced.

INTERMEDIATE

Social security courses are suitable for advisers who have attended the Welfare Rights Adviser Programme or equivalent courses. For other areas, suitable for advisers and legal practitioners who have gained relevant experience in the subject.

ADVANCED

Requires intermediate level knowledge of the subject and relevant practical experience. Suitable for experienced advisers and legal practitioners.

OVERVIEW OF COURSE SUBJECTS

COURSE SUBJECTS AND LEVELS

OPEN COLLEGE NETWORK NI

Our Welfare Rights Adviser programme is accredited with the Open College Network Northern Ireland at Level 2 and Level 3. Our Tribunal Representation course is accredited at Level 4.

COMMUNITY CARE	LEVEL	PAGE
Community Care and the Law	Introductory	11
Challenging Social Services Decisions	Intermediate/Advanced	12
EMPLOYMENT		
Employment Law [two days]	Introductory/Intermediate	14
Redundancy, Lay-off and Employer Insolvency	Introductory/Intermediate	13
IMMIGRATION		
Children and Young People in the Immigration System	Introductory/Intermediate	17
Introduction to Immigration Law and Practice (two days)	Introductory/Intermediate	16
Immigration and Criminal Justice	Intermediate/Advanced	16
The Citizens Directive 2004/38/EC and the Immigration (EEA) Regs 2006	Advanced	15
MENTAL HEALTH		
Mental Health Law	Introductory/Intermediate	18
Mental Health and Criminal Justice	Intermediate	19
Representing at Mental Health Review Tribunals	Advanced	18
SOCIAL SECURITY		
Benefits for Carers	Introductory	29
Completing Disability Forms: DLA and ESA Best Practice	Introductory	22

Pregnancy and Benefits	Introductory	21
Welfare Rights Adviser Programme (WRAP) [eight days]	Introductory	20
WRAP Disability Benefits Refresher	Introductory	26
Employment and Support Allowance: Changes and Migration	Introductory/Intermediate	23
Challenging Social Security Overpayment Decisions	Intermediate	27
Challenging Tax Credit Decisions: Overpayments	Intermediate	25
Social Security: Seeking Work, other Requirements and Sanctions	Intermediate	27
Tribunal Representation [six days]	Intermediate/Advanced	23
Advocacy skills [two days]	Advanced	24
Commissioner Appeals: Understanding the process	Advanced	28
European Law and Social Security Update	Advanced	21
GENERAL		
Advising Migrant Workers	Intermediate	29
Legal Research Skills for Advisers [half day]	Intermediate	30

WELFARE REFORM BRIEFING SESSIONS

This year we will also be holding briefing sessions on the new Welfare Reform Bill through our social security practitioners groups. More details will be available through the upcoming events section on our website www.lawcentreni.org and in our e-newsletter. You can also have your name added to the social security practitioner group circulation list by emailing deborah.hill@lawcentreni.org or noreen.hyndman@lawcentreniwest.org

REGIONAL OVERVIEW

BELFAST TRAINING

INTRODUCTORY	DATE	PAGE
Welfare Rights Adviser Programme [eight days]	3 May – 21 June 2011 and 17 January – 6 March 2012	20
Community Care and the Law	26 May 2011	11
Pregnancy and Benefits	22 June 2011	21
Completing Disability Forms: DLA and ESA Best Practice	25 August 2011	22
WRAP Disability Benefits Refresher	2 December 2011	26
Benefits for Carers	28 March 2012	22
INTRODUCTORY/INTERMEDIATE		
Redundancy, Lay-off and Employer Insolvency	14 October 2011	13
Employment and Support Allowance: Changes and Migration	25 October 2011	23
Introduction to Immigration Law and Practice [two days]	7 and 14 November 2011	16
Mental Health Law	6 December 2011	18
Employment Law [two days]	8 and 9 February 2012	14
Children and Young People in the Immigration System	7 March 2012	17
INTERMEDIATE		
Challenging Tax Credit Decisions: Overpayments [half day]	30 November 2011	25
Mental Health and Criminal Justice	16 February 2012	19
Social Security: Seeking Work, other Requirements and Sanctions	15 February 2012	27
Legal Research Skills for Advisers [half day]	29 February 2012	30
Challenging Social Security Overpayment Decisions	1 March 2012	27
INTERMEDIATE/ADVANCED		
Tribunal Representation [six days]	20 September – 19 October 2011	23
Challenging Social Services Decisions	18 January 2012	12

ADVANCED	DATE	PAGE
The Citizens Directive 2004/38/EC and the Immigration (EEA) Regulations 2006	9 June 2011	15
European Law and Social Security Update	10 June 2011	21
Immigration and Criminal Justice	17 June 2011	16
Representing at Mental Health Review Tribunal	22 September 2011	18
Advocacy Skills [two days]	16 and 17 November 2011	24
Commissioner Appeals – Understanding the Process	20 March 2012	28

WESTERN AREA TRAINING

INTRODUCTORY

Community Care and the Law	20 May 2011	11
Pregnancy and Benefits	15 June 2011	21
Completing Disability Forms: DLA and ESA Best Practice	18 August 2011	22
Welfare Rights Adviser Programme [eight days]	6 October – 24 November 2011	20
WRAP Disability Benefits Refresher	6 December 2011	26
Benefits for Carers	21 March 2012	22

INTRODUCTORY/INTERMEDIATE

Employment and Support Allowance: Changes and Migration	19 October 2011	23
Mental Health Law	1 December 2011	18
Employment Law [two days]	15 and 16 February 2012	14

INTERMEDIATE

Advising Migrant Workers	1 June 2011	29
Legal Research Skills for Advisers [half day]	22 February 2012	30

INTERMEDIATE/ADVANCED

Challenging Social Services Decisions	12 January 2012	12
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ADVANCED

Representing at Mental Health Review Tribunals	15 September 2011	18
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TRAINING PLAN

Below are examples of training plans you could follow through Law Centre (NI) training courses, including how our plan could link with Advice NI and Citizens Advice training.



*See www.wiseradviser.org for details

See www.adviceni.net and www.citizensadvice.co.uk for more training options

THE COURSES

COMMUNITY CARE

Have you signed up to the **Community Care Practitioners Group**? The group is an opportunity to share practical experience and learn about new legislation and case law. We have group meetings in both Belfast and Derry. To attend or receive emails regarding this group please contact deborah.hill@lawcentreni.org or elaine.mccorriston@lawcentreniwest.org with your details.

COMMUNITY CARE AND THE LAW

WHO SHOULD ATTEND?

New/experienced advisers, legal practitioners, health and social care trust staff and others who work with older people, people with disabilities and carers.

WHAT DOES THE COURSE OFFER?

This course explores the legal responsibilities of health and social care trusts to deliver social care to older people, people with disabilities and carers. It aims to equip advisers with the knowledge required to advise on the lawfulness of negative decisions and service withdrawal. It will explore the remedies available to clients.

WHAT LEVEL IS IT?

Introductory

Linked to Legal Advice National Occupational Standard IB21 – Health and Community Care Legal Advice

WHERE	WHEN	CONTACT
Derry	Friday 20 May 2011, 10am to 4pm	Noirin Hyndman
Belfast	Thursday 26 May 2011, 10am to 4pm	Deborah Hill

COURSE FEE

Members voluntary	£75.00
Non-members voluntary	£105.00
Members statutory/private	£105.00
Non-members statutory/private	£180.00

This course will count as 5 hours towards CAB, Law Society and Bar Council Continuing Professional Development.



CHALLENGING SOCIAL SERVICES DECISIONS

WHO SHOULD ATTEND?

Experienced advisers, legal practitioners, health and social care trust staff and others who work with people whose lives are affected by social services decision making.

WHAT DOES THE COURSE OFFER?

This course explores in detail the legal responsibilities of Health and Social Care Trusts to deliver social care to older people, people with disabilities and carers. The course will particularly focus on case law examples arising from Ombudsman investigations and decisions of the High Court/Administrative Court and beyond.

WHAT LEVEL IS IT?

Intermediate/Advanced

Linked to Legal Advice National Occupational Standard IB22 Health and Community Care Legal Advice and Casework

WHERE	WHEN	CONTACT
Derry	Thursday 12 January 2012, 10am to 4pm	Noirin Hyndman
Belfast	Wednesday 18 January 2012, 10am to 4pm	Deborah Hill

COURSE FEE

Members voluntary	£75.00
Non-members voluntary	£105.00
Members statutory/private	£105.00
Non-members statutory/private	£180.00

This course will count as 5 hours towards CAB, Law Society and Bar Council Continuing Professional Development.

EMPLOYMENT

REDUNDANCY, LAY-OFF AND EMPLOYER INSOLVENCY

WHO SHOULD ATTEND?

Advisers, legal practitioners, trade unionists.

WHAT DOES THE COURSE OFFER?

The economic downturn has led to a significant increase in the number of people being made redundant. Employees are also being laid off, put on short-time, or asked to vary their contractual entitlements in order to keep their jobs. This course aims to equip advisers with knowledge of workers' legal rights in these situations and to suggest tactics that might be useful in negotiating with an employer.

As many employers are also becoming insolvent, the course examines how to recover money due from administrators and from the DEL National Insurance Fund.

WHAT LEVEL IS IT?

Introductory / Intermediate

Linked to Legal Advice National Occupational Standards IB15 & IB16 – Employment Legal Advice and Casework

WHERE	WHEN	CONTACT
Belfast	14 Friday October 2011 10am to 4pm	Deborah Hill

COURSE FEE

Members voluntary	£75.00
Non-members voluntary	£105.00
Members statutory/private	£105.00
Non-members statutory/private	£180.00

This course will count as 5 hours towards CAB, Law Society and Bar Council Continuing Professional Development.



EMPLOYMENT LAW (TWO DAYS)

WHO SHOULD ATTEND?

This course is aimed at advisers and trade union representatives whose job involves advising on employees' rights including: pay and pay related issues; holidays; maximum working hours and breaks; unfair dismissal and redundancy.

WHAT DOES THE COURSE OFFER?

Employment law in Northern Ireland continues to change at a rapid pace. This course provides an overview of existing and new employment law as it relates to employees. Due to the subject's increased relevance and importance in today's employment market, and in response to comments from past attendees, the course is now run over a two day period to maximise attendee input and participation.

WHAT LEVEL IS IT?

Introductory / Intermediate

Mapped to Legal Advice National Occupational Standard IB15 – Employment Legal Advice

WHERE	WHEN	CONTACT
Belfast	Wednesday 8 & Thursday 9 February 2012, 10am - 4pm	Deborah Hill
Derry	Wednesday 15 & Thursday 16 February 2012, 10am - 4pm	Noirin Hyndman

COURSE FEE [FREE FOR WRAP PARTICIPANTS IN 2010/11]

Members voluntary	£120.00
Non-members voluntary	£200.00
Members statutory/private	£200.00
Non-members statutory/private	£330.00

This course will count as 10 hours towards CAB, Law Society and Bar Council Continuing Professional Development.

IMMIGRATION

Have you signed up to the [Immigration Practitioners Group](#)? The group is an opportunity to share practical experience and learn about new legislation and case law. We have group meetings in Belfast. To attend or receive emails regarding this group please contact deborah.hill@lawcentreni.org with your details.

THE CITIZENS DIRECTIVE 2004 / 38 / EC AND THE IMMIGRATION (EEA) REGULATIONS 2006 – UK AND ECJ CASE LAW UPDATE

WHO SHOULD ATTEND?

This course will be of interest to solicitors, barristers and experienced advisers who advise on immigration law.

WHAT DOES THE COURSE OFFER?

Leading barrister Simon Cox of Doughty Street Chambers in London will deliver this advanced level course on European law.

He will examine the Citizenship Directive 2004/83 EC and the Immigration (European Economic Area) Regulations 2006, analyzing UK and European Court of Justice case law.

Simon is ranked in both Chambers & Partners and the legal 500. He is recognised as a leading junior in public law, civil liberties and immigration. In the latest edition of Chambers & Partners, Simon achieved a star ranking in the area of immigration.

WHAT LEVEL IS IT?

Advanced

Linked to Legal Advice National Occupational Standard IB29 – Specialised Legal Immigration Advice and Casework

WHERE	WHEN	CONTACT
Belfast	Thursday 9 June 2011, 10am to 4pm	Deborah Hill

COURSE FEE

Members voluntary	£75.00
Non-members voluntary	£105.00
Members statutory/private	£105.00
Non-members statutory/private	£180.00

***Simon will also be delivering training on Friday 10 June on European law and social security. Attend both courses for a reduced fee: 20% off total cost for attending both courses**

This course will count as 5 hours towards CAB, Law Society and Bar Council Continuing Professional Development.

IMMIGRATION AND CRIMINAL JUSTICE

WHO SHOULD ATTEND?

This course will be of interest to solicitors, barristers and experienced advisers who advise on either criminal law or immigration law.

WHAT DOES THE COURSE OFFER?

Hugh Southey QC, recently called to the Northern Ireland bar, will explore the law on deportation of foreign nationals. He will also cover criminal offences/defences around identity fraud. The final part of the day will look at people trafficking, including victims and the criminal justice process.

Hugh was recommended by Legal 500 (2010) for administrative & public law, civil liberties & human rights and immigration; and by Chambers & Partners (2011) for administrative & public law, human rights, immigration and police law.

WHAT LEVEL IS IT?

Advanced

Linked to Legal Advice National Occupational Standard IB1 – Criminal Law Advice and Casework

WHERE	WHEN	CONTACT
Belfast	Friday 17 June 2011, 10am to 4pm	Deborah Hill

COURSE FEE

Members voluntary	£75.00
Non-members voluntary	£105.00
Members statutory/private	£105.00
Non-members statutory/private	£180.00

This course will count as 5 hours towards CAB, Law Society and Bar Council Continuing Professional Development.

INTRODUCTION TO IMMIGRATION LAW AND PRACTICE (TWO DAYS)

WHO SHOULD ATTEND?

This two day course is aimed at advisers called upon to answer basic immigration queries and to identify where specialist assistance is required.

WHAT DOES THE COURSE OFFER?

The course offers an introduction to UK immigration law and practice. It will give an overview of the rules relating to spouses and family members, European Union nationals, visitors and asylum. An outline of the immigration appeals system will also be provided.

WHAT LEVEL IS IT?

Introductory / Intermediate

Linked to Legal Advice National Occupational Standard IB27 – Immigration Legal Advice

WHERE	WHEN	CONTACT
Belfast	Monday 7 & Monday 14 November 2011, 10am to 4pm	Deborah Hill

COURSE FEE

Members voluntary	£120.00
Non-members voluntary	£200.00
Members statutory/private	£200.00
Non-members statutory/private	£330.00

This course will count as 10 hours towards CAB, Law Society and Bar Council Continuing Professional Development.

CHILDREN AND YOUNG PEOPLE IN THE IMMIGRATION SYSTEM

WHO SHOULD ATTEND?

This course is aimed at advisers, family lawyers and social workers dealing with immigration queries on children subject to immigration control or those who want to identify where specialist assistance is required.

WHAT DOES THE COURSE OFFER?

The course will focus on the law as it relates to unaccompanied asylum seeking children as well as those children and young people who find themselves in the UK on their own as a result of having been trafficked here or abandoned by family members. It will outline the main rules and policies which affect children and young people in the UK who are subject to immigration control.

WHAT LEVEL IS IT?

Introductory / Intermediate

Linked to Legal Advice National Occupational Standard IB27 – Immigration Legal Advice

WHERE	WHEN	CONTACT
Belfast	Wednesday 7 March 2012, 10am to 4pm	Deborah Hill

COURSE FEE

Members voluntary	£75.00
Non-members voluntary	£105.00
Members statutory/private	£105.00
Non-members statutory/private	£180.00

This course will count as 5 hours towards CAB, Law Society and Bar Council Continuing Professional Development.

MENTAL HEALTH

Have you signed up to the **Mental Health Practitioners Group**? The group is an opportunity to share practical experience and learn about new legislation and case law. We have group meetings in both Belfast and Derry. To attend or receive emails regarding this group please contact deborah.hill@lawcentreni.org or noreen.hyndman@lawcentreniwest.org with your details.

REPRESENTING AT MENTAL HEALTH REVIEW TRIBUNALS

WHO SHOULD ATTEND?

This course is aimed at advisers, advocates and legal practitioners who attend and represent clients at mental health review tribunals.

WHAT DOES THE COURSE OFFER?

This course will provide participants with a good understanding of the tribunal process. It will make reference to case examples and explore good practice.

WHAT LEVEL IS IT?

Advanced

Linked to Legal Advice National Occupational Standards – IB7 – Mental Health Legal Advice/ DA4 – Represent clients in Formal Proceedings

WHERE	WHEN	CONTACT
Derry	Thursday 15 September 2011, 10am to 4pm	Noirin Hyndman
Belfast	Thursday 22 September 2011, 10am to 4pm	Deborah Hill

COURSE FEE

Members voluntary	£75.00
Non-members voluntary	£105.00
Members statutory/private	£105.00
Non-members statutory/private	£180.00

This course will count as 5 hours towards CAB, Law Society and Bar Council Continuing Professional Development.

MENTAL HEALTH LAW

WHO SHOULD ATTEND?

This course is aimed at advisers, advocates and legal practitioners who have an interest in advising on the implications of mental health legislation and case law in Northern Ireland. Others involved in health care may also find this a useful course.

WHAT DOES THE COURSE OFFER?

This course will provide a general overview of mental health law and the key principles relevant in Northern Ireland. It will look at mental health law and related legislation, powers of compulsory detention and the process and powers of the Mental Health Review Tribunal.

WHAT LEVEL IS IT?**Introductory / Intermediate**

Linked to Legal Advice National Occupational Standard – IB7 – Mental Health Legal Advice

WHERE	WHEN	CONTACT
Derry	Thursday 1 December 2011, 10am to 4pm	Noirin Hyndman
Belfast	Tuesday 6 December 2011, 10am to 4pm	Deborah Hill

COURSE FEE

Members voluntary	£75.00
Non-members voluntary	£105.00
Members statutory/private	£105.00
Non-members statutory/private	£180.00

This course will count as 5 hours towards CAB, Law Society and Bar Council Continuing Professional Development.

MENTAL HEALTH AND CRIMINAL JUSTICE**WHO SHOULD ATTEND?**

This course is aimed at those who work with clients who are involved in the criminal justice system and who have been or may be admitted to a psychiatric hospital either during their remand period or following conviction.

WHAT DOES THE COURSE OFFER?

The course will look at the legislative framework; pertinent case law; the powers of the courts and hospital authorities; and the safeguards in place for clients. The course will also deal with the Mental Health Review Tribunal in so far as particular rules apply to offender patients.

WHAT LEVEL IS IT?**Intermediate**

Linked to Legal Advice National Occupational Standards IB7 & IB8 – Mental Health Legal Advice and Casework

WHERE	WHEN	CONTACT
Belfast	Thursday 16 February 2012, 10am to 4pm	Deborah Hill

COURSE FEE

Members voluntary	£75.00
Non-members voluntary	£105.00
Members statutory/private	£105.00
Non-members statutory/private	£180.00

This course will count as 5 hours towards CAB, Law Society and Bar Council Continuing Professional Development.

SOCIAL SECURITY

Have you signed up to the [Social Security Practitioners Group](#)? We have groups based in both Belfast and Derry. These groups are an opportunity to share practical experience and learn about new legislation and case law. To attend or receive emails on these groups please email margaret.reid@lawcentreni.org or noreen.hyndman@lawcentreniwest.org with your details.

WELFARE RIGHTS ADVISER PROGRAMME (EIGHT DAYS)

WHO SHOULD ATTEND?

This course is designed specifically for new and/or inexperienced advice workers. There are no formal entry qualifications but participants should have good literacy skills and basic numeracy skills in order to benefit fully from this course.

WHAT DOES THE COURSE OFFER?

Accredited by Open College Network Northern Ireland at level 2 and 3, the course provides a sound foundation in a broad area of welfare rights. It is assessed and participants are expected to complete home-study assignments.

The course will use a mixture of blended learning with extra notes, links and materials available online, using the Law Centre's WRAP website. This will help with flexible learning and attendees can update their knowledge at all times.

WHAT LEVEL IS IT?

Introductory

Mapped to Legal Advice National Occupational Standard IB19 – Welfare Rights Legal Advice

WHERE	WHEN	CONTACT
Belfast	Tuesdays from 3 May to 21 June 2011, 10am to 4pm	Deborah Hill
Derry	Thursdays from 6 Oct to 24 Nov 2011, 10am to 4pm	Noirin Hyndman
Belfast	Tuesdays from 17 January to 6 March 2012, 10am to 4pm	Deborah Hill

COURSE FEE

Members voluntary	£210.00
Non-members voluntary	£380.00
Members statutory/private	£380.00
Non-members statutory/private	£560.00

Those completing the course will be entitled to a free place on the two day Employment Law course.

This course will count as 40 hours towards CAB, Law Society and Bar Council Continuing Professional Development.

EUROPEAN LAW AND SOCIAL SECURITY UPDATE

WHO SHOULD ATTEND?

This course will be of interest to solicitors, barristers and experienced advisers who advise on European law or on the rights of migrant workers to social security and other entitlements.

WHAT DOES THE COURSE OFFER?

Leading barrister Simon Cox of Doughty Street Chambers in London will deliver this advanced level course on European law.

The course will examine in detail the provisions of the updated European regulation on co-ordination of social security systems in Europe. EU Regulation 883/2004 came into force in May 2010. Its provisions are important for anyone advising EU citizens who wish to receive unemployment benefits, children's benefits, sickness and maternity benefits, disability benefits or retirement pension in another country other than their home state. It will also explore the new charter of fundamental rights.

Simon's social welfare practice includes judicial review as well as statutory appeals before tribunals and commissioners. Much of his work concerns migrants' rights to assistance and claimants' rights under European law. He has appeared in several such cases in the House of Lords and Court of Appeal.

WHAT LEVEL IS IT?

Advanced

Linked to Legal Advice National Occupational Standard IB20 – Welfare Rights Legal Advice and Casework

WHERE	WHEN	CONTACT
Belfast	Friday 10 June 2011, 10am to 4pm	Deborah Hill

COURSE FEE

Members voluntary	£75.00
Non-members voluntary	£105.00
Members statutory/private	£105.00
Non-members statutory/private	£180.00

This course will count as 5 hours towards CAB, Law Society and Bar Council Continuing Professional Development.

PREGNANCY AND BENEFITS

WHO SHOULD ATTEND?

This course is aimed at health professionals, social workers and advisers who work with mothers to-be and/or families with young children and are interested in developing their knowledge of the health benefits relevant to pregnancy and early childhood.

No prior knowledge of the benefits system is required to participate fully.

WHAT DOES THE COURSE OFFER?

As well as health benefits, the course will look at maternity, paternity and adoption pay and other benefits which may be available or are affected during and after pregnancy.

WHAT LEVEL IS IT?**Introductory**

Linked to Legal Advice National Occupational Standard IB19 – Welfare Rights Legal Advice

WHERE	WHEN	CONTACT
Derry	Wednesday 15 June 2011, 10am to 4pm	Noirin Hyndman
Belfast	Wednesday 22 June 2011, 10am to 4pm	Deborah Hill

COURSE FEE

Members voluntary	£75.00
Non-members voluntary	£105.00
Members statutory/private	£105.00
Non-members statutory/private	£180.00

This course will count as 5 hours towards CAB, Law Society and Bar Council Continuing Professional Development.

COMPLETING DISABILITY FORMS: DLA AND ESA BEST PRACTICE**WHO SHOULD ATTEND?**

This course is for advisers and people who deal with DLA and ESA forms on a regular basis.

WHAT DOES THE COURSE OFFER?

The aim is to provide accurate knowledge regarding best practice for filling in the complicated forms relating to disability and sickness claims. It will involve how to complete the forms correctly in a timely manner in a way that will reduce misunderstandings and appeals. It will illustrate the key information and criteria for both forms and show the importance of medical evidence and how it can best be incorporated into the forms.

WHAT LEVEL IS IT?**Introductory**

Linked to Legal Advice National Occupational Standard IB19 – Welfare Rights Legal Advice

WHERE	WHEN	CONTACT
Derry	Thursday 18 August 2011, 10am to 4pm	Noirin Hyndman
Belfast	Thursday 25 August 2011, 10am to 4pm	Deborah Hill

COURSE FEE

Members voluntary	£75.00
Non-members voluntary	£105.00
Members statutory/private	£105.00
Non-members statutory/private	£180.00

This course will count as 5 hours towards CAB, Law Society and Bar Council Continuing Professional Development.

TRIBUNAL REPRESENTATION

WHO SHOULD ATTEND?

This six day course, accredited by Open College Network Northern Ireland at level 4, is aimed at advisers who have a reasonable knowledge of social security benefits and who wish to represent at social security appeals or improve their skills in representation. Experienced representatives may be attracted by the chance to refresh their practice and obtain a qualification.

WHAT DOES THE COURSE OFFER?

This course will include decision making, challenging and appealing decisions, collecting evidence, planning legal arguments, preparing a submission for a tribunal hearing and tribunal practice and procedure. Advisers will also have the opportunity to participate in mock tribunal hearings. The course will involve submitting written assignments for assessment.

WHAT LEVEL IS IT?

Intermediate/Advanced

This course is linked to Legal Advice National Occupational Standards DA4 – Represent clients in Formal Proceedings

WHERE	WHEN	CONTACT
Belfast	Tuesdays/Wednesdays 20 and 27 September and 4, 11, 18 & 19 October 2011	Deborah Hill

COURSE FEE

Members voluntary	£185.00
Non-members voluntary	£270.00
Members statutory/private	£270.00
Non-members statutory/private	£500.00

***All who attend can apply for the follow-on two-day Advocacy Skills course at a reduced fee (25 % off).**

This course will count as 30 hours towards CAB, Law Society and Bar Council Continuing Professional Development.

EMPLOYMENT AND SUPPORT ALLOWANCE: CHANGES AND MIGRATION

WHO SHOULD ATTEND?

This course is for advisers who wish to develop their knowledge of the Employment and Support Allowance (ESA).

WHAT DOES THE COURSE OFFER?

Since October 2008, ESA has replaced Incapacity Benefit (IB) for people making new claims. The course will include the eligibility criteria, the assessment phase, the new work capability assessment and work focused interviews. Case law developments will be highlighted. All recent changes and a review of the IB-ESA migration will be covered to help keep attendees up to date.

WHAT LEVEL IS IT?**Introductory / Intermediate**

Linked to Legal Advice National Occupational Standard IB19 – Welfare Rights Legal Advice

WHERE	WHEN	CONTACT
Derry	Wednesday 19 October 2011 10am to 4pm	Noirin Hyndman
Belfast	Tuesday 25 October 2011, 10am to 4pm	Deborah Hill

COURSE FEE

Members voluntary	£75.00
Non-members voluntary	£105.00
Members statutory/private	£105.00
Non-members statutory/private	£180.00

This course will count as 5 hours towards CAB, Law Society and Bar Council Continuing Professional Development.

ADVOCACY SKILLS (TWO DAYS)**WHO SHOULD ATTEND?**

This two day course is for advisers representing clients at tribunal hearings.

WHAT DOES THE COURSE OFFER?

The case study used is a social security appeal. The course aims to make advisers more confident in their presentation and to ensure that they present cases effectively and persuasively. There will be an opportunity to practice dealing with unexpected interventions or unforeseen legal arguments. Video review will be carried out on a one to one basis so that advisers can become more aware of their own performance. The course takes place in a non-threatening and supportive environment.

The tutor is Fiona Donnelly, a solicitor who teaches advocacy at the Institute of Professional Legal Studies and advanced advocacy through the Law Society.

WHAT LEVEL IS IT?**Advanced**

This course is linked to Legal Advice National Occupational Standards DA4 – Represent clients in Formal Proceedings

WHERE	WHEN	CONTACT
Belfast	Wednesday 16 & Thursday 17 November 2011, 10am to 4pm	Deborah Hill

COURSE FEE

Members voluntary	£120.00
Non-members voluntary	£200.00
Members statutory/private	£200.00
Non-members statutory/private	£330.00

Anyone who has attended the Tribunal Representation Course will get this course at a reduced fee (25% off).

This course will count as 10 hours towards CAB, Law Society and Bar Council Continuing Professional Development.



Photo: courtesy of Derry News

CHALLENGING TAX CREDIT DECISIONS - OVERPAYMENTS

WHO SHOULD ATTEND?

This is an important course for anyone advising people on entitlement to tax credits.

WHAT DOES THE COURSE OFFER?

By the end of the course, participants will understand the main causes of overpayments and how to avoid them. The course will include changes to tax credits which are likely to increase overpayments. They will also have a good understanding of how an overpayment can be challenged using HMRC procedures and how to use the appeals system.

WHAT LEVEL IS IT?

Intermediate

Linked to Legal Advice National Occupational Standard IB20 – Welfare Rights Legal Advice and Casework

WHERE	WHEN	CONTACT
Belfast	Wednesday 30 November 2011, 10am to 1pm	Deborah Hill

COURSE FEE

Members voluntary	£45.00
Non-members voluntary	£65.00
Members statutory/private	£65.00
Non-members statutory/private	£95.00

***Attend both this course and 'Challenging social security overpayments' in March 2012, and receive a 25% reduction in the fee for the March course.**

This course will count as 3 hours towards CAB, Law Society and Bar Council Continuing Professional Development.

WELFARE RIGHTS ADVISER PROGRAMME DISABILITY BENEFITS REFRESHER

WHO SHOULD ATTEND?

This course is designed specifically for new and/or inexperienced advice workers or for advisers who want to take some time to refresh their knowledge given recent changes.

WHAT DOES THE COURSE OFFER?

The course offers advisers a chance to revise and update their knowledge on disability benefits. Although this is a WRAP Refresher course, you do not have to have attended a previous WRAP course to apply.

WHAT LEVEL IS IT?

Introductory

Mapped to Legal Advice National Occupational Standard IB19 – Welfare Rights Legal Advice

WHERE

Belfast

Derry

WHEN

Friday 2 December 2011, 10am to 1pm

Tuesday 6 December 2011, 10am to 1pm

CONTACT

Deborah Hill

Noirin Hyndman

COURSE FEE

Members voluntary

£45.00

Non-members voluntary

£65.00

Members statutory/private

£65.00

Non-members statutory/private

£95.00

This course will count as 3 hours towards CAB, Law Society and Bar Council Continuing Professional Development.



SOCIAL SECURITY: SEEKING WORK, OTHER REQUIREMENTS AND SANCTIONS

WHO SHOULD ATTEND?

This is an important course for advisers and legal practitioners and others such as social workers who need to know about benefit entitlement.

WHAT DOES THE COURSE OFFER?

There are increased requirements attached to claiming benefits, particularly Jobseeker's Allowance (JSA) and Employment and Support Allowance (ESA) work related activity group. With this have come increased sanctions for non compliance. By the end of this course, participants will understand the main rules for claiming JSA and ESA as they relate to requirements to seek work as well as the main causes of sanctions and how to avoid them.

The course illustrates all the main conditions for claiming benefits and goes over new conditionality rules: ie the rules for maintaining benefits. It will also look at what happens to people who failed to maintain the conditionality of their benefit. Finally, it will consider how to get back on the benefit after sanctions have been applied, and what the future holds for conditionality and sanctions.

WHAT LEVEL IS IT?

Intermediate

Linked to Legal Advice National Occupational Standard IB20 – Welfare Rights Legal Advice and Casework

WHERE	WHEN	CONTACT
Belfast	Wednesday 15 February 2012, 10am to 4pm	Deborah Hill

COURSE FEE

Members voluntary	£75.00
Non-members voluntary	£105.00
Members statutory/private	£105.00
Non-members statutory/private	£180.00

This course will count as 5 hours towards CAB, Law Society and Bar Council Continuing Professional Development.

CHALLENGING SOCIAL SECURITY OVERPAYMENT DECISIONS

WHO SHOULD ATTEND?

This course is aimed at advisers who have an understanding of the social security system and wish to develop their skills and knowledge in relation to overpayments.

WHAT DOES THE COURSE OFFER?

The regulations and laws surrounding overpayments are dynamic and constantly changing, as shown by recent court decisions.

This course will help advisers to use these decisions in their client's favour. It will develop advisers' knowledge of the legislation and case law and provide an awareness of the key issues concerning overpayments.

The course will include analysing how overpayments occur, recovery of overpayments and legal remedies for clients.

WHAT LEVEL IS IT?

Intermediate

Linked to Legal Advice National Occupational Standard IB20 – Welfare Rights Legal Advice and Casework

WHERE	WHEN	CONTACT
Belfast	Thursday 1 March 2012, 10am to 4pm	Deborah Hill

COURSE FEE

Members voluntary	£ 75.00
Non-members voluntary	£ 105.00
Members statutory/private	£ 105.00
Non-members statutory/private	£ 180.00

***25% reduction for those who also attended Challenging Tax Credit Decisions – Overpayments in November 2011.**

This course will count as 5 hours towards CAB, Law Society and Bar Council Continuing Professional Development.

IDENTIFYING ERRORS OF LAW: TAKING CASES TO THE COMMISSIONER

WHO SHOULD ATTEND?

This course is aimed at advisers who have been at the Law Centre's Tribunal Representation course or advisers with experience in providing representation at social security appeal tribunals, who wish to build on their experience and be able to identify errors of law in tribunal decisions and bring them to the Social Security Commissioner.

WHAT DOES THE COURSE OFFER?

By the end of the course, participants will be able to identify areas of law in social security decisions and understand procedures in appealing to the Commissioner. The day will include practical case studies.

WHAT LEVEL IS IT?

Advanced

Linked to Legal Advice National Occupational Standard IB20 – Welfare Rights Legal Advice and Casework

WHERE	WHEN	CONTACT
Belfast	Tues 20 March 2012, 10am to 4pm	Deborah Hill

COURSE FEE

Members voluntary	£75.00
Non-members voluntary	£105.00
Members statutory/private	£105.00
Non-members statutory/private	£180.00

This course will count as 5 hours towards CAB, Law Society and Bar Council Continuing Professional Development.

BENEFITS FOR CARERS

WHO SHOULD ATTEND?

Many people provide care to family or friends with disabilities or who are frail or ill. This course is aimed at health professionals, social workers and advisers who are providing advice and information to these carers.

No prior knowledge of the benefit system is required to fully participate on the course.

WHAT DOES THE COURSE OFFER?

The course will take a detailed look at Disability Living Allowance, Attendance Allowance and Carer's Allowance. It will provide an overview of other relevant benefits such as Income Support, Pension Credit and Housing Benefit. The course will help participants to identify the benefits relevant to carers and those being cared for with a view to ensuring that maximum benefit is received.

WHAT LEVEL IS IT?

Introductory

Linked to Legal Advice National Occupational Standard IB19 – Welfare Rights Legal Advice

WHERE	WHEN	CONTACT
Derry	Wednesday 21 March 2012, 10am to 4pm	Noirin Hyndman
Belfast	Wednesday 28 March 2012, 10am to 4pm	Deborah Hill

COURSE FEE

Members voluntary	£75.00
Non-members voluntary	£105.00
Members statutory/private	£105.00
Non-members statutory/private	£180.00

This course will count as 5 hours towards CAB, Law Society and Bar Council Continuing Professional Development.

GENERAL

ADVISING MIGRANT WORKERS

WHO SHOULD ATTEND?

This is an important course for anyone advising people from abroad. It will be of interest to advisers, trade unionists, social workers and legal practitioners. It will be of interest to those wishing to update their knowledge to take account of the ending of the Worker Registration Scheme on 30 April 2011.

WHAT DOES THE COURSE OFFER?

By the end of the course, participants will understand the basic rules for entitlement to social security, housing and social services support for migrant workers from different nationalities. The course will use case studies to help participants work through the rules.

WHAT LEVEL IS IT?**Intermediate**

Linked to Legal Advice National Occupational Standard IB10- Housing Legal Advice and Casework, IB22- Health and Community Care Legal Advice and Casework and IB28 Immigration Legal Advice and Casework

WHERE	WHEN	CONTACT
Derry	Wednesday 1 June 2011, 10am to 4pm	Noirin Hyndman

COURSE FEE

Members voluntary	£75.00
Non-members voluntary	£105.00
Members statutory/private	£105.00
Non-members statutory/private	£180.00

This course will count as 5 hours towards CAB, Law Society and Bar Council Continuing Professional Development.

LEGAL RESEARCH SKILLS FOR ADVISERS (HALF DAY COURSE)**WHO SHOULD ATTEND?**

Anyone who needs to use legal research in their work, whether as adviser, policy worker or legal practitioner.

WHAT DOES THE COURSE OFFER?

This is a practical course to equip advisers to carry out legal research using a range of different research tools, refresh their skills and find out how to locate information quickly. It includes: different information resources available; how to find legislation and check if it is still in force or if it has been amended and where to find these amendments; how to find case law on issues of law relevant to your case and how to check the status of a case, whether it has been appealed, over-ruled or followed in subsequent cases.

WHAT LEVEL IS IT?**Intermediate**

Linked to Legal Advice National Occupational Standards IA4 – Provide Legal Advice Using Electronic Media / IA5 – Research Legal Information and Advice Using Electronic Sources

WHERE	WHEN	CONTACT
Derry	Wednesday 22 February 2012, 10am to 1pm	Noirin Hyndman
Belfast	Wednesday 29 February 2012, 10am to 1pm	Deborah Hill

COURSE FEE

Members voluntary	£45.00
Non-members voluntary	£65.00
Members statutory/private	£65.00
Non-members statutory/private	£95.00

This course will count as 3 hours towards CAB, Law Society and Bar Council Continuing Professional Development.



LAW CENTRE (NI)

Central Office

124 Donegall Street
Belfast BT1 2GY

Telephone: 028 9024 4401

Fax: 028 9023 6340

Textphone: 028 9023 9938

Western Area Office

9 Clarendon Street
Derry BT48 7EP

Telephone: 028 7126 2433

Fax: 028 7126 2343

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