



Certificate in Paralegal Skills 2020



Module 1: 3 September 2020, Thursday
 Module 2: 10 September 2020, Thursday
 Module 3: 17 September 2020, Thursday
 Module 4: 24 September 2020, Thursday
 Module 5: 1 October 2020, Thursday
 Module 6: 8 October 2020, Thursday
 Module 7: 15 October 2020, Thursday

- Please note that you will be required to view 2 compulsory e-Learning recordings, alongside this course regardless of the number of modules you sign up for. Please select at least one module (i.e. Module 1 to 7) to attend.



Module 1-5: To be conducted as live webinars
 Module 6-7: Temasek Polytechnic, School of Business

SkillsFuture is only applicable for those who **attend and complete all 7 modules + 2 compulsory e-Learning recordings of the course**. To submit a claim using SkillsFuture, please visit: https://www.myskillsfuture.sg/content/portal/en/training-exchange/course-directory.html?fq=Course_Supp_Period_To_1%3A%5B2019-01-07T00%3A00%3A00Z%20TO%20*%5D&fq=IsDisplaySFC%3Atrue&q=%3A*.

ABOUT SKILLSFUTURE CREDIT

SkillsFuture is a national movement to provide Singaporeans, 25 years and above, and is a self-sponsored individual, the opportunities to develop their fullest potential throughout life, regardless of their starting points. Individuals who attend this programme may apply their S\$500.00 SkillsFuture credit (or any part thereof) to offset the cost of attending the programme. For more information, please refer to www.skillsfuture.sg.

About the Programme

No law practice or legal department can operate effectively without paralegals and legal support staff. In recognition of the important support role they play, the Law Society of Singapore and Temasek Polytechnic have jointly developed a foundational certificate course on various aspects of Procedural and Substantive Law and Practice Management specifically designed for these stakeholders. This course has also been enhanced to cover more aspects of Law Practice and the Legal environment.

Each aspect of this Course, from its content to structure to duration, has been crafted based on the valuable feedback we have received from key users of paralegal services, including Managing Partners/Directors of law practices and Heads of Legal Departments. This ensures the unsurpassed quality and relevance of this Course.

Each module is conducted using a combination of lecturettes, case studies, exercises and concluding with a simple written test. Participants who attend each module in full and pass the written test at the end of each module will be awarded a joint "Certificate of Completion" for the module by the Law Society of Singapore and Temasek Polytechnic. ***No minimum entry requirement.**

Who Should Attend

- Paralegals and legal support staff from local law practices
- Support staff of corporate legal departments
- Support staff from foreign law practices, corporate secretarial and support services providers who wish to gain greater understanding of the Singapore legal system, and processes relevant to their work.

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Additionally, to provide a holistic learning for legal support staff, you are highly encouraged to attend the programmes (conducted as live webinars) listed below organised by the Singapore Academy of Law ("SAL"). SAL is offering a discount (see discount codes below) for learners of this "Certificate in Paralegal Skills 2020" course. For more information, you may contact Jeremy Tan at saltraining@sal.org.sg. Do note that registration and payment are **separate** from the "Certificate in Paralegal Skills 2020" course. You may register here: <https://www.sal.org.sg/Events/Events/Training/Legal-Support-Excellence-Series/Overview>.

S/N	Title	Date and Time	Discount Code
1	<u>Office Skills*</u> Better Emails	14 and 15 July 2020 Day 1 - 9.00am – 12.00pm Day 2 - 9.00am – 12.00pm	LAWSOC140
2	<u>Essentials of Microsoft Office*</u> Excel, Word and PowerPoint	16 July 2020 9.00am – 5.00pm	LAWSOC40
3	<u>Office Skills*</u> Drafting Meeting Minutes	28 and 29 July 2020 Day 1 - 9.00am – 12.00pm Day 2 - 9.00am – 12.00pm	LAWSOC140
4	<u>Professional Development Skills*</u> <ul style="list-style-type: none"> • Projecting a Professional Image • Overcoming Communication Barriers • Managing Conflict in Your Team 	24 August 2020 9.00am – 2.45pm	LAWSOC30
5	<u>Professional Development Skills (cont'd)*</u> <ul style="list-style-type: none"> • Planning Tools • Problem Solving • Managing Your Time 	25 August 2020 (9.00am – 2.45pm)	LAWSOC30

Programme Outline

2 Compulsory e-Learning Recordings

1. Legal Technology for Law Practices

Programme Outline
Introduction to Legal Technology Ong Ee Ing - Senior Lecturer of Law, Singapore Management University
Artificial Intelligence and Ethical Issues in Legal Technology Alvin Chen – Director (Legal Research and Development), The Law Society of Singapore
Building Capability & Boosting Technology Adoption for the Legal Profession <u>Moderator</u> Hannah Lim - Head of Rule of Law & Emerging Markets, LexisNexis <u>Panellists</u> Rajan Chettiar - Founder and Director, Rajan Chettiar LLC Tan Choon Leng – Partner, JurisAsia LLC
Practical Demo by Legal Technology Vendor Sabrina Ghazali - Client Experience & Learning Consultant, LexisNexis

2. Cybersecurity and Data Protection

Programme Outline
Introduction to Cybersecurity and Data Protection Alvin Chen – Director (Legal Research and Development), The Law Society of Singapore
Case Studies in Cybersecurity and Data Protection Alvin Chen – Director (Legal Research and Development), The Law Society of Singapore
Best Practices in Cybersecurity and Data Protection Alvin Chen – Director (Legal Research and Development), The Law Society of Singapore

Module 1: 3 September 2020, Thursday - Basic Principles of Drafting Pleadings in a Civil Action *(Note Limited to 30 places, to be conducted as live webinar)*

12.30pm – 1.00pm	Participants log on
1.00pm – 2.00pm	Principles and Purpose of Pleadings
2.00pm – 3.00pm	Principles in Drafting Pleadings
3.00pm – 3.30pm	Practical Session 1
3.30pm – 3.45pm	Break
3.45pm – 5.15pm	Practice Session 2
5.15pm – 6.00pm	Assessment

Module 2: 10 September 2020, Thursday - Elements of Accounting for Legal Executives

(Note: Limited to 30 places, to be conducted as live webinar)

12.30pm – 1.00pm	Participants log on
1.00pm – 2.00pm	Basic Accounting Concepts & Processes
2.00pm – 3.00pm	Double Entry System of Bookkeeping
3.00pm – 3.30pm	Solicitors' Account
3.30pm – 3.45pm	Break
3.45pm – 4.15pm	Solicitors' Account
4.15pm – 5.15pm	Bank Reconciliation
5.15pm – 5.30pm	Question & Answer Session
5.30pm – 6.00pm	Written Test

Module 3: 17 September 2020, Thursday – Management of Law Office

(Note: Limited to 30 places, to be conducted as live webinar)

12.30pm – 1.00pm	Participants log on
1.00pm – 3.00pm	Recruitment and Hiring
3.00pm – 3.30pm	Orientation and Remuneration
3.30pm – 3.45pm	Break
3.45pm – 5.15pm	Performance Appraisal and Marketing
5.15pm – 5.30pm	Question & Answer Session
5.30pm – 6.00pm	Written Test

Module 4: 24 September 2020, Thursday – Anti-Money Laundering Measures in Law Firms

(Note: Limited to 30 places, to be conducted as live webinar)

12.30pm – 1.00pm	Participants log on
1.00pm – 2.00pm	Legal Framework in respect of Anti-Money Laundering
2.00pm – 3.00pm	Legislative and Regulatory Requirements
3.00pm – 3.30pm	Compliance of Anti-Money Laundering
3.30pm – 3.45pm	Break
3.45pm – 5.15pm	Maintenance of Accounting Records in a Law Firm
5.15pm – 5.30pm	Question & Answer Session
5.30pm – 6.00pm	Written Test

Module 5: 1 October 2020, Thursday - Company Secretarial Practice

(Note: Limited to 30 places, to be conducted as live webinar)

12.30pm – 1.00pm	Participants log on
1.00pm – 2.00pm	Incorporation/Registration and the Constitution
2.00pm – 3.00pm	Officers of the Company
3.00pm – 3.30pm	Registers
3.30pm – 3.45pm	Break
3.45pm – 5.15pm	Meetings and Resolutions
5.15pm – 5.30pm	Question & Answer Session
5.30pm – 6.00pm	Written Test

Module 6: 8 October 2020, Thursday – Court Technology and Legal Research*(Note: Limited to 25 places, to be conducted at Temasek Polytechnic, School of Business)*

12.30pm – 1.00pm	Registration
1.00pm – 3.00pm	e-Litigation
3.00pm – 3.30pm	LAWNet
3.30pm – 3.45pm	Tea break
3.45pm – 5.15pm	Legal Technology
5.15pm – 5.30pm	Question & Answer Session
5.30pm – 6.00pm	Written Test

Module 7: 15 October 2020, Thursday - Drafting Transactional Documents in Conveyancing Transactions*(Note: Limited to 25 places, to be conducted at Temasek Polytechnic, School of Business)*

12.30pm – 1.00pm	Registration
1.00pm – 2.00pm	Overview of the Conveyancing Process
2.00pm – 3.00pm	Terms of an Option & Caveat
3.00pm – 3.30pm	Drafting of a Transfer
3.30pm – 3.45pm	Tea Break
3.45pm – 5.15pm	Drafting of a Mortgage & Completion
5.15pm – 5.30pm	Question & Answer Session
5.30pm – 6.00pm	Written Test

Course Leaders' Profile

Module 1 – Basic Principles of Drafting Pleadings in a Civil Action

Wong Khai Leng – Lecturer (School of Business), Temasek Polytechnic

Khai Leng graduated with LLB (Hons) from the National University of Singapore and was called to the Singapore Bar in 1992. For the next 20 years, he served in active legal practice as an Advocate and Solicitor of the Singapore Bar. As a practitioner in civil litigation, he has been actively involved in cases in areas of Banking, Shipping, Land Law, Building and Construction and various areas in Commercial and Contract Law. He has also been involved in landmark reported cases in Banking Law, Trust and Equity, Family Law and Civil Procedure. He subsequently ventured into other areas of practice, among them Probates and Administration, Insolvency, Corporate and Retail Conveyancing practice.

He joined the Law team in Temasek Polytechnic in October 2012 bringing with him his many years of expertise and experience in the varied areas of law and practice. As a senior lecturer, he has taught many areas of law, including Contract Law, Conveyancing, Civil Procedure, Family Law and Probate and Administration.

Module 2 – Elements of Accounting for Legal Executives

Goh Yan Peng – Lecturer (School of Business), Temasek Polytechnic

Goh Yan Peng graduated with a Bachelor of Accountancy (First Class Honours) from Nanyang Technological University and a Postgraduate Diploma in Education (with merit).

Upon graduation from NTU, Yan Peng worked as an audit assistant in Ernst & Young. She later joined the Ministry of Education and after obtaining the Postgraduate Diploma in Education from the National Institute of Education, she taught Principles of Accounting in Saint Andrew's Junior College for five years. Thereafter in 1999, she joined TP as a full-time accounting & finance lecturer in the School of Business. She has taught Accounting to different courses including the Diploma in Law & Management.

Module 3 – Management of Law Office

Module 6 – Court Technology and Legal Research

Andrew Chia – Lecturer (School of Business), Temasek Polytechnic

Andrew Chia is presently the Subject Leader and in charge of the subject "Management of Law Office and Court Technology" and has been teaching the subject for at least 10 years. Prior to joining the Polytechnic, he has been in private practice for 14 years and was last a partner of a law firm.

Module 4 – Anti-Money Laundering Measures in Law Firms

David Tan – Lecturer (School of Business), Temasek Polytechnic

David Tan is a senior lecturer in Temasek Polytechnic. He also conducts courses for a number of government agencies. Prior to that, David was in-house counsel and compliance officer in a number of financial institutions, as well as having worked as a partner in a major law firm.

Module 5 – Company Secretarial Practice

Pang Kin Woon – Lecturer (School of Business), Temasek Polytechnic

Kin Woon graduated from the National University of Singapore with a Bachelor of Laws degree. After being called to the Singapore bar, he started his legal career as a corporate lawyer practising mainly in the area of Corporate Finance.

He subsequently joined a listed local company as in-house legal counsel and was involved in mergers and acquisitions (M&A) and joint venture work, as well as operational aspects of the business. He later joined

a European MNC where he was involved in regional legal work and was eventually appointed as General Counsel, ASEAN. At Temasek Polytechnic, Kin Woon teaches Corporate Law subjects.

Module 7 - Drafting Transactional Documents in Conveyancing Transactions

Cynthia Rodrigo – Lecturer (School of Business), Temasek Polytechnic

Cynthia Rodrigo started her career as a litigation lawyer specializing in Intellectual Property litigation. She then joined the legal department in a big four bank where she honed her legal skills in Conveyancing and Corporate Law. After several years, she re-joined the legal profession, this time, specializing in Corporate and Retail Real-Estate Law.

She then went on to join a statutory board as its legal counsel and after several years, she joined the legal department of a public-listed company where she concentrated on Corporate and Mergers and Acquisitions.

She joined Temasek Polytechnic as a lecturer in 2010.

In the course of the event, photographs/videos/interviews of participants could be taken/conducted by the Law Society or parties appointed by the Law Society for the purpose of post event publicity, either in the Law Society's official publication/website, social media platforms or any third party's publication/website/social media platforms approved by the Law Society.

Registration Fees

Please note that the viewing of the 2 e-Learning recordings are **COMPULSORY** regardless of the number of modules you sign up for. Access to the e-Learning recordings will be provided upon registration and payment.

To register, please visit our website at: <https://www.lawsociety.org.sg/cpd/law-society-events/>. For enquiries, please contact us at cpd@lawsoc.org.sg or 6530 0242.

Date / Module	Fees (SGD) for Employees of Law Firms (inclusive of 7% GST and course materials)		
	Small Law Firm (i.e. 5 or less lawyers)	Mid or Large Law Firm (i.e. 6 or more lawyers)	Others
Module 1 – Basic Principles of Drafting Pleadings in a Civil Action + 2 compulsory e-Learning recordings (3 September 2020)	295.40	338.60	590.80
Module 2 – Elements of Accounting for Legal Executives + 2 compulsory e-Learning recordings (10 September 2020)	295.40	338.60	590.80
Module 3 – Management of Law Office + 2 compulsory e-Learning recordings (17 September 2020)	295.40	338.60	590.80
Module 4 – Anti-Money Laundering Measures in Law Firms + 2 compulsory e-Learning recordings (24 September 2020)	295.40	338.60	590.80
Module 5 – Company Secretarial Practice + 2 compulsory e-Learning recordings (1 October 2020)	295.40	338.60	590.80
Module 6 – Court Technology and Legal Research + 2 compulsory e-Learning recordings (8 October 2020)	295.40	338.60	590.80
Module 7 – Drafting Transactional Documents in Conveyancing Transactions + 2 compulsory e-Learning recordings (15 October 2020)	295.40	338.60	590.80

1. Terms and Conditions

- 1.1 Registration closes on the date as stipulated on the registration page or when all seats are filled.
- 1.2 The registration fee is due and payable upon registration and must be received prior to the programme.
- 1.3 Payment must be made by the closing date stated. Registration will only be confirmed upon receipt of full payment.
- 1.4 The Law Society reserves the right to refuse to register or admit any participant, and to cancel or postpone the programme.
- 1.5 If you are unable to attend, a substitute delegate is welcomed, provided that the Law Society is notified in writing of the name and particulars of the substitute delegate at least 3 working days before the programme.

2. Cancellation and Refund of Fees

- 2.1 Allocation of seats is on a first-come-first-served basis and seats are limited for each programme.
- 2.2 Participant who cancels his/her registration before the commencement date shall be liable to pay the percentage of the registration fee set out as follows:
 - i. 20 calendar days before commencement date: 25% of registration fee.
 - ii. 8 to 19 calendar days before commencement date: 50% of registration fee.
 - iii. 7 calendar days or less before commencement date: 100% of registration fee.
- 2.3 Participant who cancel his/her registration without prior payment made shall also be liable to the cancellation fee set out in 2.2. In the event that the payment for cancellation fee is not received despite multiple chasers, a tax invoice will be issued and mailed to your law practice/organisation.
- 2.4 Participant who is unable to attend the programme due to medical exigencies will be subject to a cancellation fee of 50% of registration fee.

3. Utilisation of SkillsFuture Credit (SFC)

- 3.1 Participant who wish to utilise his/her SkillsFuture Credit (SFC) must submit his/her application of claim on the SFC website and make payment of the remaining fee (if any) before the commencement date. In the event that the submission of SFC or full payment is not received prior to the commencement date, the registration will be deemed cancelled and the participant is liable for the cancellation fees set out in 2.2.
- 3.2 Do note that claims to SFC must be made at least two weeks before the commencement of the programme date.
- 3.3 All claim submissions made on or after the commencement of the programme date will not be entertained and processed.