



## [Webinar] Certificate in Paralegal Skills 2021



Module 1	18 August 2021, Wednesday	1.00pm- 6.00pm
Module 2	19 August 2021, Thursday	1.00pm- 6.00pm
Module 3	20 August 2021, Friday	1.00pm- 6.00pm
Module 4	25 August 2021, Wednesday	1.00pm- 6.00pm
Module 5	26 August 2021, Thursday	1.00pm- 6.00pm
Module 6	27 August 2021, Friday	1.00pm- 6.00pm
Module 7	3 September 2021, Friday	1.00pm- 6.00pm

- *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.*

*All modules will be conducted as webinars.*

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\\*](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](http://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 lectureries, 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.

## Programme Outline

### **2 Compulsory e-Learning Recordings**

*(Access to the e-Learning recordings will be provided closer to the date of course after successful registration and payment.)*

#### **1. Legal Technology for Law Practices**

<b>Programme Outline</b>
<b>Introduction to Legal Technology</b> Ong Ee Ing - Senior Lecturer of Law, Singapore Management University
<b>Artificial Intelligence and Ethical Issues in Legal Technology</b> Alvin Chen – Director (Legal Research and Development), The Law Society of Singapore
<b>Building Capability &amp; Boosting Technology Adoption for the Legal Profession</b> <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
<b>Practical Demo by Legal Technology Vendor</b> Sabrina Ghazali - Client Experience & Learning Consultant, LexisNexis

**2. Cybersecurity and Data Protection**

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

**Module 1: 18 August 2021, Wednesday - Basic Principles of Drafting Pleadings in a Civil Action**  
(Note Limited to 20 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: 19 August 2021, Thursday - Anti-Money Laundering Measures in Law Firms**  
(Note: Limited to 20 places, to be conducted as live webinar)

12.30pm – 1.00pm	Participants log on
1.00pm – 2.00pm	Legal Framework of Anti-Money Laundering and Countering the Financing of Terrorism (AML/CFT)
2.00pm – 3.00pm	Legislative and Regulatory Requirements
3.00pm – 3.30pm	Client Due Diligence
3.30pm – 3.45pm	Break
3.45pm – 5.15pm	Record Keeping and Suspicious Transaction Reporting
5.15pm – 5.30pm	Question & Answer Session
5.30pm – 6.00pm	Written Test

**Module 3: 20 August 2021, Friday – Elements of Accounting for Legal Executives**  
(Note: Limited to 20 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 4: 25 August 2021, Wednesday – Introduction to Property Law and Conveyancing**

*(Note: Limited to 20 places, to be conducted as live webinar)*

12.30pm – 1.00pm	Participants log on
1.00pm – 2.00pm	Basic Land Law Concepts
2.00pm – 3.00pm	Leases
3.00pm – 3.30pm	Overview of the Conveyancing Process
3.30pm – 3.45pm	Tea Break
3.45pm – 5.15pm	Terms of an Option (for Completed Property) and Sale & Purchase Agreement (for Uncompleted Property)
5.15pm – 5.30pm	Question & Answer Session
5.30pm – 6.00pm	Written Test

**Module 5: 26 August 2021, Thursday - Company Secretarial Practice**

*(Note: Limited to 20 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: 27 August 2021, Friday – Management of the Law Office**

*(Note: Limited to 20 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	Marketing the Law Firm
5.15pm – 5.30pm	Question & Answer Session
5.30pm – 6.00pm	Written Test

**Module 7: 3 September 2021, Friday - Court Technology and Legal Research**

*(Note: Limited to 20 places, to be conducted as live webinar)*

12.30pm – 1.00pm	Participants log on
1.00pm – 3.00pm	e-Litigation
3.00pm – 3.30pm	Clio and Case Room
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

## Course Leaders' Profile

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

#### **Jonathan Tan – Senior Lecturer (School of Business), Temasek Polytechnic**

Jonathan Tan is a Senior Lecturer, Temasek Polytechnic. He obtained his LL. B. (Hons) from the University of London. He is an Advocate & Solicitor of the Supreme Court Singapore and also a Barrister-at-Law Lincoln's Inn (England & Wales). Prior to joining the polytechnic, he was in private practice, where his areas of practice included:

- Civil Litigation
- Criminal Litigation
- Family Law
- Probate & Administration Law
- Conveyancing Practice
- Corporate Law

### **Module 2 – Anti-Money Laundering Measures in Law Firms**

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

David started his career in private practice as a litigation lawyer for a number of years before taking on the role as in-house counsel in a foreign bank. After several more years, he returned to private practice as a partner in a major law firm. He later joined a foreign investment bank as its compliance director.

David is actively involved in the polytechnic's full and part time diploma programmes and certificated courses.

### **Module 3 – 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 4 - Introduction to Property Law and Conveyancing**

#### **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.

**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 6 – Management of Law Office****Module 7 – 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.

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*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 is **COMPULSORY** regardless of the number of modules you sign up for. Access to the e-Learning recordings will be provided closer to the date of course after successful 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](mailto: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
<b>Module 1</b> – Basic Principles of Drafting Pleadings in a Civil Action + 2 compulsory e-Learning recordings (18 August 2021)	214.00	246.10	310.30
<b>Module 2</b> – Anti-Money Laundering Measures in Law Firms + 2 compulsory e-Learning recordings (19 August 2021)	214.00	246.10	310.30
<b>Module 3</b> – Elements of Accounting for Legal Executives + 2 compulsory e-Learning recordings (20 August 2021)	214.00	246.10	310.30
<b>Module 4</b> – Introduction to Property Law and Conveyancing + 2 compulsory e-Learning recordings (25 August 2021)	214.00	246.10	310.30
<b>Module 5</b> – Company Secretarial Practice + 2 compulsory e-Learning recordings (26 August 2021)	214.00	246.10	310.30
<b>Module 6</b> – Management of the Law Office + 2 compulsory e-Learning recordings (27 August 2021)	214.00	246.10	310.30
<b>Module 7</b> – Court Technology and Legal Research + 2 compulsory e-Learning recordings (3 September 2021)	214.00	246.10	310.30

## 1. Terms and Conditions

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- 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

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- 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)

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- 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.