



[Webinar] Certificate in Paralegal Skills 2024



Module 1	12 August 2024, Monday	1.30pm- 6.30pm
Module 2	14 August 2024, Wednesday	1.30pm- 6.30pm
Module 3	15 August 2024, Thursday	1.30pm- 6.30pm
Module 4	16 August 2024, Friday	1.30pm- 6.30pm
Module 5	20 August 2024, Tuesday	1.30pm- 6.30pm
Module 6	21 August 2024, Wednesday	1.30pm- 6.30pm
Module 7	23 August 2024, Friday	1.30pm- 6.30pm



All modules are conducted as live webinars.

Note: This course will be coupled with mandatory e-learning programmes which participants are required to complete regardless of the number of modules you sign up for.

SkillsFuture is only applicable for those who **attend and complete all 7 modules + all compulsory e-Learning recordings of the course.**

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 SkillsFuture credit (in full 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 that 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 content to structure and duration, has been crafted based on feedback from key users of paralegal services, including Managing Partners/Directors of law practices and Heads of Legal Departments. This ensures the quality and relevance of the Course.

Each module is conducted using a combination of lecturettes, case studies and exercises, concluding with a simple written test. Participants who attend each module in full, pass the written test at the end of each module and complete the e-Learning programmes will be awarded a joint "e-Certificate of Completion" for the module by the Law Society of Singapore and Temasek Polytechnic.

The number of places is limited to 22 participants for each module to allow for optimal interaction.
***No minimum entry requirement.**

Additional e-Learning Programmes

This course will be coupled with the following e-Learning programmes:

1. [e-Learning] Anti-Money Laundering (AML) and Countering Terrorism Financing (CTF)
 - Part 1: Introduction to AML and CTF
 - Part 2: Introduction to the Legal and Regulatory Framework for the Legal Profession to Prevent Money Laundering and Terrorism Financing
 - Part 3: Obligation to Conduct Customer Due Diligence (CDD) to Prevent Money Laundering and Terrorism Financing
 - Part 4: Obligation to Report Suspicious Transactions (STR) to Prevent Money Laundering
 - Part 5: Internal Policies, Procedures, Controls and Training for Law Firms to prevent Money Laundering and Terrorism Financing
2. [e-Learning] Cybersecurity and Data Protection
3. [e-Learning] Legal Technology for Law Practices
4. [e-Learning] Risk Management
 - Part 1: Understanding and Managing Risks in a Law Practice
 - Part 2: Understanding and Managing Risks in a Law Practice

Notes:

- *The e-learning programmes are compulsory to complete.*
- *An e-Certificate of Completion will only be issued upon attending the registered module in full, passing the written test at the end of the module AND completing the e-Learning programmes.*
- *More information and access to the e-Learning modules will be provided closer to the commencement date of course after successful registration and payment.*

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

Module 1: 12 August 2024, Monday – Introduction to Property Law and Conveyancing

Time	Programme
1.00pm – 1.30pm	Participants log on
1.30pm – 2.30pm	Basic Land Law Concepts
2.30pm – 3.30pm	Leases
3.30pm – 4.00pm	Overview of the Conveyancing Process
4.00pm – 4.15pm	Tea Break
4.15pm – 5.45pm	Terms of an Option (for Completed Property) and Sale & Purchase Agreement (for Uncompleted Property)
5.45pm – 6.00pm	Question & Answer Session
6.00pm – 6.30pm	Written Test

Trainer: 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 2: 14 August 2024, Wednesday – Elements of Accounting for Legal Executives

Time	Programme
1.00pm – 1.30pm	Participants log on
1.30pm – 2.30pm	Basic Accounting Concepts & Processes
2.30pm – 3.30pm	Double Entry System of Bookkeeping
3.30pm – 4.00pm	Solicitors' Account
4.00pm – 4.15pm	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

Trainer: 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: 15 August 2024, Thursday – Basic Principles of Drafting Pleadings in a Civil Action

Time	Programme
1.00pm – 1.30pm	Participants log on
1.30pm – 2.30pm	Principles and Purpose of Pleadings
2.30pm – 3.30pm	Principles in Drafting Pleadings
3.30pm – 3.45pm	Practical Session 1
3.45pm – 4.45pm	Break
4.45pm – 5.45pm	Practice Session 2
5.45pm – 6.30pm	Assessment

Trainer: Jonathan Tan – Senior Lecturer (School of Business), Temasek Polytechnic

Jonathan Tan was called as a Barrister-at-Law in England and Wales and an Advocate & Solicitor of the Supreme Court of Singapore. He has over 18 years in legal practice in the areas of Civil and Criminal Litigation, Family Law, Property Law, Probate & Administration Law. Prior to joining Temasek Polytechnic as a fulltime lecturer, he was also an adjunct lecturer with Temasek Polytechnic teaching Civil Procedure.

One of the salient features of the Diploma in Law & Management programme, according to him, is that the training of our graduates is realistic and relevant for the needs of legal practice today. He sees his role as that of a mentor/trainer of future legal professionals, not just in the area of legal skills but also life skills.

Module 4: 16 August 2024, Friday – Company Secretarial Practice

Time	Programme
1.00pm – 1.30pm	Participants log on
1.30pm – 2.30pm	Incorporation/Registration and the Constitution
2.30pm – 3.30pm	Officers of the Company
3.30pm – 4.00pm	Registers
4.00pm – 4.15pm	Break
4.15pm – 5.45pm	Meetings and Resolutions
5.45pm – 6.00pm	Question & Answer Session
6.00pm – 6.30pm	Written Test

Trainer: 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 5: 20 August 2024, Tuesday – Anti-Money Laundering Measures in Law Firms

Time	Programme
1.00pm – 1.30pm	Participants log on
1.30pm – 2.30pm	Legal Framework of Anti-Money Laundering and Countering the Financing of Terrorism (AML/CFT)
2.30pm – 3.30pm	Legislative and Regulatory Requirements
3.30pm – 4.00pm	Client Due Diligence
4.00pm – 4.15pm	Break
4.15pm – 5.45pm	Record Keeping and Suspicious Transaction Reporting
5.45pm – 6.00pm	Question & Answer Session
6.00pm – 6.30pm	Written Test

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

David 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 and civil litigation lawyer. He left private practice after 5 years to join a European financial institution as legal counsel, where he was eventually promoted to head the legal and compliance functions in Singapore. During his time with the financial institution, David helped to look after the financial institution's private, corporate and wholesale banking and clearing businesses in the Asia Pacific region. After over a decade with the banking group, David returned to private practice as a partner with a major law firm in Singapore.

The primary areas of his practice included banking, trade and project financing. Subsequently, he joined an investment bank where he was first appointed senior vice president and later executive director for compliance, providing legal and regulatory advice to the bank. David joined Temasek Polytechnic in 2013.

Module 6: 21 August 2024, Wednesday – Fundamentals of Technology Law

Time	Programme
1.00pm – 1.30pm	Participants log on
1.30pm – 2.30pm	Fundamentals of the Personal Data Protection Act
2.30pm – 3.30pm	Applicable laws relating to misuse of computers and information systems
3.30pm – 3.45pm	Break
3.45pm – 4.45pm	Introduction to the laws governing electronic transactions
4.45pm – 5.45pm	Cybersecurity and the law office
5.45pm – 6.30pm	Test

Trainer: Aaron Ong – Senior Lecturer, Temasek Polytechnic

Aaron's academic qualifications include a degree in Engineering (Computer Engineering) as well as a law degree.

Before joining Temasek Polytechnic, Aaron was involved in Intellectual Property (IP) management work at the Ministry of Education. He supported IP licensing initiatives for the ministry and schools, as well as provided training and consultation on IP related matters in the ministry. Prior to that Aaron was a technology analyst with Bank of America Merrill Lynch involved in network management and project delivery initiatives. Aaron is currently teaching Business Law and is also involved in developing Legal Technology modules for the full time student.

Module 7: 23 August 2024, Friday – Legal Technology

Time	Programme
1.00pm – 1.30pm	Participants log on
1.30pm – 2.30pm	Introduction to practice management and case management
2.30pm – 3.30pm	Introduction to knowledge management and document management
3.30pm – 3.45pm	Break
3.45pm – 4.45pm	Introduction to block chain and smart contracts and issues surrounding the technology
4.45pm – 5.45pm	Artificial Intelligence use cases in the legal industry
5.45pm – 6.30pm	Test

Trainer: Aaron Ong – Senior Lecturer, Temasek Polytechnic

* Aaron Ong is the trainer for Module 6 as well – refer to his profile above.

Note: 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

Date / Module	Fees (SGD) for Employees of Law Firms (inclusive of 9% 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 – Introduction to Property Law and Conveyancing compulsory e-Learning programmes (12 August 2024)	\$250.70	\$283.40	\$348.80
Module 2 – Elements of Accounting for Legal Executives + compulsory e-Learning programmes (14 August 2024)	\$250.70	\$283.40	\$348.80
Module 3 – Basic Principles of Drafting Pleadings in A Civil Action + compulsory e-Learning programmes (15 August 2024)	\$250.70	\$283.40	\$348.80
Module 4 – Company Secretarial Practice + compulsory e-Learning programmes (16 August 2024)	\$250.70	\$283.40	\$348.80
Module 5 – Anti-Money Laundering Measures in Law Firms + compulsory e-Learning programmes (20 August 2024)	\$250.70	\$283.40	\$348.80
Module 6 – Fundamentals of Technology Law + compulsory e-Learning programmes (21 August 2024)	\$250.70	\$283.40	\$348.80
Module 7 – Legal Technology + compulsory e-Learning programmes (23 August 2024)	\$250.70	\$283.40	\$348.80

To register, please visit our website at: <https://www.lawsociety.org.sg/cpd/law-society-events/>. For enquiries, please contact us at lnl@lawsoc.org.sg or 6530 0252.

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. An email confirming your registration will be sent to the email address provided in your registration, and/or a message confirming your registration will be displayed on the Website. If you do not receive confirmation of your registration within twenty-four (24) hours of your registration, please contact the Law Society L&D team at Ind@lawsoc.org.sg.
- 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.
- 1.6 A separate charge will apply for each request of re-issuance and retrieval of certificate(s) after the programme, if applicable.

2. Cancellation and Refund of Fees

- 2.1 Allocation of seats is on a first-come-first-served basis and limited seats for each programme.
- 2.2 Participant who cancels their 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 Participants who cancel their 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.

4. Intellectual Property Rights

- 4.1 The Law Society reserves all its intellectual property rights (including but not limited to all copyright) which it either owns or holds as licensor in the programme and any materials forming part of the programme (including but not limited to written materials, slides, recordings, assessments and downloadable materials) made available to you as part of the programme ("**Law Society Materials**") and you agree that you will not do anything to infringe or prejudice those rights.
- 4.2 You may view (and where required to do so, download certain) Law Society Materials for your personal educational and training purposes only, subject to the restrictions set out in clause 4.3 below.
- 4.3 You may not:
- 4.3.1. download or copy onto any device or medium any Law Society Materials other than as may be required as part of the programme;
 - 4.3.2. sell, sublicense, distribute, display, broadcast, store, modify, translate or transfer any Law Society Materials;
 - 4.3.3. use any Law Society Materials to create any derivative materials or competitive products;
 - 4.3.4. use any automated, programmatic, scripted or other mechanical means to access the programme;
 - 4.3.5. allow anyone except the individual to whom access to an programme has been allocated;
 - 4.3.6. allow any third parties to access, use or benefit from the Law Society Materials in any way; or
 - 4.3.7. share your password or logon details with anyone.

5. Data Protection

- 5.1 All personal information you disclose to us in the registration form will be processed in accordance with the Personal Data and Protection Act. We will not share your contact details without your written consent.
- 5.2 By submitting this registration form, you consent that the Law Society may collect, use and disclose the personal data you provide in this form to administer your registration for this event and for statistical, analysis and planning purposes, solely related to this programme. You consent that we may disclose: (i) aggregate participant data to speakers to tailor their presentations for this event; (ii) aggregate participant data for publicity purposes.
- 5.3 You agree that any personal information you submit as part of your registration for the programme is accurate and that you have all necessary permissions to submit such personal information.